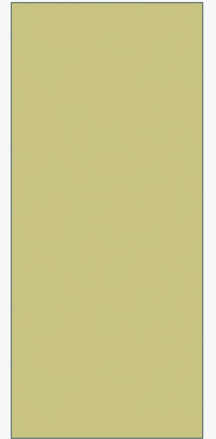# FIVE YEAR FORECAST SPREADSHEETS USASFF & EMISFFE

SARA GLORE, SSDT

O.R.C. AND O.A.C REQUIREMENTS

- Five Year Forecast required of all city, local, exempted village school districts, and joint vocational

- O.R.C 5705.391 and O.A.C. 3301-92-04
  - require a BOE to submit a five year projection of operational revenues and expenditures along with assumptions to ODE prior to October 31 of each fiscal year and to update this forecast between April 1 and May 31 of each fiscal year

ODE "How to Read a Five Year Forecast"

FIVE YEAR FORECAST

- Five Year Forecast consists of three years of historical data, projections for the current year and four ensuing years, the ADM forecast and a summary of key assumptions

  - Required Funds to be included
    - General funds (001)
    - Emergency Levy funds (016)
    - Any debt service that would otherwise have gone to general fund (002)
    - Poverty Based Assistance funds (494)
    - Education Jobs (504)
    - State Fiscal Stabilization fund (532)

ODE "How to Read a Five Year Forecast"

PURPOSE/OBJECTIVE OF FIVE YEAR FORECAST

1. Engage the local BOE and community in long range planning and discussions of financial issues facing the school district

2. Serve as a basis for determining the school district's ability to sign the certificate required by O.R.C. 5705.412, commonly known as "412 certificate"

3. Provide a method for the Department of Education and Auditor or State to identify school districts with potential financial problems

ODE "How to Read a Five Year Forecast"

KEY LINES

- Five year forecast is divided into two sections
  - Revenues
  - Expenditures

- Expenditures are mainly
  - Salary and wages
  - Benefits
  - Purchase services

- Revenue is made up of two main sources
  - Local
  - State

USASFF

- Produces a report containing the forecast line numbers and totals

- The report will contain three prior year's actual values. It also includes the current FYTD expendable/receivable values as the first year estimate

USASFF

- USASFF can produce either a summary or detailed report.
  - The detail report includes budget/revenue accounts which are included in each line.
  - The summary report includes only forecast line numbers.

- USASFF will produce a CSV file containing the summary values for each forecast line number. The CSV file can be downloaded and used in an SSDT spreadsheet.

USASFF

```
                   Five Year Forecast Report/Export

    Output Report USASFF.TXT █
    Detail or Summary? D


 The following funds are automatically included by this module:

    001, 002, 016, 455, 494, 532, 504

 For fund 002 only expenditures and revenues for SCC 8001 are included
 automatically.  Any other SCC's of Fund 002 are included if the
 'Include on SM1/SM2' flag on the cash account record is set to 'Y'.

    Source of projected amounts for current fiscal year A
    (A)-USAS Accounts  (S)-SM1 amounts  (B)-Leave Blank



 Actual Data For Five Year Forecast                              1 of  1
  PF4 Execute         F10 Reset
  F7  Help            F11 Save/Recall
  F8  Exit
  F9  Cancel
```

USASFF

- The **output report** is the name of the report text file. It also determines the name of the output CSV file. Defaults to USASFF.TXT and the CSV file defaults to USASFF.CSV.

- The program offers a **summary or detail report** option.
  - S – Summary or D - Detail

- The **source for projected amounts** option allows the user to select where the first year estimates will be pulled from.
  - (A) USAS Accounts (S)SM1 (B) Blank

USASFF - DETAIL

USASFF - SUMMARY

```
Date:   08/29/11                                                                      Page:    1
Time:   9:54 am              Five Year Financial Forecast Worksheet
Line Number                  |----------- Actual Amounts ----------   Ave %  |--------Forecasted Amounts----|
                                  2009        2010        2011    Change        2012

01.010 General Property (Real Estate)
                              1,893,776   1,945,567                   2.7%            _____

01.020 Tangible Personal Property Tax
                                354,440     251,900                 -28.9%            _____

01.030 Income Tax
                              2,165,588   1,876,188          2      -56.7%            _____

01.035 Unrestricted Grants-in-Aid
                              5,664,549   5,248,121    213,402      -51.6%            _____

01.040 Restricted Grants-in-Aid
                                143,866      85,581      2,966      -68.5%            _____

01.045
                                            359,306     16,155      -95.5%            _____

01.050 Property Tax Allocation
                                421,706     527,261                 25.0%            _____

01.060 All Other Operating Revenue
                              1,252,023   1,457,468     26,361      -40.9%            _____
USASFF.TXT 1/161 1%                               <Q>uit <T>op <B>ottom <W>idth <P>age <F>ind <N>ext <S>ave

Press HELP or PF2 for help on the numeric keypad.
```

SSDT SPREADSHEETS

- Spreadsheets developed by the SSDT to assist school districts in preparing the Five Year Forecast

- The Spreadsheets may be used alone (hand entering the values) or in conjunction with USASFF

- Spreadsheets are actually workbooks which contain multiple worksheets. You will switch between various sheets while preparing the forecast.

SSDT SPREADSHEETS

- 3 spreadsheets available on SSDT Website
  1. Basic

  2. Standard

  3. Standard with Locks

SSDT Homepage – Projects – USAS – Spreadsheets
http://ssdt.oecn.k12.oh.us/content/five-year-forecast-spreadsheets

SPREADSHEETS

- Basic
  - The basic sheet contains just what you need to import data from USAS and complete the forecast as required by SF and EMIS, without the extra fluff. We recommend this sheet if you have a slower PC/Mac without much memory, or if you just don't want to deal with anything "extra".

SPREADSHEETS

- Standard

  - Includes several optional sheets including "Percentage" and "Summary" presentations of the Forecast similar to ones provided by AOS. Also included is a "Charts" sheet which contains several sample Excel charts showing graphical presentations of the forecast data. These additional views and charts work without any additional effort and update automatically when as the Forecast data is updated.

SPREADSHEETS

- Standard with Locks
  - Includes several optional sheets including "Percentage" and "Summary" presentations of the Forecast similar to ones provided by AOS. Also included is a "Charts" sheet which contains several sample Excel charts showing graphical presentations of the forecast data. These additional views and charts work without any additional effort and update automatically when as the Forecast data is updated. Included with this version is a locked "Forecast" page that prohibits the user from modifying any cell containing a formula.

SPREADSHEETS

- All of the spreadsheets will have 4 common worksheets
  - <u>Instructions</u> – how to use/enter information into the spreadsheets
  - <u>Forecast</u> – contains the Five Year Forecast
  - <u>Parameters</u> – contains global parameters (district's name, FY, county)
  - <u>Data</u> – may contain the information imported from USASFF

IMPORTING DATA FROM USASFF

1) Run USASFF

2) Download/File Transfer the CSV file (USASFF.CSV) to your PC or MAC (transfer type ASCI)

3) Open the USASFF.CSV file in Excel along with one of the SSDT spreadsheets

IMPORTING DATA FROM USASFF

4) Switch to the USASFF.CSV file and select the entire worksheet.

- Easiest way to do this is to click on the upper left corner of the sheet

5) Once the entire worksheet is selected right click and select copy

6) Switch to the SSDT spreadsheet and go to the data sheet. Click on cell A1 and right click and click on paste.

- The Data from the USASFF.CSV file should now appear in the 'Data' sheet.

COMPLETING THE FORECAST

- USASFF can't supply all the information necessary so you must enter the appropriate values in the 'Forecast' sheet
  - For example, you must enter values for 'New Levies'
  - Replace the formulas on the 'Forecast' sheet
    - You should not enter any values in lines which contain sub–totals. Sub-totals will be adjusted automatically when you change the detailed data
- The spreadsheet does not attempt to calculate values for forecasted columns
  - May calculate the numbers manually and enter the values in the appropriate column and row
  - May devise your own formulas for the forecast amounts.

SUBMITTING THE FORECAST

- Spreadsheet should be saved as .CSV
- Import .CSV file into EMISFFE
  - Copy notes in EMISFFE
- Export data for Period P and correct fiscal year
- Save the DISTRICTIRN_FFE.SEQ file onto your PC or MAC
- Log into EMIS-R
- Upload DISTRICTIRN_FFE.SEQ into "Forecast' data source
- Collect/Prepare/Preview/Submit

CORRECTING DATA MANUALLY

- Two choices
  - **Correct the values in the 'Data' sheet**
    - **Making changes to the 'Data' sheet automatically updates the 'Forecast' sheet**

  - Replace the formulas on the 'Forecast' sheet
    - You should not enter any values in lines which contain sub–totals. Sub-totals will be adjusted automatically when you change the detailed data