



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

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SUPERINTENDENT OF
PUBLIC INSTRUCTION

June 3, 2010

MEMORANDUM

TO: Intermediate/Local District Superintendents and Public School Academy Administrators

FROM: Carol Wolenberg, Deputy Superintendent *CW*

SUBJECT: **Additional Information Related to the Michigan Department of Education (MDE) Guidelines for Budget and Salary/ Compensation Transparency Reporting Pursuant to MCL 388.1618(2)**

This correspondence contains additional information necessary for preparing the *Personnel Expenditure* and *Current Operating Expenditure* reports in compliance with MCL 388.1618(2). As indicated in Superintendent Flanagan's February 4, 2010 correspondence "Michigan Department of Education (MDE) Guidelines for Budget and Salary/Compensation Transparency Reporting Pursuant to MCL 388.1618(2);" these reports along with various other financial reports must be displayed on the district's website within 30 days after the district school board adopts its 2010-11 fiscal year budget.

Report templates have been developed with input from the House and Senate Fiscal Agencies, the State Budget Office, Center for Educational Performance and Information (CEPI), and representatives from the Michigan School Business Officials. In order to promote consistency and comparability, districts will be required to use this standard reporting template when posting the pie charts.

Beginning with school year 2009-2010 financial data, new reports will be available in the Financial Information Database (FID) that will allow users to preview their expenditures in the new templates before submission. Once the district has completed their submission and any subsequent revisions, the district will generate the budget transparency reports in the application, save locally and then post these reports to their web site.

Since the legislation was not enacted until after the 2008-09 FID application had been initialized, these new reports were not part of the application. However the reports will be completed in the near future. To assist districts in getting their budget transparency reports on-line, CEPI will be sending FID authorized users an e-mail containing a URL that the district can use to download their 2009 budget transparency reports. Please do not link directly to these URLs as they will only be available for a limited time. Download the reports locally and then post these reports to the Budget Transparency section of your web site.

If you have questions regarding the statute or guidelines, please contact Glenda Rader at raderg@michigan.gov or 517-335-0524. Early implementation of these guidelines is encouraged. Questions related to creating the report through CEPI's website may be addressed to CEPI customer support at CEPI@michigan.gov or 517-335-0505.

cc: William Mayes, MASA
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