Center for Educational Performance and Information

Financial Information Database Budgetary Assumptions User Guide

For Budget Year 2022-23

Last Updated: 12/27/2022

Questions:
Email: cepi@michigan.gov
Phone: 517-335-0505 x3

Contents

Index of Revisions

Revisions from the prior school years

The following section lists new changes since the last posting of the previous school year's manual.

School Year	Section	Page Number(s)	Edits/Changes
2022-23	None	N/A	There are no substantive changes from the previous collection cycle for the Budgetary Assumptions collection. Updates to dates occur throughout the document.

Introduction

Section 1219 to the Revised School Code requires any district with a general fund balance under 5 percent to "submit to CEPI the budgetary assumptions used when adopting its annual budget pursuant to the uniform budgeting and accounting act, 1968 PA 2, MCL 141.421 to 141.440a." To comply with this statute, CEPI created a Budgetary Assumptions Collection within the Financial Information Database application. These data must be reported by each school district prior to July 7 of each year. This guide provides details for submitting your district's Budgetary Assumptions Collection.

The FID web page contains additional information about the FID application and reporting financial data.

Which districts are required to submit Budgetary Assumptions?

Only districts that reported a general fund balance under 5 percent in one or both previous two fiscal years are required to submit this collection. The following calculation is used by the Michigan Department of Treasury to generate the list of required districts:

- Fund Balance: Balance Sheet Fund 11, Major Class 7xx
- Revenue:
    - Fund 11
- Fund Balance as Percent of Revenue: Fund Balance divided by Revenue

Your Account

If you do not have a MILogin account, the MILogin User Guide provides the initial guidance to obtain access to a MILogin Account. To become an authorized user of the FID, you must do the following:

1. Request access to the application through your MILogin account on the "Request Access" screen.
2. Send the appropriate security agreement form (CEPI District/ISD/PSA User Application Security Form) to CEPI, signed by yourself and the district lead administrator. The form is posted on CEPI's Application Security Forms web page.

You will receive access to the application when both above steps have been completed and verified by CEPI. For more detailed information, please refer to the MILogin User Guide.

Logging In

To access the FID Application, go to either the FID Login page or the FID web page then select the Go to FID option. For either option, click on the "Authorized User Login" button, type your MILogin username and password, and then click the "Log In" button.

Session Timeout

The login is needed to establish your identity and allow access rights to confidential financial data. Please remember that your session is tracked. If your session has been inactive for longer than 20 minutes, the system will end your session and you must log in again.

Pop-Up Blockers

CEPI applications utilize pop-up windows to display information to users. If a pop-up blocker has been installed on your computer, it may prevent these windows from opening. Many pop-up blockers provide a configuration screen to allow pop-ups from certain websites. If your blocker does not have this feature, you may want to disable it while accessing CEPI applications.

Given the large number of pop-up blocker packages available, it is impossible to provide instructions for disabling each one. If you are unsure how to configure/disable your blocker, please check with the software vendor or your technical staff. Also, pop-up blocking is directly integrated into Internet Explorer.

Please consult the help function of your browser for more information on pop-up blockers.

Getting Started

Help and Resources

Before using FID, you should familiarize yourself with the help resources available. To download these resources, go to the CEPI website. Click on "PreK-12 Applications" on the navigation bar. A submenu will appear. Click on "Financial Information Database." Be sure to check back, as you will always find the most up-to-date information on the FID web page.

Entering FID for the First Time

If you are logging in to the FID for the first time, or you have not confirmed your user profile, the application will display your user profile details. This screen allows you to verify and update your profile information as required (this information is separate from your MILogin account). Should you need to change any of your information in the future, this screen is in the Data Collection menu. Please note that this screen will continue to be displayed at log in until the User Profile information is confirmed.
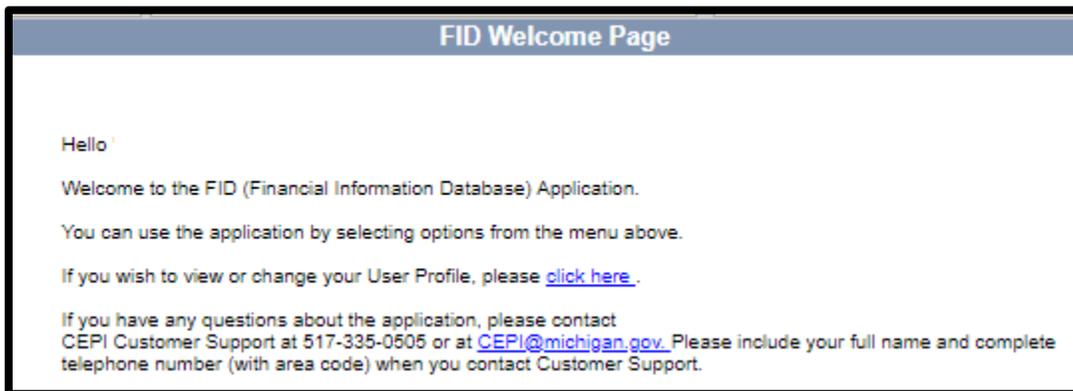

Welcome Screen

If you have logged in to the FID before and confirmed your user profile, the application will display the Welcome Page. This screen displays a salutation with your display name as entered in the User Profile.

Menus

The gray toolbar located under the CEPI banner contains links to help you navigate and access additional help resources.

- **FID Home** – Return to welcome screen.
- **FID FAQ** – View Frequently Asked Questions for the FID Collection.
- **Contact CEPI** – Open a new page that lists CEPI contact information.
- **FID User Guide** – Open a new page that displays the FID User Guide.
- **Logout** – Log out of the FID application.
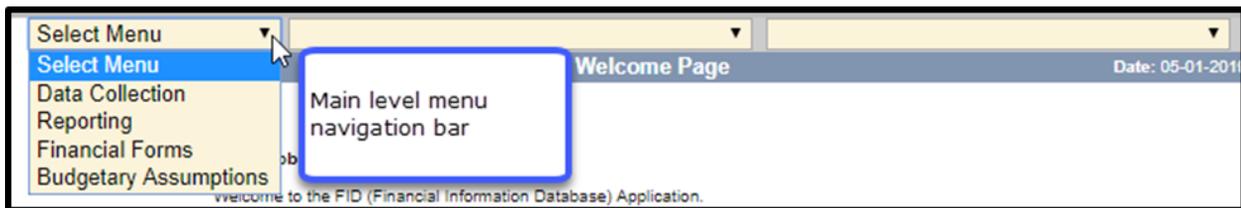
The menu bar located on the top of each screen is the application menu. Navigation through the application is accomplished through a series of drop-down menus, divided into hierarchical levels. Selection in one menu will determine which functions are presented in the next menu. At the main level, you will have multiple options to select. To select at this level, click on the down arrow and then highlight your selection. In the example below, "Data Collection" has been chosen.

The following are the options for the Main level menu bar.

- **Data Collection** – Access data collection pages for the FID collection.
- **Reporting** – Access the SE-4094 and FID reports in the FID. See Report List on the CEPI FID page for extensive list of reports.
- **Financial Forms** – Access the SE-4094 and SE-4096.
- **Budgetary Assumptions** – Access the Budgetary Assumptions collections pages.
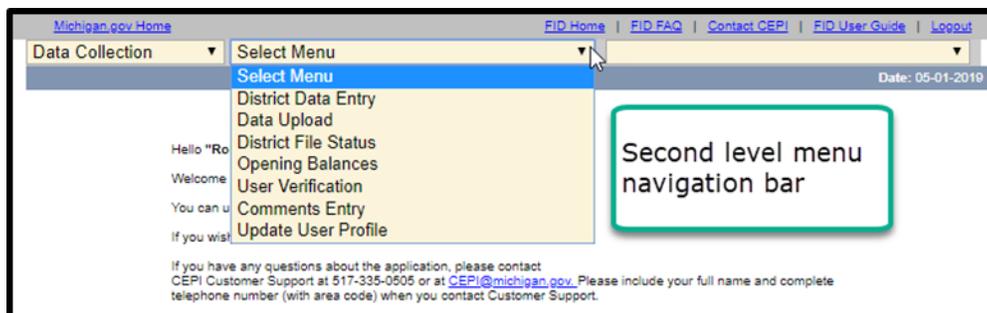
Once a function has been selected from the first drop-down list, the second drop-down list will become active. Follow the same procedure as before to highlight the desired function. Refer to the respective sections for details and instructions on each function.

School District Information

If you are a user with multiple districts, you can change the district selection by entering the district code in the School District box and clicking the tab key. Alternately, you can select the menu button and select the desired district from the choices presented.
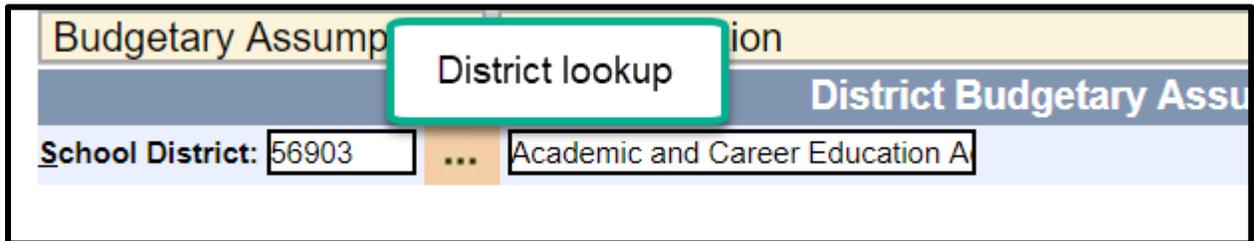
Budgetary Assumption Data Collection

Navigating to the Budgetary Assumptions Page

Upon logging into FID, you will see the welcome screen shown below. To go to the Budgetary Assumptions screen, click on the left-hand menu, and choose "Budgetary Assumptions," then select "Data Collection" from the center menu.
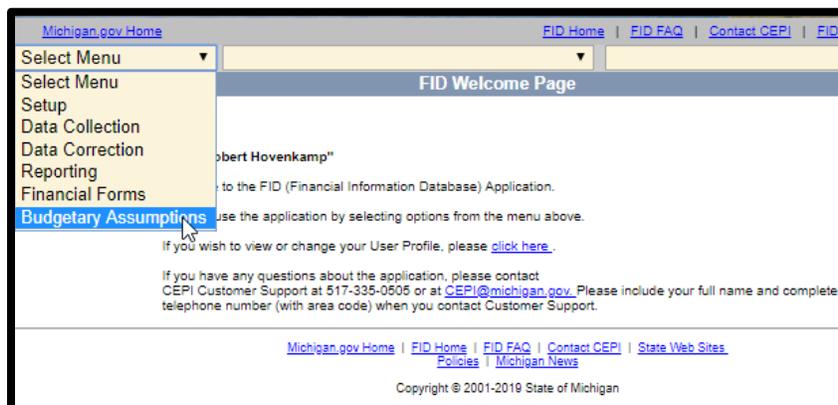
Entering Data

The Budgetary Assumptions screen will load as shown below, and you will be able to submit the required data.

Contact Info (Required)	
Name	
Phone Number	
Email Address	

🖨 **Print**

Previous Year Final Budget	
Opening Balance	
Total Revenue	
Total Expenditure	
Closing Balance	
Expenditure Per Pupil for School Year 2020-21	

Budgetary Assumptions for School Year 2021-22	
Opening Balance	
Total Revenue	
Total Expenditure	
Closing Balance	
Projected Foundation Allowance	
Projected Student Membership	
Projected Expenditure Per Pupil for School Year 2021-22	

💾 **Save**   ↪ **Submit To CEPI**

In the "Contact Info" block in the center of the screen, enter the name, phone number and email address of the person from the district who should be contacted by the Michigan Department of Treasury should they have follow-up questions.

Please note: The contact person may be someone other than the person entering the data. Please confirm that the correct information is reported.

Below the contact information are twelve required data fields. Four fields are required for both the previous fiscal year and the budgeted fiscal year:

- **Opening Balance:** The estimated total general fund balance for the district existing at the beginning of the fiscal year including non-spendable, restricted, committed, assigned and unassigned fund balance.

- **Total Revenue:** The total budgeted amount of general fund revenue including other financing sources generated by the district for the fiscal year before any costs or expenses are deducted.

- **Total Expenditure:** The total budgeted amount of general fund expenditures including other financing uses for the fiscal year.

- **Closing Balance:** The estimated total ending general fund balance that will be carried forward into the next fiscal year including non-spendable, restricted, committed, assigned and unassigned fund balance.

The remaining four fields are the same from prior year collections:

- **Projected Foundation Allowance:** This is the projected per-pupil foundation allowance the school district or public school academy used by its governing body when adopting the entity's budget for the upcoming fiscal year.

- **Projected Student Membership:** The projected membership of the school district or public school academy used when adopting the budget for the entity for the upcoming fiscal year.

- **Expenditure per Pupil for School Year 2022-23:** The estimated expenditures per pupil for the school district or public-school academy for the immediately preceding fiscal year, calculated by dividing the total general fund operating expenditures during the fiscal year by the student membership for the school district or public-school academy reported by the Michigan Department of Education in the most recent State Aid Financial Status report for the month of May.

- **Projected Expenditure per Pupil for School Year 2023-24:** The projected expenditures per pupil for the school district or public-school academy for the new fiscal year. To calculate, take the total general fund expenditures for the entity authorized by its governing body when adopting the budget for the new fiscal year, and divide it by the projected membership used by the governing body of the entity in determining its budget for the new fiscal year.

Saving and Submitting the Budgetary Assumptions Collection

The "Save" button will keep your data so you can exit the application and come back later to complete the submission. Saving your data does **not** officially submit the Budgetary Assumptions Collection to CEPI. When you have completed entering the data and have confirmed that it is accurate, complete the submission by selecting the "Submit to CEPI" button. Be sure to print a copy of your collection.

Printing your Data

Please print a copy of the data you submitted to keep for your records.

Correcting your Data

Data that has already been submitted to CEPI can be modified before the due date. To modify data that have already been submitted, please contact CEPI Customer Support for further assistance.

For Authorizers of Public School Academies

An authorizing body (authorizer) of a public school academy may submit budgetary assumptions data on behalf of their public school academy(ies). The authorizer should contact CEPI Customer Support to get security access to the FID.