Civil Rights Data Collection (CRDC) 2013-2014

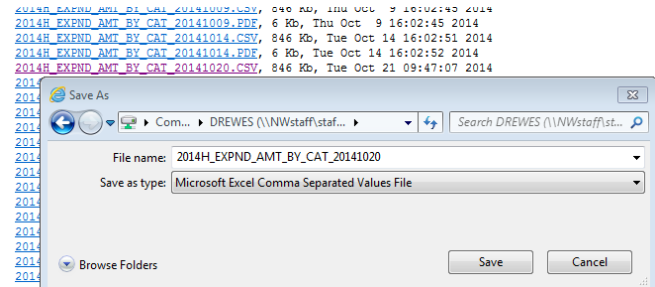**Part 2. Section X11: School Expenditures   Line #40 and 44 Non-Personnel Expenditures**

The general process we are recommending for this is to start from the 2014H_EXPND_AMT_BY_CAT csv file the district receives from ODE as part of the EMIS web reports for the period H EMIS reporting period. You will then sort and filter this file in Excel and add subtotals by IRN to come up with the school level totals needed for the Civil Rights reporting. The expenditure categories used by ODE already break out most of what is needed for the Civil Rights reporting, and the amounts have also already been allocated out to the school by IRN when necessary.

We recommend using the following procedure as a starting point.   If necessary due to coding differences you can adjust your specific filters appropriately to include/exclude accounts to meet the criteria defined for these lines. Be sure to first review the Civil Rights reporting instructions at the beginning of Section X11 in addition to the specific instructions for lines 40 and 44 before beginning this procedure. Detailed information regarding this reporting can be found at:
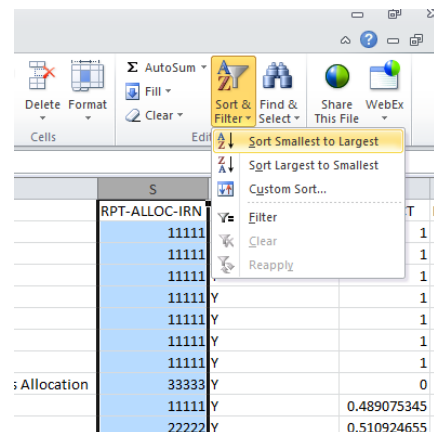
http://www2.ed.gov/about/offices/list/ocr/data.html?src=rt/Security/Home.aspx

40. Amount of Non-Personnel Expenditures Associated with Activities Funded with State and Local Funds – All schools, grade K-12
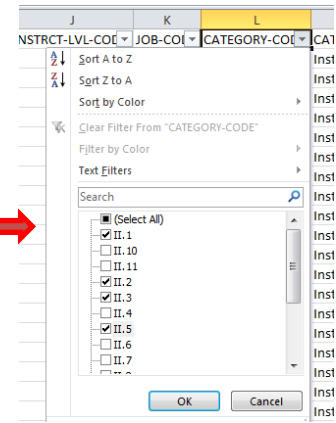
- Start by opening your <u>most recent</u> 2014H_EXPND_AMT_BY_CAT.CSV file in Excel
    - o In EMISWEB reports, find your most recent 2014H_EXPDN_AMT_BY_CAT_2014YYYYMMDD CSV file and right click on it, selecting a 'save as' option to save the CSV to a folder on your computer.
    - o Next, open the file through EXCEL

- Sort by the RPT-ALLOC-IRN (Column S). It's <u>important</u> to do this first as Excel doesn't seem to want to subtotal right if you wait to do this after you enter the filters. You may apply other sorts within IRN as well if you would like. An example of this might be to sort by the category code or by FUND/SCC within the IRN to make it easier to check.
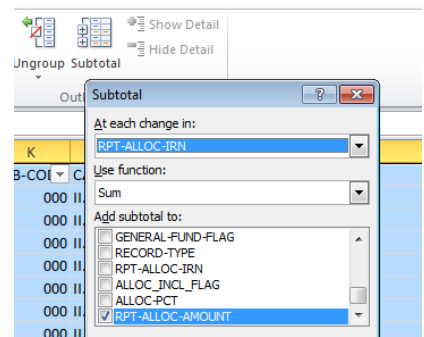
- Use the "filter" option to filter on the following:
  - o NOTE: To activate filters on all columns, click on any cell in Line 1. Select the "Data" tab and then click on "Filter"
    - Include only Category Code (Column L) II.1, II.2, II.3, and II.5
    - Exclude all objects 1xx and 2xx (personnel related)
    - Exclude all 5xx funds except 512 and 532 (federal funds other than Impact Aid and State Fiscal Stabilization Fund)
    - Exclude fund 439 and function 1280 (preschool)
    - Exclude function 123x, 124x, 133x, 1350, 218x (special ed)

- Use filters to exclude any other district-specific exclusion necessary not already excluded above. This would include, but not necessarily be limited to, the following items listed in the instructions:
    - Exclude programs that serve students from more than one school at a single school site
    - Exclude expenditures made by regional education agencies on behalf of schools.

- Finally, use the subtotal option to get the total per building
    - Select the entire spreadsheet
    - Select "subtotal" option and enter the following:
      - subtotal at each change in: RPT-ALLOC-IRN
      - Use function: sum
      - Add subtotal to: RPT-ALLOC-AMOUNT

44: Amount of Non-Personnel Expenditures Associated with Activities Funded with Federal, State, and Local Funds – All schools, preschool-grade 12

- Start by opening your most recent 2014H_EXPND_AMT_BY_CAT.CSV file in Excel

- Sort by the RPT-ALLOC-IRN (Column S)

- Filter on the following:
    - Include only Category Code (Column L) II.1, II.2, II.3, and II.5
    - Exclude all objects 1xx and 2xx (personnel)

- Subtotal the amount by IRN in the same manner as for line 40

From the Civil Rights School Form instructions:

Section XII: School Expenditures

GENERAL INSTRUCTIONS

- For the 2013–14 CRDC—
  - Unless otherwise noted, report data based on the 12-month fiscal school year, as defined by the LEA.
- For the 2015–16 CRDC—
  - Unless otherwise noted, report data based on the 12-month fiscal school year, as defined by the LEA.

IMPORTANT INCLUSIONS AND EXCLUSIONS

Expenditures	For expenditures for personnel funded with state and local funds, include and exclude the following:	For expenditures for personnel funded with federal, state, and local funds, include and exclude the following:
ALL Expenditures (Personnel and Non-Personnel)		
Expenditures paid from federal funds other than Impact Aid and State Fiscal Stabilization Fund if used under the Impact Aid authority	Exclude	Include
Expenditures paid from federal Impact Aid funds and State Fiscal Stabilization Fund if used under the Impact Aid authority	Include	Include
Expenditures for preschool programs	Exclude	Include
Expenditures for school nutrition programs	Exclude	Exclude
Expenditures for adult education	Exclude	Exclude
Expenditures for special education	Exclude	Include
Expenditures for programs that serve students from more than one school attendance area at a single school site (e.g., summer school programs that are housed in a subset of the district's schools but serve students from throughout the school district)	Exclude	Include
Expenditures made by regional educational agencies on behalf of schools	Exclude	Include
Additional Inclusions and Exclusions for Salary Expenditures for School Personnel		
Base salary, incentive pay, and bonuses	Include	Include
Supplemental pay for additional roles	Include	Include
Expenditures for employee benefits	Exclude	Exclude
Additional Inclusions and Exclusions for Non-Personnel Expenditures		
Expenditures for professional development for teachers and other staff	Include	Include
Expenditures for instructional materials and supplies	Include	Include
Expenditures for computers, software, and other technology	Include	Include
Expenditures for contracted services such as distance learning services	Include	Include
Expenditures for library books and media center learning materials	Include	Include
Other non-personnel expenditures (associated with regular K-12 instruction, pupil support, instructional support, and school administration)	Include	Include

40. Amount of Non-Personnel Expenditures Associated with Activities Funded with State and Local Funds *CONTINUING FOR 2013-14 & 2015-16*

Schools and justice facilities, grade K-12

Instructions

- Enter the amount of non-personnel expenditures associated with regular K-12 instruction, pupil support, instructional support, and school administration, funded with state and local funds.
- Value should be entered as a decimal number to the hundredths place (i.e., two decimal places; e.g., 4.00, 4.75).
- When determining non-personnel expenditures associated with activities funded with state and local funds, refer to the list of school-level expenditures to determine what should be included and excluded.

Data Element	Amount
Non-personnel expenditures	$xxxx.xx

44. Amount of Non-Personnel Expenditures Associated with Activities Funded with Federal, State, and Local Funds *NEW! OPTIONAL FOR 2013-14, REQUIRED FOR 2015-16*

All schools and justice facilities, preschool-grade 12

Instructions

- Enter the amount of non-personnel expenditures associated with preschool-grade 12 instruction, pupil support, instructional support, and school administration, funded with federal, state, and local funds.
- Value should be entered as a decimal number to the hundredths place (i.e., two decimal places; e.g., 4.00, 4.75).
- When determining non-personnel expenditures associated with activities funded with federal, state, and local funds, refer to the list of school-level expenditures to determine what should be included and excluded.

Data Element	Amount
Non-personnel expenditures	$xxxx.xx