

## FY25 CAR, SES, and ATR Virtual Office Hour Topics

The Bureau of School Business Operations will be offering virtual office hours during the upcoming FY25 application submission period for the Certified Annual Report (CAR), Special Education Supplement (SES), and the Annual Transportation Report (ATR). Members of the Department's team as well as other School Business Officials will be available to answer questions related to the applications. Mark your calendars and bring any questions related to the CAR, SES, or ATR.

### Virtual Office Hours Dates and Times

Tuesday, August 26	1:00pm – 2:30pm
Wednesday, August 27	9:30am – 11:00am
Wednesday, September 3	1:30pm – 3:00pm
Friday, September 5	9:30am – 11:00am
Monday, September 8	9:30am – 11:00am
Thursday, September 11	1:30pm – 3:00pm

### Join the Webinar

<https://IDOE.zoom.us/j/92631407487?pwd=pLb6PlaKZ2QYsYnM3yXity2X7ikfZa.1>

Meeting ID: 926 3140 7487

Passcode: 545958

### Virtual Office Hours Topics

1. Certified Annual Report
  - Account Coding Structure (Stage 1 and 2 edits)
    - Correct account coding structure
      - Coding string includes required dimensions
    - Numbers are positive (with a few exceptions)
    - Facility codes match BEDS or UFA
    - Validation of account codes
      - Function 1XXX may not be used with Program 000
      - Source/Project checks
        - State Sources 3XXX are used with Project 3XXX
  - Journal entries (Stage 3 edits)
    - Reflects GASB requirements
    - Interfund, intrafund, and flexibility account transfers
    - Taxes receivable and other deferred inflows
  - State/Local/Matching Sources Reconciliations (Stage 4 edits)
    - State projects/Categorical
    - Local projects
    - Matching Sources – review all available resources
      - Department Warrants (Portal)
      - State Payment Information
      - Department of Management
      - CAR web page
      - IDEA revenues and matching expenditures
  - Federal/Fund/Balance Sheet Reconciliations (Stage 4 edits)

- Federal projects
  - Funds
  - Balance sheet reconciliation
    - Account IDs 1, 2, 3 = 4, 5, 6, 7
- 2. Special Education Supplement
- 3. Annual Transportation Report
- 4. Grants and Federal Programs
- 5. Miscellaneous Topics