

# SCHOOL ASSOCIATION REPORTING

## Overview

### Due Date

This electronic report is for all districts and Area Education Agencies (AEAs) that pay membership dues to the Iowa Association of School Boards and also join local, regional, and national organizations which directly relate to the functions of the board of directors. Reporting has been separated from the Certified Annual Report (CAR) and is due later in the year in an effort to reduce some of the reporting burden during peak times of the year.

### Questions

Rob Olsen, 515-281-4743, [rob.olsen@iowa.gov](mailto:rob.olsen@iowa.gov).

### Basis of Reporting

School Association Reporting is a requirement of Iowa Code sections 279.38 and 279.38A. Code section 279.38 requires each board that pays membership dues to the Iowa Association of School Boards to annually report each of the following items to the local community and the department of education.

- The amount the board pays in annual dues to the Iowa Association of School Boards,
- The amount of any fees paid and revenue or dividend payments received for services the board receives from the association or from any of the association's affiliated for-profit entities, and
- The products or services the school district received inclusive with membership in the association.

Section 279.38A of the Code requires the same information to be reported from each board that joins and participates in local, regional, and national organizations which directly relate to the functions of the board of directors. These organizations have been identified within the **School Association Reporting** application.

Local education agencies (LEAs) and AEAs are required by law to be in compliance with Generally Accepted Accounting Principles (GAAP). This requirement applies to this report. All LEAs and AEAs shall use 60 days for the cut-off period for revenue recognition. LEAs/AEAs shall use vendor reports from their finance system on a GAAP basis, along with payment and receipt information, to complete this report.

## Instructions for Transmitting School Association Reporting

### Location

[Iowa Education Portal](#)

### Sign In

Sign in to the Iowa Education Portal by going to the dropdown menu at the "A&A Account" heading. Choose the Sign-In option and enter the Account Id and Password. Options are available on this screen if the Id or Password have been forgotten. In addition, a new user can create an account from this screen. District personnel assigned as the security person can give permission for the availability and use of the various data collections.

### Application Menu Screen

Applications are available under the dropdown menu at the "EdInfo" heading (Finance Applications).

- Select the link for **School Association Reporting** to enter into the collection section of the application.
- To leave the application and return to the home screen, select the Portal link at the top of the page.

### **Certification Review Screen**

- *Association* - Districts must report information for five different associations: Iowa Association of School Business Officials (IASBO), Iowa Association of School Boards (IASB), Rural School Advocates of Iowa (RSAI), School Administrators of Iowa (SAI), and Urban Education Network (UEN).
- *Participation* - Districts must click on the radio button, *Yes* or *No*, to record participation or non-participation. If “*No*” is selected, nothing further needs to be done with this association. If “*Yes*” is selected, the association name will become a hyperlink to the **Association Data Entry** screen(s). All questions in this area must be completed.
- *Association Status* - The status of each association's data is listed (complete or incomplete).
- *District Contact* - Districts must provide the name, title, and contact information of the superintendent and the name and title of the certifying official before certifying the data. Click the *Update* button to record information.

### **Association Data Entry Screens**

- For each school association, various services are listed on the **Association Data Entry** screen, (available by clicking on the hyperlink on the **Certification Review** screen). If the vendor name is known for the service, it is listed, along with possible comments.
- For each question there are four parts that may be answered.
  - *Participation* - Districts will need to check either “*Yes*” or “*No*”.
    - If a district checks “*No*”, the *Amount Paid*, *Amount Received*, and *District Comments* boxes will become unavailable.
      - If a district normally participates, but has neither an amount paid nor an amount received for the applicable fiscal year, the “*No*” box should be checked.
    - If a district checks “*Yes*”, *Amount Paid* or *Amount Received* must be completed.
    - *District Comments* may be used but is optional.
  - *Amount Paid* - Enter the amount paid to the vendor for the indicated purpose for the fiscal year.
    - Bank Accounts – report the fees and interest paid only; do not report withdrawals.
    - Insurance - report the entire amount of premiums paid to the agent in the applicable fiscal year.
    - Online payment processing system - report the fees only.
  - *Amount Received* - Enter the amount received from the vendor for the fiscal year.
    - Bank Accounts – report the interest only; do not report deposits.
    - Insurance – report the dividends only; do not report claim proceeds.
    - Online payment processing system - report the interest/dividends only; do not report the deposit amount.
  - *District Comments* - A text box allows the user to enter comments (optional).
- Click “*Update*” to register the answers. Data will be lost if the district proceeds to the next screen without first selecting “*Update*”.
- To return to the **Certification Review** screen, click on the *Certification Review* button at the bottom of the screen. Access to the **Association Data Entry** screen for the various school associations is only available from the **Certification Review** screen.

### **Certification**

- Once the district has completed all information for the school associations in which there is participation, the district may certify.
- The Association Status for each association must show as “*N/A*” or “*Complete*”, and the information for the contact person and certifying official must be completed to receive the *Certify* button.