

Commonly Used Terms

FINANCIAL TERMS

Average Daily Attendance – (ADA) - Just as the name suggests, the average number of students in attendance at a school; used to determine SEEK funding to districts and materials allocations to schools.

Average Daily Membership – (ADM) - Aggregate days membership of pupils divided by the actual number of days the school was in session.

Balanced Budget - A budget for which expenditures are equal to income. Sometimes a budget for which expenditures are less than income is also considered balanced.

Capital Equipment - Fixed assets valued above \$5,000, such as automobiles, furniture, or instruments.

Capital Expenditures - Repair or maintenance of facilities and grounds, including boiler repair, air conditioning units, carpet replacement, and the resurfacing of roads, parking lots, and play areas.

Categorical (aka Grant) Program - Activities and services paid for by money with legal limitation on its use, such as Title I., Extended School Services, Professional Development, and other programs.

Fee Waiver - Specific Fees to be waived for students – 702 KAR 3:220

Mandatory waiver of fees shall apply to all charges, direct or indirect, which are required to participate in school sponsored courses, activities, programs, events, or services to include:

- charges/deposits for use of school property such as locks, towels, lab equipment, special workbooks
- charges for field trips, any part of which are within the school day
- charges/deposits for uniforms or equipment related to intramural sports, music, or fine arts programs
- special supplies or fees for particular class
- graduation fees required for participation
- special education fees
- school records fees
- school health service fees
- general activities fees
- vocational education fees
- driver's education fees
- any fees not on exemption list below:

Exemptions:

- activities or rental of property taking place or for exclusive use outside the normal six-hour school day.
- activities having no impact upon graduation or credit for instructional courses costs for materials, equipment, or supplies beyond those necessary for full credit for instructional courses or essential for meeting student performance objectives

Full-Time Equivalent (FTE) - Method of calculating hourly or part-time employees on a full-time position basis. Fund - As defined by the State auditor of public accounts, a group of accounts that are similar in nature (have similar activities, objectives, or funding sources).

Commonly Used Terms

Fund Balance - The excess of assets of a fund over its liabilities and reserves.

Fund Balance Reserve - A charter school may establish fund balance reserves to address future requirements. Fund balance reserves represent funds available for appropriation.

Fund Statements - Financial statements that display revenue, expenditures, transfers in, transfers out, and changes in fund balance for each of the school's funds.

Indirect Costs - Costs of a general nature which are not readily identifiable with the activities of the grant but are incurred for the joint benefit of those activities and other activities or programs of the organization. Examples:

- Finance office
 - Payroll processing
 - Purchasing processing
 - Budgeting
- Human Resources
- Audit costs
- Insurance
- Utilities
- Much more

MUNIS - This is accounting software used to track and control school districts' money. The state requires the utilization of MUNIS by all LEAs.

On Behalf Payments - Payments made by state agencies on behalf of local school districts for Administrative Fees, Flex Spending, Health Insurance, Life Insurance, Kentucky Teacher Retirement, and Vocational Ed.

The KDE [On-behalf Payments](#) webpage consists of six different categories along with the On-Behalf Payments Summary Report, On-Behalf Payment Instructions, contact information for each category, and other helpful tools and information. Below is a breakdown of the different categories available on this webpage:

- **Debt Service On-behalf Payments** – consist of the debt service payments paid by the SFCC. These totals are posted annually.
- **Federal Reimbursement of Health Benefits On-behalf Payments** – amounts for July 2016-May 2017 are available. June 2017 amounts will be posted in July 2017. These totals are posted monthly.
- **Health Benefits On-behalf Payments** – amounts for July 2016-June 2017 are available. These totals are posted monthly.
- **Teachers' Retirement System On-behalf Payments** – For the final FY 2017 TRS On Behalf Payments amount that will be recorded in the district's governmental funds financial statements in object code 0280, KDE will accept only the "Schedule of Employer Allocations" totals from the state contributions column recorded in the "GASB 68 Auditor's Report as of June 30, 2016" as found on the Teachers' Retirement System Kentucky [website](#).
- **KISTA Energy Savings Capital Leases On-behalf Payments** – consists of the KISTA energy savings capital leases payments paid by SFCC. These totals are posted annually.

Request for Proposal (RFP) - shall mean all documents, whether attached or incorporated by reference, utilized for soliciting proposals in accordance with the procedures set forth in state regulations and the provisions of KRS Chapter 45A as applicable.

Commonly Used Terms

Revised Budget - The current year revised reflects the most recent data available on the budget. The is distinguished from the original budget in that there may have been changes in the budget from the onset when the budget was originally established.

SEEK - Support Education Excellence in Kentucky. This is the state formula for funding school districts, and it consists of state and local funding requirements. This is Kentucky's main system for funding schools, combining local and state dollars to guarantee that each district will have needed basic funding for all pupils. The SEEK formula is intended to provide adequacy, equality, and equity of funding for the support of elementary and secondary education across the Commonwealth. More information about SEEK can be found [here](#).

NON-FINANCIAL TERMS

Accommodation – Modified instruction with ECE (Exceptional Child Education) student with IEP (Individual Education Plan). Also, special testing arrangements made for some students with disabilities. Review requirements under [Individuals with Disabilities Education Act](#).

Certified Staff - school employees whose jobs require a state certificate. Review requirements through the [Education Professional Standards Board](#).

Classified staff - employees whose jobs do not require a state certificate, including teaching aides, secretaries, custodians, and some other positions.

Free and Reduced-Price Meals (FRM) - This program is required for participation in the federally funded school lunch program under the National School Lunch and Child Nutrition Acts. This program provides free or reduced-price meals to children determined to be eligible under the program, and supports the belief of the Fairfax County School Board that every school-age child should have an adequate lunch

IEP - Individual Education Program. An Individual Education Program (IEP) is a written document that is developed within an Admissions and Release Committee (ARC) meeting. The IEP document targets goals and objectives/benchmarks and provides information regarding specially designed instructional techniques that may be appropriate to assist the student in achieving the outlined goals and objectives/benchmarks. Federal law requiring a free, appropriate education for children with disabilities. Part B of the law provides funds to support that education. A written plan to meet a student's unique learning needs; required for students with disabilities and for gifted and talented students. Review requirements under [Individuals with Disabilities Education Act](#).

LEA – Local Education Agency (the local District; e.g. JCPS). [side note: SEA = State Education Agency = KDE]

Open Meetings Law Kentucky law protecting rights of citizens and the press to attend meetings of school councils, committees created by councils, school boards and many other government groups.

Open Records Act Kentucky law providing for rights of citizens to review records of school councils and many other government agencies.

PSD – Professional Staff Data (PSD) reports are due on October 1st and should reflect staffing as of September 15th. This is a certified staff report required to be submitted to KDE.

Commonly Used Terms

SEA – State Education Agency (the state education authority; e.g. KDE
(side note: LEA =Local Education Agency = the local District = JCPS).

Superintendent’s Annual Attendance Report (SAAR) – Annual attendance report submitted at the close of the school year. The report includes attendance data by grade, school and transportation code. The report provides local school district information including ADA, ADM, membership, enrollment, percent of attendance, and drop-out information by school and district