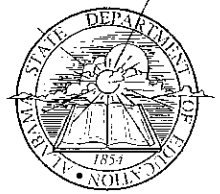




STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Joseph B. Morton
 State Superintendent
 of Education

October 22, 2009


Alabama
 State Board
 of Education

MEMORANDUM

Governor Bob Riley
 President

**TO: City and County Superintendents
 Chief School Finance Officers**

Randy McKinney
 District I
 Vice President

**FROM: 
 Warren Craig Pouncey
 Assistant State Superintendent**

Betty Peters
 District II

SUBJECT: Posting of Financial Information to Local Internet Site

Stephanie W. Bell
 District III

Posting Reminders

Dr. Ethel H. Hall
 District IV
 Vice President
 Emerita

As you are aware, the *School Fiscal Accountability Act* (Act No. 2006-196) requires local boards of education to post monthly financial reports and annual school budgets on the local school board's internet site. In order to comply with the requirements of this act, a financial file must be uploaded to our department's internet portal. Local board of education personnel should then access the financial reports created from these files and download the "Required Reports" in a PDF file for posting to the local internet. Utilizing the required report formats for monthly financial statements and the annual school budget will provide comparable reports for all local school boards and meet the act's requirement to file these reports with our department. These summary reports may be supplemented by detailed financial reports also available for downloading or by other financial reports created at the local board level.

Ella B. Bell
 District V

David F. Byers, Jr.
 District VI

The required monthly reports must be posted to the local internet site no later than 45 days after the end of the reporting month. Prior to posting, the reports should be provided to the local board of education. Although these reports should also be included in the board meeting financial information given to board members, formal approval of the monthly financial statements by the Board is not required prior to posting to the internet web site. Detailed guidance for accessing and downloading the required financial reports and other information about the *School Fiscal Accountability Act* (Act No. 2006-196) is available on the SDE website, www.alsde.edu, by selecting *LEA Funding and Accountability* under the SECTIONS tab.

Gary Warren
 District VII

Dr. Mary Jane Caylor
 District VIII
 President Pro Tem

Joseph B. Morton
 Secretary and
 Executive Officer

The monthly upload and internet posting requirements do not superced the requirement to publish your system's annual financial statement in the newspaper. Year-end financial information is still required to be published in your local newspaper by October 31, 2009.

City and County Superintendents
Chief School Finance Officers
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During the export process from your accounting software, school system personnel are required to indicate whether or not accounts have been reconciled. The accounts referenced in the statement are the system's bank statement accounts. This information is included in the data uploaded to the State Department of Education and utilized in our monthly review process. Be certain that you are accurately indicating whether or not your school system's bank accounts have been reconciled.

Additional Posting Requirements

The intent of the Fiscal Accountability Act is to provide transparent information to the public. In order to comply with this intent, you are encouraged to simplify the location of the required financial reports on your local internet site. We recommend posting a link on your home page that will take the user to the financial reports.

In the FY2010 Apportionment of Funds rule adopted by the State Board of Education, the requirement to post a monthly check register was included. For McAleer software users, the specific check register report is located in the Application Center of your accounting software. This report should be posted in the same website location as your system's monthly financial statements and within the same 45 day requirement. The effective date of the rule is October 15, 2009 therefore the October 2009 check register is required to be posted by December 15, 2009.

We hope that this information will be helpful. If you have any questions or need any additional information, please contact Dennis Hear at 334-242-9747 or Sonja Peaspanen at 334-353-9886.

WCP/SSP
FY10-3007