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2	2 85th General Assembly A Bill	
3	3 Regular Session, 2005	HOUSE BILL 1568
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5	5 By: Representative Mahony	
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20		ANNANDAD.
21		ubchapter 22 is amended
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24		as the "Arkansas
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27	6-20-2202. Budget and expenditure report.	
28	(a)(1) The board of directors of each school di	strict, local education
29	9 agency open-enrollment charter school, and education s	ervice cooperative
30	shall annually prepare a budget of expenditures and re	ceipts that shall be
31	filed with the Department of Education by September 1	September 15 of each
32	year pursuant to the provisions of this subchapter.	
33	(2) Each budget shall be approved by the	board of directors of
34	each school district, local education agency open-enro	ollment charter school,
35	and education service cooperative at a legally held meeting and shall be	
36	signed by the president of the board and the ex offici	o financial secretary

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- 1 of each school district, local education agency open-enrollment charter
- 2 <u>school</u>, and education service cooperative. The budget shall contain the
- 3 information and be prepared in an electronic format prescribed by rules of
- 4 the State Board of Education the Department of Education governing financial
- 5 accounting for Arkansas school districts, $\frac{1}{1}$
- 6 <u>enrollment charter school</u>, and education service cooperatives.
- 7 (b)(1)(A) Warrants or checks of a school district, local education
- 8 agency open-enrollment charter school, or education service cooperative
- 9 issued after the date required by subsection (a) of this section shall be
- 10 invalid unless a budget has been filed as required by this subchapter and in
- ll compliance with appropriate rules.
- 12 (B) The ex officio financial secretary of a school
- 13 district, local education agency <u>open-enrollment charter school</u>, or education
- 14 service cooperative and his or her surety shall be liable for any warrants or
- 15 checks countersigned after the date required by subsection (a) of this
- 16 section if a budget has not been filed.
- 17 (2) Distribution If the department has met all deadlines for
- 18 providing information to school districts, open-enrollment charter schools,
- 19 or education service cooperatives, distribution of all grants and aids from
- 20 the state for which the school district, local education agency open-
- 21 enrollment charter school, or education service cooperative may be eligible
- 22 shall be suspended until the requirements of this subchapter are met.
- 23 (c)(1) School district, local education agency open-enrollment charter
- 24 <u>school</u>, and education service cooperative budgets filed pursuant to this
- 25 section shall be reviewed by the auditors of the financial accountability
- 26 office of the department to determine if the requirements of state law and
- 27 the rules of the state board regarding the use of school, local education
- 28 agency open-enrollment charter school, and education service cooperative
- 29 funds and expenditure requirements are being met.
- 30 (2) Upon approval by the auditors, copies of the approved budget
- 31 shall be filed with the school district, local education agency open-
- 32 enrollment charter school, education service cooperative, the county
- 33 treasurer if serving as school treasurer, and the department.
- 34 (d)(1) The ex officio financial secretary of each school district,
- 35 local education agency open-enrollment charter school, and education service
- 36 cooperative shall keep a record of the daily expenditures and receipts of the

- school district, <u>local education agency</u> <u>open-enrollment charter school</u>, or education service cooperative in the manner and on the forms as may be specified by rules of the state board. An annual record shall be filed by <u>September 1</u> September 15 of each year with the department.
- 5 (2) If the auditors of the financial accountability office of 6 the department determine that the financial records of any school district, 7 local education agency open-enrollment charter school, or education service 8 cooperative are not properly maintained or that the financial affairs of the 9 school district, local education agency open-enrollment charter school, or 10 education service cooperative are not administered in accordance with state 11 law or state board rules, grants and aids from the state to which the school district, local education agency open-enrollment charter school, or education 12 13 service cooperative may be entitled shall be withheld until it is determined that the fiscal records of the school district, local education agency open-14 15 enrollment charter school, or education service cooperative are in order or 16 that the financial affairs are being properly administered as established by 17 statute or by rule promulgated by the board, provided that the department has met all deadlines for providing information to school districts, local 18 19 education agencies open-enrollment charter schools, or education service 20 cooperatives. The Division of Legislative Audit may assist the auditors of 21 the department upon request of the department.
 - (e)(1) The department may withhold state aid from any school district, local education agency open-enrollment charter school, or education service cooperative that fails to file its budget or any other required report with the department by the deadline established by statute or by rule promulgated by the state board or by the due dates established by the department pursuant to subsection (e)(2) of this section, provided that the department has met all deadlines for providing pertinent information to school districts, local education agencies open-enrollment charter school, or education service cooperatives.

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- 31 (2) The department shall submit a list of all required financial 32 accountability reports along with due dates to each school district, local 33 education agency open-enrollment charter school, and education service 34 cooperative by July 1 of each year.
- 35 (f) The state board shall promulgate the necessary rules to fully 36 implement the provisions of this section.

1 The Treasurer of State shall withhold the monthly distribution of 2 county aid provided under § 19-5-602(b) from any county that fails to provide in a timely manner information to the department concerning the annual 3 4 abstract of assessment for each school district located wholly or in part in 5 the county. 6 7 6-20-2203. Uniform budget and accounting system required. 8 (a)(1) The State Board of Education shall adopt by rule a uniform 9 budget and accounting system consistent with the Handbook IIR2 or future 10 revisions as published by the Office of Educational Research and Improvements 11 of the United States Department of Education, for school districts, local 12 education agencies, education service cooperatives, and open-enrollment 13 charter schools that shall be known as the Arkansas Educational Financial 14 Accounting and Reporting System. 15 (2) This system shall establish and implement the process and 16 procedures for financial reporting as required by § 6-20-2201 et seq., for 17 school districts, education service cooperatives, and open-enrollment charter 18 schools. 19 (3)(A) The Department of Education shall establish and implement 20 pursuant to § 6-20-2207, a uniform chart of accounts known as the Arkansas 21 Financial Accounting Handbook "Arkansas Handbook". 22 (B) The Arkansas Financial Accounting Handbook shall be 23 incorporated by reference into the rules governing the Arkansas Educational 24 Financial Accounting and Reporting System. 25 (C) However, the Arkansas Financial Accounting Handbook 26 shall be exempt from the rule making process and procedures required pursuant 27 to the Arkansas Administrative Procedures Act, § 25-15-201 et seq. 28 (4) The rules shall be developed by the State Board of Education 29 Department of Education in cooperation with the Department of Education, 30 representatives from the Arkansas Association of School Administrators, the Arkansas Association of School Business Officials, the Arkansas Education 31 32 Association, the education service cooperatives, and the Legislative Joint 33 Auditing Committee. 34 The To the extent necessary to comply with federal law, the terms 35 and definitions contained in the Federal Handbook IIR2 the Arkansas Financial 36 Accounting Handbook shall initially comply with the Financial Accounting for

- 1 Local and State School System, 2003 Edition (NCES 2004-318), and may 2 thereafter be revised by the Department of Education as necessary to remain consistent and shall be used for school districts, local education agencies, 3 4 and education service cooperatives in Arkansas and shall be used to allow for 5 valid comparisons of expenditures among of schools, school districts, open-6 enrollment charter schools, and education service cooperatives. (c) In addition, the state board shall adopt by rule "Arkansas 7 8 Revisions" to the Federal Handbook IIR2. The rules shall be developed by the 9 department in cooperation with representatives from the Arkansas Association 10 of School Administrators, the Arkansas Association of School Business 11 Officials, the Arkansas Education Association, the Legislative Joint Auditing 12 Committee, and the education service cooperatives. Arkansas Revisions the 13 rules or the Arkansas Handbook the Arkansas Financial Accounting Handbook 14 shall include, but not be limited to: 15 (1) Categories to allow for the gathering of data on separate 16 functions and programs; 17 (2) Categories and descriptions of expenditures that each school or school district shall report on its annual school performance report 18 19 authorized by the School Performance Report Act, § 6-15-1401 et seq. The 20 reported expenditures shall include, but not be limited to, the following 21 categories: 22 (A) Total expenditures; 2.3 (B) Instructional expenditures; (C) Administrative expenditures; 24 25 (D) Extracurricular expenditures; 26 (E) Capital expenditures; and 27 (F) Debt service expenditures; 28 (3) Categories and descriptions of school and school district 29 expenditures that allow for the gathering of data on separate functions and 30 programs provided by law; and 31 (4) Categories and descriptions of expenditures that each 32 education service cooperative shall report on its annual report authorized by
 - (d) A handbook The Arkansas Financial Accounting Handbook for education service cooperatives shall be developed by the state board that contains appropriate format and codes for expenditures for education service

law.

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1 cooperatives. Rules shall be developed by the department. 2 (e) The department shall have the authority to analyze and inspect the financial records of any school, open-enrollment charter school, school 3 4 district, or education service cooperative in order to verify that a school, 5 school district, or education service cooperative is correctly and accurately 6 reporting expenditures. 7 (f) By November 1 February 15 of each year, the department shall 8 submit a report to the state board, the Governor, the Senate Interim 9 Committee on Education, and the House Interim Committee on Education concerning public school and public school district expenditures required by 10 11 law. 12 (g) All rules, regulations, and revisions adopted under this 13 subchapter shall be adopted and published prior to the start of any fiscal year for which they are applicable and shall allow for an implementation 14 15 schedule consistent with the method outlined in § 6-20-2207. 16 17 6-20-2204. Required training. (a)(1)(A) The Department of Education shall establish two (2) tiers of 18 19 required training. 20 (B) Both tiers of required training shall apply to public school districts, open-enrollment charter schools, and educational service 21 22 cooperatives. 2.3 (C)(i) At a minimum, two (2) persons per educational 24 entity are required to have attended an Initial and Annual Tier I Training, 25 who shall be: 26 (a) The district superintendent or the 27 educational service cooperative director or the open-enrollment charter 28 school director; and 29 (b) A person whose job responsibilities 30 include preparing the budget of overall accounting responsibility Any person 31 whose job responsibility includes preparing the budget or recording 32 expenditures of a school, school district, local education agency, or 33 education service cooperative;. 34 (ii) The two (2) persons per educational entity 35 required to attend the Initial and Annual Tier I Training shall each obtain twelve (12) hours of initial training and instruction necessary to 36

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     in, including, but not limited to:
 3
                                   (A)(a) School laws of Arkansas;
 4
                                   (B)(b) Laws and rules governing the
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     expenditure of public education funds, fiscal accountability, and school
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     finance;
 7
                                   (C)(c) Ethics; and
 8
                                   (D)(d) Financial accounting and reporting of
     schools, school districts, <del>local education agency</del> <u>open-enrollment charter</u>
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     schools, and education service cooperative expenditures.
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                 (2) Each year thereafter, the district superintendent, the
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     educational service cooperative director, or open-enrollment charter school
     director, and the person whose job responsibilities include preparing the
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     budget of overall accounting responsibility who has already attended the
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     initial and Tier I training any person whose job responsibility includes
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     preparing the budget or recording expenditures of a school, school district,
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     or education service cooperative shall obtain by December 31 of each calendar
     year four (4) additional hours of annual training and instruction as required
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     by the department in order to maintain basic proficiency in the topics
     described in subdivision (a)(1) of this section.
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                 (3)(A) The instruction may be received from provided by an
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     institution of higher education in this state, from instruction sponsored by
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     the department, by an in-service training program conducted by the Arkansas
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     Association of School Business Officials, or from another provider.
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                       (B) To satisfy the training and requirements under this
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     subsection, any provider other than the department shall apply for and
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     receive pre-approval by the department as to the form and content of the
28
     training and instruction before it is offered as training and instruction to
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     comply with the provisions of this subsection.
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                 (4)(A) If a person fails to obtain the required Tier I training
     by the end of the calendar year and fails to cure the deficiency by March 1
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     of the following calendar year without filing a request for extension of time
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     as determined from the records of the department, the department shall
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     immediately notify the superintendent of the employing school district, the
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     director of the open-enrollment charter school, or the director of the
     education service cooperative by certified mail, return receipt requested,
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demonstrate basic proficiency as determined by the Department of Education

- 1 with a copy to the board president. 2 (B)(i) The superintendent of the school district, director 3 of the open-enrollment charter school, or education service cooperative 4 director shall notify the person by certified mail, return receipt requested, 5 and the person shall be unable to continue in his or her position from the 6 date of receipt of notification by the superintendent of the school district, 7 the director of the open-enrollment charter school, or the education service 8 cooperative director. 9 (ii) Any person receiving notice that he or she 10 shall be unable to continue in his or her position solely because of his or 11 her failure to obtain the required training, may request a hearing before the 12 State Board of Education prior to his or her permanent dismissal. 13 (5) If the person fails to obtain all required training by 14 December 31, this failure shall constitute one (1) citation against the 15 school district or the open-enrollment charter school as measured by the 16 Standards for Accreditation of Arkansas Public Schools issued by the 17 department or an admonishment to the education service cooperative by the 18 department. 19 (6) If the person is unable to obtain the required training 20 because of military service or illness as verified by a written sworn 21 statement of the person's attending physician, the department shall grant an 22 extension permitting the person additional time to obtain the required 23 training. The issuance of an extension shall not constitute a citation 24 against the school district as measured by the Standards for Accreditation of 25 Arkansas Public Schools issued by the department or the education service 26 cooperative and shall not operate to remove the person from his or her job. 27 (b) Tier II training shall include, but not be limited to, the 28 following: 29 (1) Employees who do not make decisions about selecting codes or 30 who have a limited number of codes they can use shall receive Tier II 31 training; (2) Tier II training shall be developed by the Department of
- 32 (2) Tier II training shall be developed by the Department of
 33 Education in cooperation with representatives from the Arkansas Association
 34 of School Administrators, the Arkansas Association of School Business
 35 Officials, the Arkansas Education Association, the Legislative Joint Auditing
- 36 Committee, and educational service cooperatives;

1	(3) The training shall be annual and shall be four (4) hours;	
2	(4) Districts shall be responsible for providing the training t	
3	these employees; and	
4	(5) District trainers are required to attend Tier II training.	
5	(c)(1) The district superintendent shall provide the Department of	
6	Education a list of all employees who received Tier II training and an	
7	assurance statement attested to by the superintendent of the school district,	
8	director of the open-enrollment charter school, or education service	
9	cooperative director identifying each person in the district required to	
10	obtain Tier II training and that such training has been completed by each	
11	<pre>employee.</pre>	
12	(2) Any superintendent not filing a complete and accurate	
13	statement of assurance as required under subdivision (c)(2) of this section	
14	may be sanctioned in a manner as determined by the State Board of Education.	
15	(b)(d)(1) A school district, local education agency open-enrollment	
16	charter school, or education service cooperative board of directors is	
17	authorized to pay per diem and reimburse the expenses of a person required to	
18	obtain training under this section.	
19	(2) The expenses must be incurred in attending in-service	
20	workshops, conferences, and other courses of training and instruction	
21	necessary for completing the hours of instruction required under this	
22	section.	
23	(3) Payments may be made from funds belonging to the school	
24	district.	
25	(e)(e) The State Board of Education shall modify the Standards for	
26	Accreditation of Arkansas Public Schools issued by the department as may be	
27	required by this section.	
28	$\frac{(d)(f)}{(f)}$ It is the responsibility of the department to receive and	
29	maintain records of instructional hours obtained by any individual covered	
30	under this section.	
31	(e)(g) The state board is authorized to promulgate rules and	
32	regulations consistent with the provisions of this section.	
33		
34	6-20-2205. Penalties.	
35	(a) Any school district or local education agency <u>open-enrollment</u>	
36	charter school that does not follow the provisions of this subchapter shall	

- 1 be placed in fiscal distress as provided by law.
- 2 (b) Any education service cooperative that does not follow the 3 provisions of this subchapter shall be sanctioned by the State Board of

4 Education.

- 6-20-2206. Miscellaneous provisions.
- 7 (a) If the Department of Education determines that an overpayment has
- 8 been made to a school district, local education agency open-enrollment
- 9 <u>charter school</u>, or education service cooperative in any funding category
- 10 authorized by law, the department is authorized to withhold the overpayment
- 11 from future funding of the school district, local education agency open-
- 12 <u>enrollment charter school</u>, or education service cooperative and is authorized
- 13 to transfer the amount withheld for the overpayment to the line item
- 14 appropriation from which the overpayment was initially made.
- 15 (b) Each school district, local education agency <u>open-enrollment</u>
- 16 <u>charter school</u>, and education service cooperative shall prepare an annual
- 17 statement of the financial conditions and transactions of the school
- 18 district, local education agency open-enrollment charter school, or education
- 19 service cooperative as of June 30 of each year in accordance with generally
- 20 accepted accounting principles.
- 21 (c) In order for a school district, local education agency open-
- 22 enrollment charter school, or education service cooperative to be entitled to
- 23 state aid as provided by law, each school district, local education agency
- 24 <u>open-enrollment charter school</u>, and education service cooperative shall
- 25 satisfy the following requirements:
- 26 (1) Expenditures for any fiscal year shall not exceed the legal
- 27 revenues for that year;
- 28 (2) The school district, local education agency open-enrollment
- 29 charter school, and education service cooperative shall maintain such records
- 30 and make such reports relative to attendance, receipts, and disbursements and
- 31 other reports as required by the rules and regulations of the State Board of
- 32 Education;
- 33 (3) The school, school district, local education agency open-
- 34 enrollment charter school, and education service cooperative shall maintain
- 35 proper financial records in accordance with the state's school accounting
- 36 manual and regulations promulgated by the state board Arkansas Educational

- 1 Accounting and Reporting System which includes the Arkansas Financial
- 2 Accounting Handbook, and any reports required pursuant to § 6-20-2202(e)(2);
- 3 (4) The school district, local education agency <u>open-enrollment</u>
- 4 charter school, and education service cooperative shall file annually with
- 5 the state board a salary schedule for its certified employees which
- 6 recognizes a minimum level of training and experience. This schedule shall
- 7 reflect the actual pay practices of the school district, local education
- 8 agency open-enrollment charter school, or education service cooperative,
- 9 including all fringe benefits and supplemental salary schedules. Salary
- 10 increments for experience or education, or both, shall be identified on the
- 11 schedule; and
- 12 (5)(A) All pupil attendance records shall be kept in their
- 13 original form and shall be public records.
- 14 (B) Pupil attendance records shall be kept according to
- 15 law and regulations on paper or electronic forms either furnished or approved
- 16 by the department.

- 17 (C) Original pupil attendance records shall be kept on
- 18 file in the office of the superintendent of schools after the school term is
- 19 ended for a period of three (3) years, and these records shall be available
- 20 for monitoring purposes during any day of the school term by the teachers or
- 21 other persons designated to keep attendance.
- 22 (d) School districts may not include the cost of substitute teachers,
- 23 extended contracts for extracurricular activities, or supplementary pay for
- 24 extracurricular activities in meeting the expenditures requirement for
- 25 student classroom teacher salaries.
- (e) Any licensed classroom teacher or administrator of a school,
- 27 school district, local education agency open-enrollment charter school, or
- 28 education service cooperative that provides false expenditure information may
- 29 have his or her license placed on probation, suspended, or revoked pursuant
- 30 to rules promulgated by the state board.
- 32 6-20-2207. Rule-making authority.
- 33 (a)(1) Before the 2004-2005 school year, the The State Board of
- 34 Education shall promulgate rules governing a uniform budget and accounting
- 35 system that shall be known as the Arkansas Educational Financial Accounting
- 36 <u>and Reporting System. This system shall include</u> and providing compliance

- 1 with an established a uniform chart of accounts known as the Arkansas
- 2 Financial Accounting Handbook that shall be exempt from the Arkansas
- 3 Administrative Procedures rule-making process pursuant to § 25-15-201 et seq.
- 4 for budgeting of school, school district, and education service cooperative
- 5 revenues and expenditures and financial reporting in order for school
- 6 districts and education service cooperatives to comply with § 6-20-2202.
- 7 (2) These rules shall be applied to all school districts, local
- 8 <u>education agencies</u> <u>open-enrollment charter schools</u>, and education service 9 cooperatives for purposes of reporting and accounting for revenues and
- 10 expenditures on a pilot basis for the 2004-2005 school year.
- 11 (3) As necessary to comply with federal law, the Arkansas
- 12 Financial Accounting Handbook shall comply with the Financial Accounting for
- 13 Local and State School Systems, 2003 Edition (NCS 2004-318). The Arkansas
- 14 Financial Accounting Handbook shall be exempt from the rules-making process
- and procedures required pursuant to the Administrative Procedures Act, § 25-
- 16 15-201 et seq.
- 17 (b)(1) Beginning with the 2005-2006 school year, The State Board of
- 18 Education and the Department of Education shall amend the rules and the
- 19 <u>Arkansas Financial Accounting Handbook</u> provided in subsection (a) of this
- 20 section as necessary.
- 21 (2) However, prior to making an amendment to the Arkansas
- 22 Financial Accounting Handbook the department shall provide written notice via
- 23 electronic media to school districts, open-enrollment charter schools, and
- 24 <u>educational cooperatives no less than seven (7) days prior to the change</u>
- 25 <u>unless:</u>
- 26 (A) The Director of the Department of Education declares
- 27 that there is an emergency, at which time the change shall be effective
- 28 immediately; or
- 29 (B) The change affects only a few school districts and the
- 30 school districts have mutually agreed to make the change effective
- 31 <u>immediately.</u> and before the beginning of a school year in order for school
- 32 districts to comply with this subchapter.
- 33 (c) Any school district, local education agency open-enrollment
- 34 charter school, or education service cooperative that fails to comply with
- 35 state law or rules governing and providing a uniform chart of accounts for
- 36 budgeting of revenues, expenditures, and financial reporting shall be deemed

- to be in fiscal distress and subject to the applicable enforcement provisions as provided by law.
 - (d) Any school district, local education agency open-enrollment charter school, or education service cooperative that fails to comply with the expenditure requirements of any public school, public school district, or education service cooperative funding law shall be deemed to be in fiscal distress and subject to the applicable enforcement provisions as provided by law.

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- 10 6-20-2208. Monitoring of expenditures.
 - (a) (1) The General Assembly determines that, although funds may be distributed to school districts under this subchapter, it is the duty and responsibility of the State of Arkansas to monitor such expenditures to ensure that each public school child in Arkansas is provided with an adequate education.
- 16 (2) The General Assembly further finds that a uniform system of
 17 accounting for and reporting expenditures is necessary to allow the state to
 18 monitor expenditures.
 - (b) Each school district shall ensure that funds distributed by the State of Arkansas to the district are utilized in an efficient manner in order to provide an adequate education.
 - (c) Each school district shall:
- 23 (1) Expend sums for teacher salaries in order to meet the 24 requirements of Arkansas law;
- 25 (2)(A) Expend the sums allocated to the school district under §
 26 6-20-2005(b) for salaries and other instructional aid components to benefit
 27 students in the special needs categories within the school district unless
 28 other expenditures are allowed by law or rule of the State Board of Education
 29 or Department of Education.
- 30 (B) Further ensure that those sums are used to improve the 31 educational opportunity of those children with a primary emphasis on 32 improving each student's proficiency;
- 33 (3) Expend other sums as may be allocated under this subchapter 34 and as may be required by law in order to provide an equal opportunity for an 35 adequate education;
- 36 (4) Ensure that sums appropriated by law and allocated to the

2	the required curriculum for all students in the district;
3	(5) Ensure that sums allocated for facilities or other capital
4	needs are spent in accordance with law; and
5	(6) Expend state and local revenues on gifted and talented
6	programs:
7	(A) In an amount equal to fifteen hundredths (0.15) of the
8	foundation funding amount multiplied by five percent (5%) of the school
9	district's average daily membership for the previous year; and
10	(B) Only upon gifted and talented programs in accordance
11	with rules promulgated by the state board.
12	(d)(1) During the appropriate Arkansas public school computer network
13	reporting cycle each year, each school district shall submit appropriate data
14	to the department establishing the school district's compliance with this
15	section.
16	(2) The data shall be timely, accurate, and in the format
17	required by rules promulgated by the state board.
18	(3) The data reported shall reflect the expenditure of each
19	category of additional education categories.
20	(4) Reports for each school district shall be developed by the
21	department and transmitted to the Governor, the Senate Interim Committee on
22	Education, and the House Interim Committee on Education.
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school district are used to meet standards for accreditation and to provide