

FISCAL YEAR START-UP FORM 2018-19
Complete Tentative Roll Forms due by Friday, June 15, 2018

From: _____
District/Charter Name

Model ID: _____
Example: OB19-01

Submitted by (Name/Title): _____

District #: _____



Tentative Roll - Done immediately **prior** to going to the school board for approval.

- FY19 Fiscal 50 report shows no validation errors. (Check provides assurance that there are no accounts/dollars that will need to be changed after SACS extraction)
- FY19 Budget Model passes Import/General Ledger TRC checks in the SACS2018 software. (Provides a double check that there are no problems with accounts that may need to be changed after the SACS extraction)
- 9791 Beginning Balances have been loaded into the OB19-xx model (refer to Next Fiscal Year Handbook pages 10-13)
- With submission of this form you have:
 - a. Submitted your OB19-XX model via the Task Menu selection under Budget Management
 - b. Verified that your budget model and SACS2018 9791 balances are the same
 - c. Provided the 9791 Sacs software balances used for the OB model with this form
 - d. Authorized IT to roll your budget to **T {Tentatively Adopted}** status (Creates a tentative budget journal, creates new tentative journal if already at Partial Tentative)
 - e. **Tentative** status allows LEA to prepare/process requisitions in the 2018-19 fiscal year with budget and account verification

- All **Completed Fiscal Year Start Up Forms** must be completed and returned to your SCOE Information Technology (IT) Analyst no later than Friday, **June 15, 2018**.

- **Submit Signed and Dated form to:** Send by email to: helpdesk@scoe.org

Authorized Signature: _____ Date: _____

Refer to Handbook for Step by Step Process, pages 10-13

STEP BY STEP PROCESS

1. District will create their **Original** budget. The status of the original budget will be set to **Open**.
2. District will submit their budget model in Escape. The status will update to **U {Under Audit Review}**. The budget will be **Locked**.
3. District will submit this form (Fiscal Year Start-Up Form to SCOE IT)
Once the budget is updated by SCOE IT to **T {Tentatively Adopted}** creating the journal entries, *Districts will then be able to submit requisitions against tentative fund balances.*
4. District will present their Tentative Budget to their local school board for **B {Board Approved}**. The Budget is **Locked** and remains **Tentatively Adopted**. If the board does not approve or requests changes then the Budget status can be returned to **Open**, by SCOE IT upon request.
5. Once the Budget is approved by the District and County Office the SCOE Accountant will update the model status to **P {Posted}** meaning the Budget Model has been approved. Causing the **Tentative journal entries to be unposted and then the Adopted Budget journal entries are posted.**

*******IMPORTANT NOTE*******

If a District needs to be returned to OPEN (make changes) they must resubmit this form