

FISCAL YEAR START-UP FORM 2022-2023
Tentative Roll Forms due by Friday, June 17, 2022

From: _____
District/Charter Name

Model ID: _____
Example: OB23-01

Submitted by (Name/Title): _____

District #: _____

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

- FY22 & FY23 Fiscal50 report shows no validation errors with account balances. (Provides assurance that there are no dollars associated with invalid accounts)
- FY23 Budget Model passes Import/General Ledger TRC checks in the SACS Application. (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 OB23-XX model (refer to Next Fiscal Year Handbook)
- With submission of this form you have:
 - Submitted your OB23-XX model via the Task Menu selection under Budget Management
 - Verified that your budget model and SACS 9791 balances are the same
 - Provided the 9791 SACS balances used for the OB model with this form

- **Fiscal Year Start Up Form** must be completed and returned to a SCOE IT no later than Friday, **June 17, 2022**.

- **Submit Signed and Dated form with back up documentation to helpdesk@scoe.org**

- IT will roll your budget to **T {Tentatively Adopted}** status (Creates a tentative budget journal, creates new tentative journal if already at Partial Tentative)
- **Tentative** status allows LEA to prepare/process requisitions in the 2022-23 fiscal year with budget and account verification

Authorized Signature: _____

Date: _____

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)
4. 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.
5. District will present their Tentative Budget to their local school board for Board Approval. The Budget is Locked and remains **Tentatively Adopted**. If the Board approves the budget, District moves status to **B {Board Approved}** in Escape. If the board does not approve or requests changes then the Budget status can be returned to Open, by SCOE IT upon request.
6. Once the Budget is approved by the District and County Office, the LEA's Fiscal Advisor will update the model to P {Posted}, meaning the Budget Model has been approved. This will unpost Tentative journal entries and post Adopted Budget journal entries.

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

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