



FP10a - Instructions

County Reporting of School Transportation and Retirement Mill Levies

20-3-209, MCA

Sign into the OPI County application.

<https://apps.opi.mt.gov/County/frmLogin.aspx?ReturnUrl=%2fCounty%2ffrmDefault.aspx>

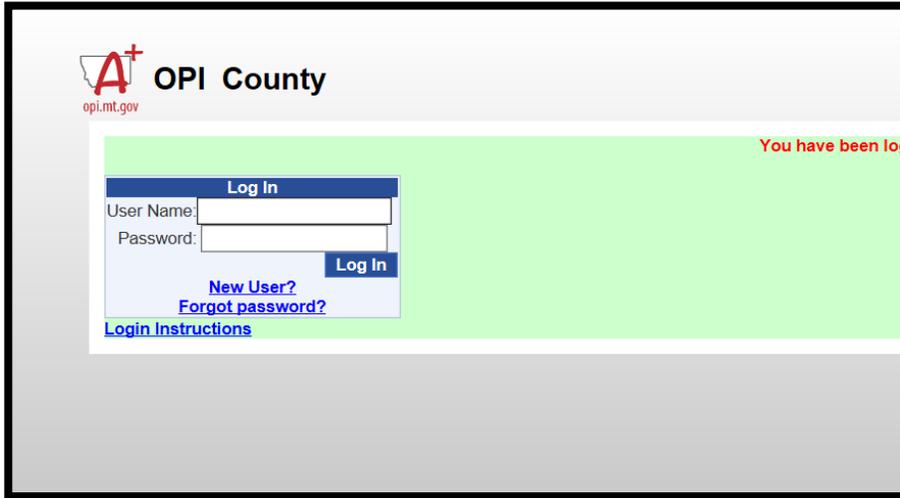
Or go to the OPI Website

<http://opi.mt.gov/Leadership/Finance-Grants/School-Finance/School-Finance-County>

INFORMATION	EQUALIZATION REPORTS	FORMS
<ul style="list-style-type: none"> ▪ Annual County Block Grants <ul style="list-style-type: none"> ▪ FY 2018 ▪ FY 2017 ▪ FY 2016 ▪ Debt Service Mill Value <ul style="list-style-type: none"> ▪ FY 2018 ▪ FY 2017 ▪ FY 2016 ▪ Retirement Guaranteed Tax Base Subsidy <ul style="list-style-type: none"> ▪ FY 2018 ▪ FY 2017 ▪ FY 2016 	<ul style="list-style-type: none"> ▪ FY 2017 Equalization Report - Not available ▪ FY 2016 Equalization Report ▪ FY 2015 Equalization Report ▪ FY 2014 Equalization Report 	<ul style="list-style-type: none"> ▪ County Forms Information ▪ County Treasurer Statement - 6a ▪ FY 2018 Countywide School Funds - FP6b Version 1 ▪ FY 2018 Countywide School Funds - FP6b Version 2 ▪ Joint District Basic Data FP8a ▪ Joint District Tax Levy Summary - FP8b ▪ FP10a Instructions - Revision Pending

[County Application Login Link](#)

Step 1



The screenshot shows the OPI County login page. At the top left is the logo for OPI County, featuring a red 'A+' and the text 'opi.mt.gov'. To the right of the logo is the text 'OPI County'. Below the logo and text is a green rectangular area containing a login form. The form has a blue header with the text 'Log In'. Below the header are two input fields: 'User Name:' and 'Password:'. To the right of the 'Password:' field is a blue button labeled 'Log In'. Below the input fields are three links: 'New User?', 'Forgot password?', and 'Login Instructions'. In the top right corner of the green area, there is a red message that says 'You have been log'.

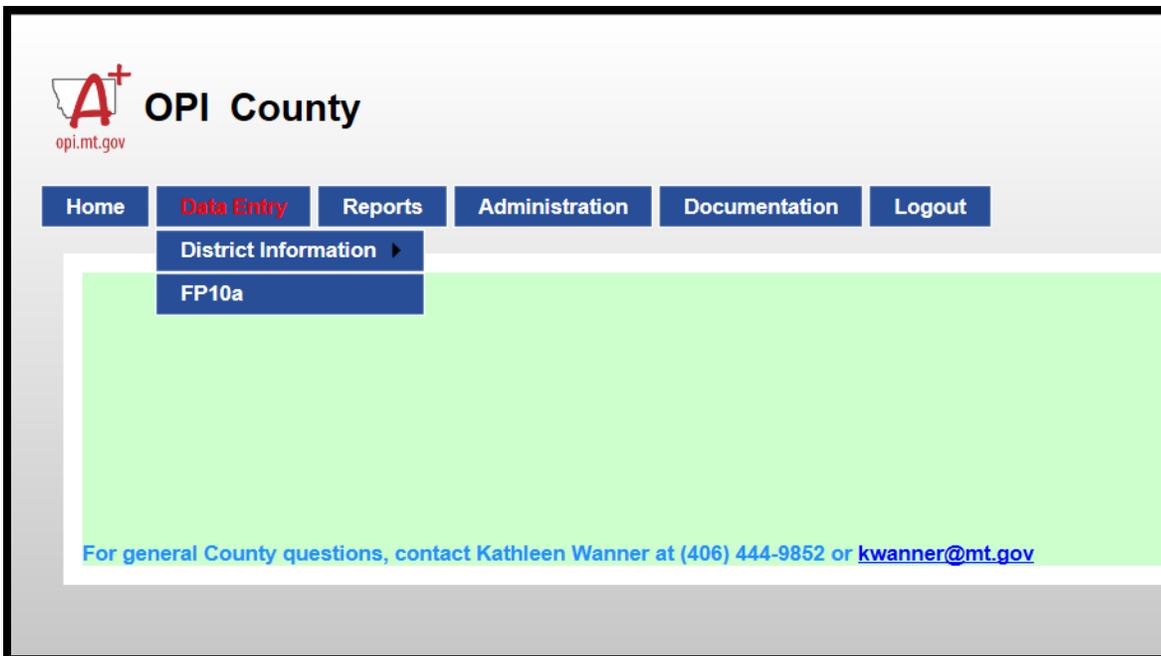
Your User Name is the first letter of your first name and your last name.

Jane Doe = User Name: JDoe

To change confidential passwords, click on [Forgot password?](#)

Step 2

Select **FP10a** from the **Data Entry Menu**.



The screenshot shows the OPI County Data Entry Menu. At the top left is the logo for OPI County, featuring a red 'A+' and the text 'opi.mt.gov'. To the right of the logo is the text 'OPI County'. Below the logo and text is a horizontal menu with six items: 'Home', 'Data Entry', 'Reports', 'Administration', 'Documentation', and 'Logout'. The 'Data Entry' item is highlighted in red. Below the 'Data Entry' item is a dropdown menu with two items: 'District Information' and 'FP10a'. The 'FP10a' item is highlighted in blue. Below the menu is a large green rectangular area. At the bottom of the green area, there is a blue link that says 'For general County questions, contact Kathleen Wanner at (406) 444-9852 or kwanner@mt.gov'.

Step 3

Confirm State FY and select County. Counties with joint districts may view non-located county information as read only.

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Home Data Entry Reports Administration Documentation Logout

Enter FP10a

State FY: 2018 County: [Dropdown]

Step 4

MAEFAIRS district data will upload and fill into the County application data fields.

All districts must have submitted their budgets and have Submit ID number.

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Home Data Entry Reports Administration Documentation Logout

Enter FP10a

State FY: 2018 County: Beaverhead

All LE's for this county are not submitted in Maefairs

EL Net Requirements HS Net Requirements Anticipated Revenues Part I Part II Part III Part IV

Add New EL Net Requirement Revenue

LE	ANB	Transportation	Retirement	Submit ID		
Other	0	\$0.00	\$31,762.43		Edit	Delete
Grant Elem	6	\$880.00	\$11,450.00			
Dillon Elem	731	\$0.00	\$614,563.41	0005-13859045		
Wise River Elem	9	\$745.74	\$17,810.13	0007-50849127		
Wisdom Elem	7	\$1,490.08	\$7,720.69	0010-97884148		
Polaris Elem	7	\$1,100.00	\$7,798.10	0012-77460977		
Jackson Elem	9	\$0.00	\$6,547.35	0014-57037807		
Reichle Elem	23	\$4,844.73	\$18,282.40	0015-29721885		
Part I A. Elementary	792	\$9,060.55	\$715,934.51			

Step 5

Select **EL Net Requirements** – Counties with K12 districts are shown under High School Net Requirements.

- Verify District ANB to submitted budgets.
For Joint Districts, the ANB will be the amount calculated by the County Superintendent on the OPI county form FP8a and provided to the district clerk for entry into the MAEFAIRS budget.
- Verify Transportation (revenue 2220) and Retirement (revenue 2240) requirements from district budgets.
The county’s share of Joint District’s budget requirements are prorated based on the county’s ratio of ANB to the district’s total budgeted ANB. (Located or non-located county ANB divided by the district’s total budgeted ANB times district budget requirement).
- Select **Add New EL Net Requirements Revenue** to add additional amounts to levy for:
 - Other- 0000 (shortage from prior year)
 - Special Educational Cooperative (proportional share for county)
Not all counties levy SPED Cooperatives’ Retirement needs through county levies on the FP10A.



- Home
- Data Entry
- Reports
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- Administration
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- Logout

Enter FP10a

State FY: County:

All LE's for this county are not submitted in Maefairs

EL Net Requirements
HS Net Requirements
Anticipated Revenues
Part I
Part II
Part III
Part IV

Add New EL Net Requirement Revenue

LE	ANB	Transportation	Retirement	Submit ID		
	0	\$0.00	\$0.00			
Grant Elem	6	\$880.00	\$9,350.00			
Dillon Elem	731	\$0.00	\$614,563.41	0005-13859045		
Wise River Elem	7	\$0.00	\$0.00			
Wisdom Elem	7	\$1,708.17	\$7,720.69			
Polaris Elem	7	\$1,100.00	\$7,660.10			
Jackson Elem	9	\$0.00	\$6,529.35			
Reichle Elem	23	\$4,844.73	\$18,282.40			
Part I A. Elementary	790	\$8,532.90	\$664,105.95			

Note - Changes to ANB, Transportation and or Retirement budget requirements are made in MAEFAIRS' budgets. For approved district changes, the County Superintendent and district must notify OPI to request to have the district budgets unsubmitted. Districts need to resubmit budgets and notify the County Superintendent of the changes. County Superintendents should verify budget submit ID numbers on budget reports to FP10a screen Submit ID.

Step 6

Select **HS Net Requirements** – Same instructions as above for EI requirements. Counties with K12 districts are shown under High School Net Requirements.

- Verify District ANB to submitted budgets.
For Joint Districts, the ANB will be the amount calculated by the County Superintendent on the OPI county form FP8a and provided to the district clerk for entry into the MAEFAIRS budget.
- Verify Transportation (revenue 2220) and Retirement (revenue 2240) requirements from district budgets.
The county's share of Joint District's budget requirements are prorated based on the county's ratio of ANB to the district's total budgeted ANB. (Located or non-located county ANB divided by the district's total budgeted ANB times district budget requirement).
- Select **Add New HS Net Requirements Revenue** to add additional amounts to levy for:
 - Other- 0000 (shortage from prior year)
 - Special Educational Cooperative (proportional share for county)
Not all counties levy SPED Cooperatives' Retirement and Transportation needs through county levies on the FP10A.



- Home
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Enter FP10a

State FY: 2018 County: Beaverhead

All LE's for this county are not submitted in Maefairs

EI Net Requirements
HS Net Requirements
Anticipated Revenues
Part I
Part II
Part III
Part IV

Add New HS Net Requirement Revenue

LE	ANB	Transportation	Retirement	Submit ID
Beaverhead County H.S.	344	\$154,000.00	\$404,942.17	0006-13916326
Lima K-12 Schools	77	\$30,073.23	\$98,967.30	
Part I A. High School	421	\$184,073.23	\$503,909.47	

Step 7

Enter **Anticipated Revenues**

- All State entitlements paid to counties automatically will populate the screen if applicable.
- The following anticipated revenues can be entered by selecting **Add New Anticipated Revenue**:
 - 333010 Federal Forest Reserve
 - 335065 Montana Gas & Oil Production Tax
 - 371000 Investment Earnings
 - 314200 Coal Gross Proceeds
 - 999998 Other - Miscellaneous

The screenshot shows the OPI County website interface. At the top, there is a navigation menu with buttons for Home, Data Entry, Reports, Views, Administration, Documentation, and Logout. Below this is a green header area titled 'Enter FP10a'. Under the header, there are dropdown menus for 'State FY: 2018' and 'County: Beaverhead', followed by a 'Submit' button. Below the dropdowns, there is a prompt: 'Press a button below to select the section.' There are several buttons: 'EL Net Requirements', 'HS Net Requirements', 'Anticipated Revenues', 'Part I', 'Part II', 'Part III', and 'Part IV'. The 'Add New Anticipated Revenue' button is highlighted with a black box. Below the buttons is a table with the following data:

Category	Transportation	HS Retirement	EL Retirement		
999998 Other - Miscellaneous	\$0.00	\$13,197.65	\$17,114.16	Edit	Delete
Part I B.	\$36,979.76	\$26,395.30	\$34,228.32		

Step 8

Part I – Calculating Net County Requirement

On Line C enter prior year ending cash balances as reported on the OPI County form FP6b line 250 from the County Treasurer for the Transportation fund 7820, HS Retirement fund 7830 and EL Retirement fund 7840.

Click Save Part I.

Fund balance is zero if negative. Negative cash = zero.

- On Line D1 enter the cash amount obligated or unavailable for reappropriation.
- On Line D2 enter the reason for obligated cash.

Home Data Entry Reports Administration Documentation Logout

Enter FP10a

State FY: 2018 County: Beaverhead

Data saved successfully

EL Net Requirements HS Net Requirements Anticipated Revenues Part I Part II Part III Part IV

Please verify the amount entered as the Cash Balance (Part I, Line C) for the Transportation OR High School Retirement is 0.

Part I:

	Transportation	High School	Elementary
A. Net District Requirements	193,133.78	605,092.64	715,934.61
B. Total County Anticipated Revenues	36,979.76	13,197.65	17,114.16
C. Fund Cash Balance (from County Treasurer)	0.00	0.00	0.00
D1. Cash Obligated - otherwise unavailable	0.00	0.00	0.00
D2. Reason for Obligation (ie: Undistributed Reimbursement to Schools)			
F. Net County Requirement	166,154.02	491,894.99	698,820.35

Step 9

Review the information in Parts II, III & IV. The information is populated from MAEFAIRS or calculated in the County application.

Part II - County Guaranteed Tax Subsidy (GTB) per Mill



Home Data Entry Reports Views Administration Documentation Logout

Enter FP10a

State FY: 2018 County: Beaverhead

All LE's for this county are not submitted in Maefairs

EL Net Requirements HS Net Requirements Anticipated Revenues Part I Part II Part III Part IV

Part II: County Guaranteed Tax Subsidy (GTB) per Mill

	Transportation	High School	Elementary
G. Total County Taxable Valuation	21,706,830.00	21,694,286.00	21,706,830.00
H. County Taxable Valuation per mill (G x .001)	21,706.83	21,694.29	21,706.83
I. Total Current Year County ANB		790.00	790.00
J. Statewide GTB mill value per ANB		72.92	29.69
K. OPI Certified County GTB mill value per ANB		55.45	24.69
		17.47	5.00
M. County Retirement GTB subsidy aid per mill (L x I)		7,354.87	3,950.00

Part III – Transportation and Retirement Mill Levy Calculation

- The calculated countywide mills automatically populate to the FP9 County Mill report.

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Enter FP10a

State FY: 2018 | County: Beaverhead

All LE's for this county are not submitted in Maefairs

EL Net Requirements | HS Net Requirements | Anticipated Revenues | Part I | Part II | **Part III** | Part IV

Part III: Mill Levy Calculation	Transportation	High School	Elementary
N. Adjusted County Taxable Valuation per mill (H + M)	21,706.83	29,049.16	25,656.83
O. Number of Mills Required (F / N)	7.17	16.89	25.22

Part IV – Revenue Calculation and Reconciliation

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Home | Data Entry | Reports | Views | Administration | Documentation | Logout

Enter FP10a

State FY: 2018 | County: Beaverhead

All LE's for this county are not submitted in Maefairs

EL Net Requirements | HS Net Requirements | Anticipated Revenues | Part I | Part II | Part III | **Part IV**

Part IV: Revenue Calculation and Reconciliation	Transportation	High School	Elementary
P. Non-L Levy Revenue (B)	36,979.76	13,197.65	17,114.16
Q. Cash Available for Reappropriation (E)	0.00	0.00	0.00
R. State GTB Subsidy (M x O)		124,223.75	99,619.00
S. County Mill Levy (H x O)	155,637.97	366,416.56	547,446.25
T. Total Revenues (P + Q + R + S should be close to A)	192,617.73	503,837.96	664,179.41

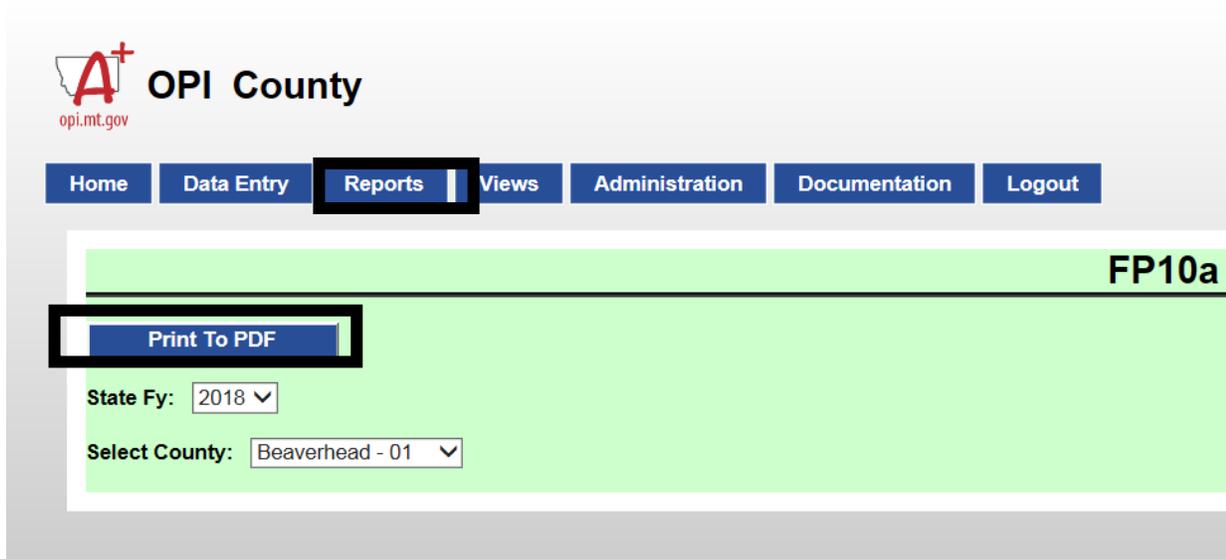
Step 10

Summary – Submit and Print Report

- Review the saved information
- **Submit** the FP10a Report
Due to OPI on or before September 15th

Printing County FP10a Report

- Select FP10a from the **Reports** menu
Verify the State FY and County; click **Print to PDF**
Sample Report is attached



The screenshot shows the OPI County website interface. At the top left is the logo for OPI County, featuring a red outline of the state of Montana with a red plus sign and the text "opi.mt.gov" below it. To the right of the logo is the text "OPI County". Below the logo and text is a horizontal navigation bar with several blue buttons: "Home", "Data Entry", "Reports", "Views", "Administration", "Documentation", and "Logout". The "Reports" button is highlighted with a black rectangular box. Below the navigation bar is a large green rectangular area. In the top right corner of this green area is the text "FP10a". In the bottom left corner of the green area is a blue button labeled "Print To PDF", which is also highlighted with a black rectangular box. Below the "Print To PDF" button are two dropdown menus: "State Fy:" with "2018" selected, and "Select County:" with "Beaverhead - 01" selected.

Contact Mari Haefka @ Mari.Haefka2@mt.gov or 406-444-9852.



**COUNTY TRANSPORTATION / RETIREMENT FUND
MILL LEVY / GTB CALCULATION WORKSHEET - FP10a**

FY2018

01 Beaverhead County

Elementary NET Requirement

LE	ANB*	Transportation**	Retirement***	District Submit ID
Other 0000		0.00	31,762.43	
Grant Elem 0003	6	880.00	11,450.00	0003-11187489
Dillon Elem 0005	731	0.00	614,563.41	0005-80196086
Wise River Elem 0007	9	746.74	17,810.13	0007-50849127
Wisdom Elem 0010	7	1,490.08	7,720.69	0010-97884148
Polaris Elem 0012	7	1,100.00	7,798.10	0012-77480977
Jackson Elem 0014	9	0.00	6,547.35	0014-57037807
Reichle Elem 0015	23	4,844.73	18,282.40	0015-21429154
Part IA Elementary	792	9,060.55	715,934.51	

High School NET Requirement

LE	ANB	Transportation	Retirement	District Submit ID
Other 0000		0.00	1,183.17	
Beaverhead County H S 0006	344	154,000.00	404,942.17	0006-13916326
Lima K-12 Schools 0009	77	30,073.23	98,967.30	0009-41048838
Part IA High School	421	184,073.23	505,092.64	

*Should match final FY2018 budget cover page & joint district FP-8a report for your county only. Total K-12 ANB (including elementary) is considered HS ANB for this line.

**Should match final FY2018 transportation fund budget, line 2220 & joint district FP-8b report.

***Should match final FY2018 retirement fund budget, line 2240 & joint district FP-8b report. Also include coops' net requirements prorated between elementary and high schools here. A coop may either be listed as a separate district, or coop net requirements may be included in the net requirements of districts served by the coop. Coops serving several counties should be included here only for the portion of the coops' budget prorated among counties served (20-9-501(7)(8) MCA).

Anticipated Revenues

Category	Transportation	High School Retirement	Elementary Retirement
999998 Other -Miscellaneous	0.00	13,197.65	17,114.16
Total Anticipated Revenue	0.00	13,197.65	17,114.16



COUNTY TRANSPORTATION / RETIREMENT FUND MILL LEVY / GTB CALCULATION WORKSHEET - FP10a

FY2018

01 Beaverhead County

Part I	Transportation	High School Retirement	Elementary Retirement
A. Net District Requirements	193,133.78	505,092.64	715,934.51
B. Total County Anticipated Revenues	36,979.76	26,395.30	34,228.32
C. Fund Cash Balance (from County Treasure)	7,140.18	0.00	0.00
D1. Cash Obligated - otherwise unavailable	0.00	0.00	0.00
D2. Reason for Obligation (i.e. Undistributed Reimbursement to Schools)			
E. Cash Available for Reappropriation (C - D)	7,140.18	0.00	0.00
F. Net County Requirement (A - B - E)	149,013.84	478,697.34	681,706.19
Part II County Guaranteed Tax Subsidy (GTB) per Mill	Transportation	High School Retirement	Elementary Retirement
G. Total County Taxable Valuation	21,694,286.00	21,694,286.00	21,694,286.00
H. County Taxable Value per Mill (G x .001)	21,694.29	21,694.29	21,694.29
I. Total County ANB		421	792
J. Statewide GTB Mill value per ANB		72.92	29.69
K. OPI Certified County GTB Mill value per ANB		55.45	24.69
L. State Retirement GTB subsidy aid per Mill (J - K)		17.47	5.00
M. County Retirement GTB subsidy aid per Mill (L x I)		7,354.87	3,960.00
Part III Mill Levy Calculation	Transportation	High School Retirement	Elementary Retirement
N. Adjusted County Taxable Valuation per Mill (H + M)	21,694.29	29,049.16	25,654.29
O. Number of Mills required (F / N)	6.87	16.48	26.57
Part IV Revenue Calculation and Reconciliation	Transportation	High School Retirement	Elementary Retirement
P. Non-Levy Revenue (B)	36,979.76	26,395.30	34,228.32
Q. Cash Available for Reappropriation (E)	7,140.18	0.00	0.00
R. State GTB Subsidy (M x O)		121,208.26	105,217.20
S. County Mill Levy (H x O)	149,039.77	357,521.90	576,417.29
T. Total Revenues (P + Q + R + S) (should be close to A)	193,159.71	505,125.46	715,862.81