

Instructions for the County Reporting of School Transportation and Retirement Mill Levies

Office of Public Instruction - FP10a (20-3-209, MCA)

Data Entry

Step 1

Sign into the OPI County application.

<https://apps.opi.mt.gov/County/frmLogin.aspx?ReturnUrl=/County/frmDefault.aspx>

Or go to the OPI Website http://opi.mt.gov/Finance-Grants/schoolfinance/Index.html#gpm1_5

Click on “County” (left hand side of screen)

Scroll to bottom of Forms box and click on link

The screenshot shows the OPI County Information website. On the left is a navigation menu with categories like 'About School Finance', 'Accounting', 'Auditing', 'Budgets', 'County', 'Election Resources', 'Student Count for ANB', 'Entitlement Payments', 'Forms and Publications', 'Impact Aid', 'Indirect Costs', 'Negotiated Rulemaking', 'Oil & Gas Distribution', 'Pupil Transportation', and 'QZAR Bonds'. The 'County' category is selected. The main content area is titled 'COUNTY INFORMATION' and has tabs for 'Forms', 'Information', 'Entitlements', and 'Equalization Reports'. The 'Forms' tab is active, displaying a list of links including 'County Forms Information', 'Instructions for Excel Files', 'BARS UPDATES - Equalization Funds', 'BARS REVISIONS - August 17, 2015 DOR', 'County ANB Calculation', 'County Treasurer Statement (FP6a)', 'FY17 Countywide School Funds Version 1 (FP6b)', 'FY17 Countywide School Funds Version 2 Summary (FP6b)', 'FY16 Countywide School Funds Version 1 (FP6b)', 'FY16 Countywide School Funds Version 2 (Preferred - FP6b)', 'Joint District Basic Data (FP8a)', 'Joint District Tax Levy Summary (FP8b)', 'FP10A Instructions for Transportation & Retirement Mill Levy Calculation Entry Instructions', 'FY2016 County Transportation Reimbursement Distribution Spreadsheet', and 'County Forms Presentation April 2010'. A red box highlights the 'COUNTY DATA ENTRY AND REPORTS' link at the bottom of the list. Below the link, text reads: 'For user name and password please contact Kathleen Wanner, 444.9852'.



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

Michelle Obama = User Name MObama

Confidential passwords can be issued or changed by clicking on [Forgot password?](#)

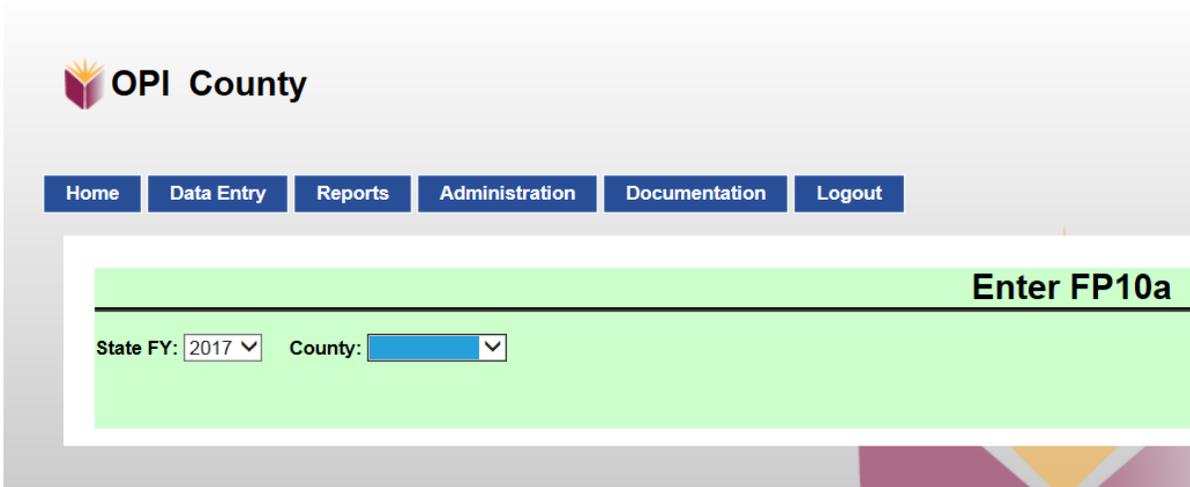
Step 2

Select [FP10a](#) from the [Data Entry Menu](#).



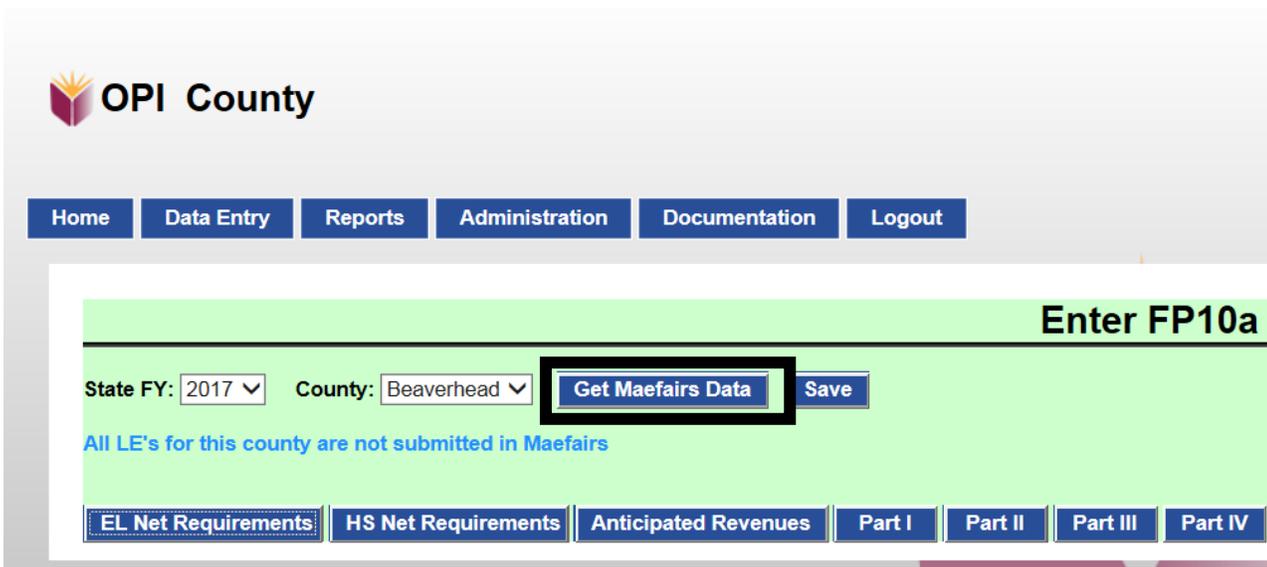
Step 3

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



Step 4

Click [Get MAEFAIRS Data](#). MAEFAIRS district data will upload and fill into the County application data fields. Click [Get MAEFAIRS Data](#) each time you enter the FP10a data entry screen until your county has submitted the required information.



Step 5

Select **EL Net Requirements** – Counties with only 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 entered into the MAEFAIRS budget data by the district. Clicking **Get MAEFAIRS Data** brings this information into the County application.
- Verify Transportation and Retirement Requirements from district budgets.
The county's share of Joint District's budget requirements will be prorated based on the ratio of county 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.

OPI County

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

Enter FP10a

State FY: 2017 | County: Beaverhead | Get Maefairs Data | Save

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
Grant Elem	7	\$454.60	\$8,967.52	0003-99841601
Dillon Elem	735	\$0.00	\$600,743.90	0005-51601128
Wise River Elem	10	\$1,502.52	\$5,701.05	
Wisdom Elem	8	\$770.70	\$6,317.84	
Polaris Elem	9	\$390.12	\$6,925.00	
Jackson Elem	10	\$0.00	\$5,445.76	
Reichle Elem	18	\$5,531.18	\$21,523.42	0015-97771107
Part I A. Elementary	797	\$8,649.12	\$655,624.49	

Note - Changes to ANB, Transportation and or Retirement 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#s.

Step 6

Select **HS Net Requirements** – Same instructions as above for EI requirements. Counties with only 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 entered into the MAEFAIRS budget data by the district. Clicking **Get MAEFAIRS Data** brings this information into the County application.
- Verify Transportation and Retirement Requirements from district budgets.
The county's share of Joint District's budget requirements will be prorated based on the ratio of county 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.

OPI County

Home Data Entry Reports Administration Documentation Logout

Enter FP10a

State FY: 2017 County: Beaverhead Get Maefairs Data Save

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	351	\$154,000.00	\$384,755.61	0006-63410174
Lima K-12 Schools	69	\$37,577.43	\$107,076.13	0009-00593104
Part I A. High School	420	\$191,577.43	\$491,831.74	

Step 7

Enter **Anticipated Revenues**

- The following State paid entitlements automatically enter from MAEFAIRS:
 - 335310 County Transportation Block Grant – fund 7820
 - 335311 County Retirement Block Grants OPI Paid – funds 7830 & 7840
- 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

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Enter FP10a

State FY: 2017 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

Category	Transportation	HS Retirement	EL Retirement		
333010 Federal Forest Reserve	\$18,696.56	\$47,580.35	\$77,033.43	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
335310 County Transportation Block Grant (HB124)	\$36,979.76	\$0.00	\$0.00		
335311 County Retirement Block Grants OPI Paid	\$0.00	\$13,197.65	\$17,114.16		
Part I B.	\$55,676.32	\$60,778.00	\$94,147.59		

Step 8

Part I – Calculating Net County Requirement (F)

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

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.

OPI County

Home Data Entry Reports Administration Documentation Logout

Enter FP10a

State FY: 2017 County: Beaverhead [Get Maefairs Data](#) [Save](#)

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 I:	Transportation	High School	Elementary
A. Net District Requirements	200,226.55	491,831.74	655,624.49
B. Total County Anticipated Revenues	55,676.32	60,778.00	94,147.59
C. Fund Cash Balance (from County Treasurer)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
D1. Cash Obligated - otherwise unavailable	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
D2. Reason for Obligation (ie: Undistributed Reimbursement to Schools)	<input type="text"/>		
E. Cash Available for Reappropriation	36,862.86	5,408.71	5,583.90
F. Net County Requirement	107,687.37	425,645.03	555,893.00

Step 9

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

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

OPI County

Home Data Entry Reports Administration Documentation Logout

Enter FP10a

State FY: 2017 County: Beaverhead Get Maefairs Data Save

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	21,061,899.00	21,061,899.00	21,061,899.00
H. County Taxable Valuation per mill (G x .001)	21,061.90	21,061.90	21,061.90
I. Total Current Year County ANB		420.00	797.00
J. Statewide GTB mill value per ANB		71.21	29.10
K. OPI Certified County GTB mill value per ANB		52.48	24.91
L. State Retirement GTB subsidy aid per mill (J - K)		18.73	4.19
M. County Retirement GTB subsidy aid per mill (L x I)		7,866.60	3,339.43

Part III – Transportation and Retirement Mill Levy Calculation

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

OPI County

Home Data Entry Reports Administration Documentation Logout

Enter FP10a

State FY: 2017 County: Beaverhead Get Maefairs Data Save

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)	21,061.90	28,928.50	24,401.33
O. Number of Mills Required (F / N)	5.11	14.71	22.78

Part IV – Revenue Calculation and Reconciliation

Enter FP10a

State FY: 2017 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-Levy Revenue (B)	55,676.32	60,778.00	94,147.59
Q. Cash Available for Reappropriation (E)	36,862.86	5,408.71	5,583.90
R. State GTB Subsidy (M x O)		115,717.69	76,072.22
S. County Mill Levy (H x O)	107,626.31	309,820.55	479,790.08
T. Total Revenues (P + Q + R + S should be close to A)	200,165.49	491,724.95	655,593.79

Step 10

Summary – Submit and Print Report

- Review data entered and **Save**
- **Submit** and Print FP10a Report

Due to OPI on or before September 15th

Enter FP10a

State FY: 2017 County: Beaverhead

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

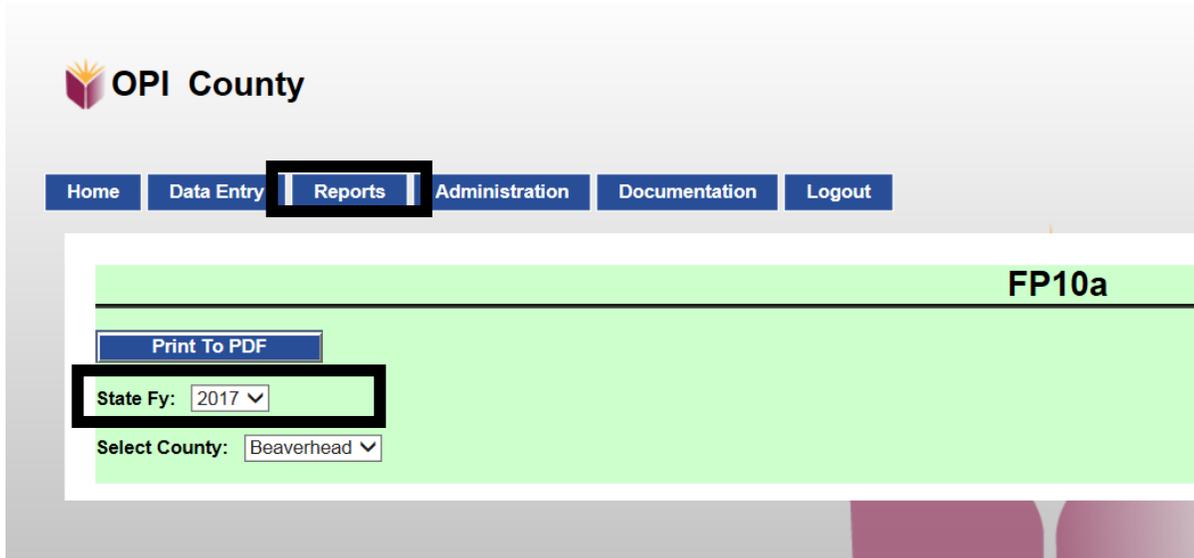
EL Net Requirements | HS Net Requirements | Anticipated Revenues | Part I | Part II | Part III | Part IV

Add New EL Net Requirement Revenue

LE	ANB	Transportation	Retirement	Submit ID
Grant Elem	7	\$454.60	\$8,967.52	0003-99841601
Dillon Elem	735	\$0.00	\$600,743.90	0005-51601128
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Reichle Elem	18	\$5,531.18	\$21,523.42	0015-97771107
Part I A. Elementary	797	\$8,649.12	\$655,624.49	

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 OPI County logo. Below it is a navigation menu with buttons for Home, Data Entry, Reports, Administration, Documentation, and Logout. The Reports button is highlighted with a black box. Below the navigation menu is a light green panel titled "FP10a". Inside this panel, there is a "Print To PDF" button, a "State FY:" dropdown menu set to "2017", and a "Select County:" dropdown menu set to "Beaverhead". The "Print To PDF" button and the "State FY:" dropdown are also highlighted with black boxes.

Contact Kathleen Wanner - kwanner@mt.gov or 406-444-9852

COUNTY TRANSPORTATION / RETIREMENT FUND
MILL LEVY / GTB CALCULATION WORKSHEET - FP10A

FY2016

01 Beaverhead County

Elementary NET Requirement

LE	ANB*	Transportation**	Retirement***	District Submit ID
Grant Elem 0003	9	9,900.00	9,593.83	0003-67513092
Dillon Elem 0005	703		673,052.00	0005-41127471
Wise River Elem 0007	12	1,382.86	14,111.96	0007-99170626
Wisdom Elem 0010	12	1,297.47	8,568.60	0010-05282183
Polaris Elem 0012	4	407.12	4,867.30	0012-46338620
Jackson Elem 0014	13	1,485.71	8,974.37	0014-87395057
Reichle Elem 0015	17	5,528.00	12,047.17	0015-19122879
Part IA Elementary	770	20,001.16	731,215.23	

High School NET Requirement

LE	ANB	Transportation	Retirement	District Submit ID
Beaverhead County H S 0006	358	151,250.00	412,203.99	0006-18156218
Lima K-12 Schools 0009	68	36,378.54	110,580.98	0009-96710287
Part IA High School	426	187,628.54	522,784.97	

*Should match final FY2016 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 FY2016 transportation fund budget, line 2220 & joint district FP-8b report.

***Should match final FY2016 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
333010 Federal Forest Reserve	17,065.83	45,209.49	72,754.35
335310 County Transportation Block Grant (HB124)	36,700.83		
335311 County Retirement Block Grants OPI Paid		13,197.65	17,114.16
Total Anticipated Revenue	53,766.66	58,407.14	89,868.51

Part I	Transportation	High School Retirement	Elementary Retirement
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**COUNTY TRANSPORTATION / RETIREMENT FUND
MILL LEVY / GTB CALCULATION WORKSHEET - FP10A**

	FY2016		
A. Net District Requirements	207,629.70	522,784.97	731,215.23
B. Total County Anticipated Revenues	53,766.66	58,407.14	89,868.51
C. Fund Cash Balance (from County Treasure)	27,784.33	4,014.12	\$5,129.24
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)	27,784.33	4,014.12	5,129.24
F. Net County Requirement (A - B - E)	126,078.71	460,363.71	636,217.48

Part II County Guaranteed Tax Subsidy (GTB) per Mill	Transportation	High School Retirement	Elementary Retirement
G. Total County Taxable Valuation	20,210,834.00	20,210,834.00	20,210,834.00
H. County Taxable Value per Mill (G x .001)	20,210.83	20,210.83	20,210.83
I. Total County ANB		426	770
J. Statewide GTB Mill value per ANB		68.39	28.35
K. OPI Certified County GTB Mill value per ANB		47.76	22.46
L. State Retirement GTB subsidy aid per Mill (J - K)		20.63	5.89
M. County Retirement GTB subsidy aid per Mill (L x I)		8,788.38	4,535.30

Part III Mill Levy Calculation	Transportation	High School Retirement	Elementary Retirement
N. Adjusted County Taxable Valuation per Mill (H + M)	20,210.83	28,999.21	24,746.13
O. Number of Mills required (F / N)	6.24	15.88	25.71

Part IV Revenue Calculation and Reconciliation	Transportation	High School Retirement	Elementary Retirement
P. Non-Levy Revenue (B)	53,766.66	58,407.14	89,868.51
Q. Cash Available for Reappropriation (E)	27,784.33	4,014.12	5,129.24
R. State GTB Subsidy (M x O)		139,559.47	116,602.56
S. County Mill Levy (H x O)	126,115.58	320,947.98	519,620.44
T. Total Revenues (P + Q + R + S) (should be close to A)	207,666.57	522,928.71	731,220.75