

MAEFAIRS Release

July 19, 2024 MAEFAIRS Release – GO LIVE!

MAEFAIRS is now available to report information for the FY2024 Trustees Financial Summary (TFS) and the FY2025 Budget. Please click on this link to access [MAEFAIRS](#)

NOTE: Your username is your first initial and last name, with no space between the two. However, in some cases the user may have a number on the end of the user name (for example: JDoe or JDoe1). If you have lost or forgotten your password, please click on the “Reset Password” option. Please note the instructions pertaining to the “OPI” on the reset portal and follow the password requirements by entering your user name as "OPI\JDoe".

FY2024 Trustees’ Financial Statement (TFS) Reporting

To access the **TFS Instructions** go to:

School Finance> [Accounting](#)> Guidance & Manuals> Other Materials> TFS Instructions

A checklist is provided on Pages 8-9 of the instructions.

Once you have logged in successfully, follow the steps below to access TFS:

1. Click on the Data Entry tab
2. Hover your cursor down to the Trustee Financial Summary (TFS). Another menu box will slide open. Choose Step 1: Prefilled Data Verification (Districts Only).
3. Highlight your district or click on the Select All Districts button, then click on the Print to PDF button.

Once you have verified your information on the Prefilled Data Report, you may move on to the other TFS steps. Please print the Prefilled Data Report for documentation. Special education cooperatives may begin TFS data entry with Step 3 and do not complete the Budget data entry.

A completed, printed, and signed copy of the FY2024 TFS is due to the county superintendent by August 15, 2024.

FY2025 Budget Reporting

To access the **Budget Instructions** go to:

School Finance> [Budgets](#)> Budget Spreadsheet & Guidance> Budget Instructions

A checklist is provided on Page 5 of the instructions.

Once you have successfully completed the TFS, follow the steps below to access the Budget:

1. Click on the Data Entry tab
2. Hover your cursor down to the Budget. Another menu box will slide open. Choose Step 1: Taxable Valuation. Look for your Taxable Values on or after the first Monday in August.
3. Highlight your district or click on the Select All Districts button.

Once you complete each step, you may move on to the other Budget steps.

FY2025 Budget reports are due to the county superintendent within 3 days after the budget adoption meeting per [20-9-131, MCA](#).

School districts must submit both reports electronically to the Office of Public Instruction no later than September 15, 2024.

Other helpful links include:

[Budget Timeline](#)

[Historical TFS](#) - Reference for past years TFS reports

[TRS Employer GASB Reports](#) - Teachers Retirement Net Pension Liability

[PERS Employer GASB Reports](#) - (watch for update) Public Employees Retirement Net Pension Liability

[ESSER Consolidated Guidance](#) – Accounting Guidance for ESSER TFS reporting

[ESSER Expense and Revenue Comparison](#) - ESSER Expense and Revenue Comparison

For questions please contact:

Questions can be emailed to OPISchoolFinance@mt.gov

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