

MAEFAIRS Release

July 20, 2022

MAEFAIRS is now available to report information for the FY 2022 Trustees Financial Summary (TFS). Please click on this link to access [MAEFAIRS](#)

NOTE: Your username is your first initial and last name, with no space between the two (for example: JDoe). If you have lost or forgotten your password, please click on the "Forgot Your Password" link. Enter your username and e-mail and click on the Submit button. A new password will immediately be e-mailed to you.

Trustees' Financial Statement (TFS) Reporting

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

School Finance> [Accounting](#)> Guidance & Manuals> Other Materials> TFS 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 FY 2022 TFS is due to the county superintendent by August 15, 2022.

Budget Reporting

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

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

FY 2023 Budget reports are due to the county superintendent within 3 days after the budget adoption meeting [20-9-131 MCA](#).

School districts must submit both reports electronically to the Office of Public Instruction no later than September 15, 2022.

Other helpful links include:

[Budget Timeline](#)

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

[TRS Employee Reports](#) Teachers Retirement Net Pension Liability

[PERS Employee Reports](#) Public Employees Retirement Net Pension Liability

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

For questions please contact:

Send to the School Finance mailbox at OPISchoolFinance@mt.gov

Below are the phone numbers and emails of the School Finance staff for reference. Two past employees also have returned to assist with the many phone calls that come in this time of year. Let us know if you need assistance.

[Andrea Mohammadi](#) or call (406) 444-1960

[Becky Belling](#) or call (406) 444-2561

[Nicole Thuotte](#) or call (406) 444-4524

Renee Richter (Tues or Wed) call (406) 444-4401

Kathleen Wanner (Mon, Thur) call (406) 444-9852

[Paul Taylor](#) or call (406) 444-1257

[Barb Quinn](#) or call (406) 444-3249