



2018-19 Excess Cost Claims Q & A

Q. Can you enter costs on the program that have been claimed by an IDEA grant already?

A. No. You should not enter any costs that have already been covered by IDEA funds.

Q. How do you change the allocation ratio for personnel in programs?

A. From the program definition, click on the personnel name and a new screen will open to change the ratio. It is calculated by dividing the number of students served by the employee in the program by the total number of students served by the employee the entire year.

Q. Will EBF offset populate on the personnel approval records?

A. No. The EBF Offset is only used for records that are attached to a program and the offset is not always \$9000/\$3500.

Q. Can a Title room be listed as a classroom used in the program?

A. Yes, but remember the number of classrooms should correlate with the number of teachers used on line 7.

Q. How can we access the AFR?

A. www.hbug.k12.il.us -> ISBE AFR Directory under Hot Topics OR
www.isbe.net -> Finance, Budgets & Funding -> School Finance -> Archive Publications Reports -> Annual Financial Reports (AFR)

Q. What is the cost accounting check box used for on the 50-66A?

A. It is used when the per student cost is already known. Using this will bypass the calculation to pro-rate further by student populations.

Q. Can we always use the Total column from the AFR for each function in expenditures?

A. No. Objects 100, 200, 400 and 600 can be used. Object 500 can only be used for Equipment Depreciation.

Additionally, Object 300 can be included for:

Functions 1200-1220, 2113, 2130, 2140, 2150, 2220, 2540