

New Directors' Training
Budgeting,
Director's Point of View

MASE Office

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“Words” You Need To Know

- EDRS- Apply for special ed funds/report special ed expenditures
- UFARS- Accounting system for all expenditures & revenues
- MARSS- Student record system
- STAR- Staff reporting system

EDRS

- Report all special education expenditures
- Best to match UFARS
- Work WITH your business manager to learn district's finance system
- Watch deadlines and use MDE website, Funding and Data Manual & personnel to help

UFARS

- Download a UFARS manual from MDE website
- UFARS codes follow the same format:
 - Fund, Org/site, Program (disability), Finance, Object, Source/course
 - Example 01-100-420-419-366-000 in most districts would be special ed staff development, district wide
 - Learn special ed finance codes and disability codes first

MARSS

- Get to know your MARSS person (s)
- Make sure you have solid procedures in place for accurate MARSS reporting
 - Special ed identification & placement (child count)
 - Disability
 - Setting
 - Correct dates

STAR

- Work with principals and whoever reports STAR to make sure special ed staff assignments are reported correctly
- Look for consistency between EDRS & STAR
- Look for appropriate licensure
- Consider Highly Qualified Teacher requirements/HOUSSE – teach those around you

Miscellaneous Budgeting

- EDRS/UFARS comparison report
- Reports on web
- How do you decide state or federal?
- Do you have too much “old money”?
- Tuition
- Special Transportation
- Contracted Services

More...

- Time sampling
- Excess cost aid
- Being asked to pay for things that are not special ed

A little help from your friends

- Don't be afraid to ask MDE
- Build a strong relationship with your **business manager**, your MARSS/MIS coordinator, your IT staff, HR
- Talk to other directors!

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