



## **ASEC Alert For MARSS and Bookkeepers!**

### **Special Transportation**

Nearly all districts have developed the required special transportation procedure that is now required by MDE. This procedure is designed to assure that the district has accurate MARSS data and is accessing all funding sources for special transportation dollars.

I have been asked by the Superintendents to remind you, as your district's MARSS person and bookkeeper to work together by following your district's new special transportation procedure to assure that you are reporting all special transportation expenses (Fin 723) and reporting all special transportation on your year-end Transportation report.

Accurate reporting of special transportation expenses on Fin 723 not only provides your district with special education reimbursement but is also used for special transportation for tuition billing, as well as for calculating MA special transportation rates. These three sources of funding are generated in part through reporting all special transportation expenses in Fin 723. For more detailed information please go to your **new 2011** UFARS Manuel Section II for Special Transportation.

### **PARS Reporting**

Again, nearly all districts have developed the require procedure for reporting cost objective data. This is just a reminder to follow the procedure your district has approved. You must have Personal Activity Reports on all staff that are fully or partially being paid with special education dollars. If you don't have PARS report forms in your district please contact me and I can provide you will sample single and multiple cost objective forms. If you are presently using a PARS form, we have been alerted to one change that will be required on all Personnel Activity reports (PARS). You must now include the budget code for each cost objective that an employee worked in. The sample PARS reports we shared with you last year did not include the budget code requirement.

### **Fiscal Monitoring**

Just an FYI, all ASEC districts will be due for fiscal monitoring sometime in 2014. The chances are very good that each district will be required to document their procedures for special transportation and PARS.

If you have questions, Gary, Julie or I would be happy to try and answer them.