

# **Center for Educational Performance and Information (CEPI)**

*Michigan Education Information System  
(MEIS)*

## **Financial Information Database (FID)**

### **Budgetary Assumptions User's Guide For Budget Year 2015/16**

Questions?

Phone: (517) 335-0505

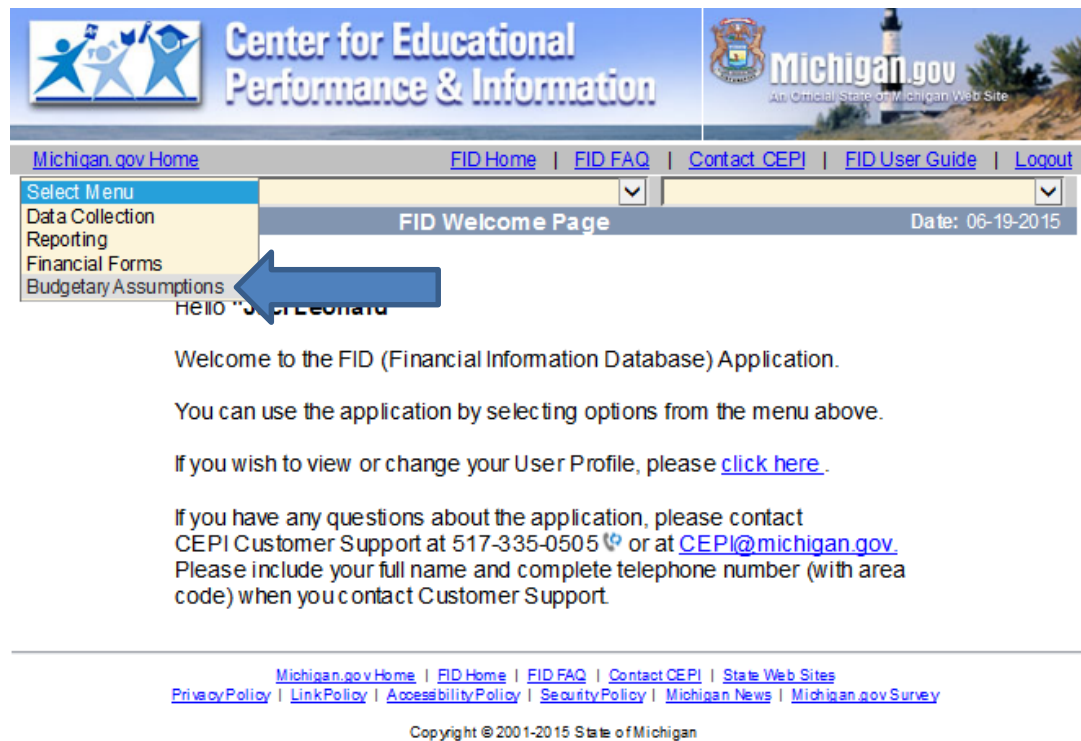
Email: [CEPI@michigan.gov](mailto:CEPI@michigan.gov)



Budgetary Assumption (BA) Data Collection

**Navigating to the Budgetary Assumptions Page:**

Upon logging into FID, you will see the welcome screen shown below. To go to the Budgetary Assumptions screen, click on the left hand menu, and choose "Budgetary Assumptions", then select "Data Collection" from the center menu.



**Entering Data:**

Once you have gone into the Budgetary Assumptions screen, you will be able to enter in the required data.

The screenshot shows the Michigan.gov website interface for entering budgetary assumptions. At the top, there is a navigation bar with links for Michigan.gov Home, FID Home, FID FAQ, Contact CEPI, FID User Guide, and Logout. Below this is a header for the Center for Educational Performance & Information, featuring the Michigan state seal and the Michigan.gov logo. The main content area is titled 'District Budgetary Assumptions' and includes a date of 06-19-2015. There are input fields for 'School District' and 'User', and a 'Fiscal Year' dropdown set to 2015-2016. A 'Contact Info (Required)' section contains three input fields for Name, Phone Number, and Email Address. Below this is a 'Print' button. The main data entry section, titled 'Budgetary Assumptions for School Year 2015-2016', contains four input fields: Projected Foundation Allowance, Projected Student Membership, Expenditure Per Pupil for School Year 2014-2015, and Projected Expenditure Per Pupil for School Year 2015-2016. At the bottom of this section are 'Save' and 'Submit To CEPI' buttons. A disclaimer states: 'Data will not be saved unless all fields on the screen are populated. Please note the application times out after 20 minutes of inactivity. At that time, the user will be logged out. Note that the application does not recognize cell entry or tabbing as activity.' The footer contains various policy and site links and a copyright notice for 2001-2015 State of Michigan.

The first block of data in the center of the screen is asking for the name, phone and email, of the person from the District who should be contacted by the Treasury department should they have follow up questions.

Please note: the contact person may be someone other than the person entering the data. Please confirm that the correct information is reported.

Below the contact information are the four fields that will need to be completed:

- **Projected Foundation Allowance for School Year 2015-2016:**  
This is the projected foundation allowance per-pupil used by the district's governing body when adopting the district budget for the upcoming fiscal year.
- **Projected Student Membership for School Year 2015-2016:**  
The projected membership (in FTE) of the district used when adopting the budget for the district for the upcoming fiscal year.
- **Expenditure per Pupil for School Year 2014-2015:**  
The estimated expenditures per pupil for the district for the immediately preceding fiscal year, calculated by dividing the total general fund operating expenditures during the fiscal year by the student membership for the district reported by the Department of Education in the most recent State Aid Financial Status report for the month of May.
- **Projected Expenditure per Pupil for School Year 2015-2016:**  
The projected expenditures per pupil for the district for the new fiscal year. This value should be calculation of the district's general fund operating expenses divided by the projected FTE membership value entered. The Michigan Department of Education defines operating expenses as function codes 1xx, 2xx and 45x and object codes 1xxx-5xxx, 7xxx and 82xx where x indicates a wildcard value.

### **Saving & Submitting the BA Collection:**

The "Save" button will keep your data so you can exit the application and come back later to complete the submission. Saving your data does **not** officially submit the BA Collection to CEPI. When you have completed entering the data and have confirmed that it is accurate, complete the submission by selecting the "Submit to CEPI" button. Once your data is submitted, it cannot be altered without contacting CEPI Customer Support to re-open the screen. Be sure to print a copy of your collection.

### **Printing your Data:**

Please print a copy of the data you submitted to keep for your records.

### **Correcting your Data:**

Data that has already been submitted to CEPI can be modified before the due date. To modify data that have already been submitted, please contact CEPI Customer Support for further assistance.

### **For Authorizers of Public School Academies:**

An authorizing body (authorizer) of a public school academy may submit this data on behalf of their public school academy(ies). The authorizer should contact CEPI Customer Support to get security access to the FID.