



Michigan Department of Education  
Office of Financial Management

## Financial Accounting Guidance During the COVID-19 Pandemic

*Last Updated August 4, 2020*

To reduce the chance of spreading COVID-19, Governor Whitmer has ordered K-12 public schools in Michigan closed to in-person instruction for the remainder of the 2019-2020 school year. In addition, new funding sources and expenditures in the 2020-2021 school year will require specific treatment. This guidance is intended to assist districts in accounting for financial transactions that are new or different than those made in a typical school year. This publication will be updated frequently as MDE continues receiving additional questions from districts and information regarding state and federal financial reporting requirements.

### **(NEW) Accounting for “11p – CORONAVIRUS RELIEF FUNDS” Funds (“CRF Funds”)**

In August 2020 State School Aid payments, districts will receive a new allowance line item called “11p – CORONAVIRUS RELIEF FUNDS” equating to \$350 per pupil. Although these funds are coming through State Aid, they are **restricted federal funds** (making up a portion of Federal Coronavirus Relief Fund (CRF) (CFDA 21.019) usage authorized by Public Act 146 of 2020 signed into law on July 31, 2020).

The expenditure period of CRF funds is March 1, 2020 – December 30, 2020. However, since the legislation establishing this funding was not signed into law during districts’ 2019-20 fiscal year, **these revenues should not be recognized in 2019-20 financial reporting or audited financial statements.** Details regarding eligible expenditures, grant-specific reporting requirements, and other information will be made available by MDE as soon as possible.

Eligible CRF expenditures should be recorded in the fiscal year in which they were incurred, either fiscal year 2019-20 or fiscal year 2020-21, using Grant Code 799. However, any 2019-20 CRF expenditures will be reported on the fiscal year 2020-21 SEFA rather than the fiscal year 2019-20 SEFA; districts choosing to charge 2019-20 expenditures to these funds are encouraged to work with their auditor to determine additional reporting implications.

CRF revenues should be recorded in fiscal year 2020-21 to the extent that eligible expenditures were incurred in fiscal year 2019-20 and as additional eligible expenditures are incurred during fiscal year 2020-21. CRF revenue should be recorded using Major Class Code 414 and Suffix Code 0250.

**(NEW) Accounting for “11d – SAF REVENUE SHORTFALL REDUCTION”**

A per-pupil reduction of \$175 per pupil will be applied to districts’ August State Aid payments under the line item “11d – SAF REVENUE SHORTFALL REDUCTION”. **This reduction applies to 2019-20 State Aid** and should be netted with the year’s unrestricted foundation revenue under Major Class Code 311, Suffix Code 0010.

**(UPDATED) Accounting for Elementary and Secondary School Emergency Relief (ESSER) Funds under the Coronavirus Aid, Relief, and Economic Security (CARES) Act**

Elementary and Secondary School Emergency Relief (ESSER) Funds received under the Coronavirus Aid, Relief, and Economic Security (CARES) Act through MDE should be recorded as federal revenue under **Major Class 414, Suffix 0250** (new). Expenditures of these funds should be recorded with **Grant Code 796** (new).

The expenditure period of these funds is March 13, 2020 – September 30, 2021. In order to recognize ESSER revenue in 2019-20, a district must have applied for and received a Grant Award Notification (GAN) from MDE by June 30, 2020. Receiving a GAN after this date does not impact the expenditure period of ESSER funds, but prohibits a district from recognizing ESSER revenue (earned or unearned) in 2019-20, as a formal grant agreement was not in place by the end of the fiscal year.

Information on these one-time allocations of federal funds can be accessed at [https://www.michigan.gov/documents/mde/ESSER\\_guidance\\_688430\\_7.pdf](https://www.michigan.gov/documents/mde/ESSER_guidance_688430_7.pdf). MDE will continue providing updates as they become available.

**(UPDATED) Accounting for “District COVID Costs” Funds (“CRF Funds”)**

In July and August 2020 State School Aid payments, districts will receive a new allowance line item called “103(2) - DISTRICT COVID COSTS” equating to approximately \$12.32 per pupil. Although these funds are coming through State Aid, they are **restricted federal funds** (making up a portion of Federal Coronavirus Relief Fund (CRF) (CFDA 21.019) usage authorized by Public Act 123 of 2020 signed into law on July 1, 2020).

The expenditure period of CRF funds is March 1, 2020 – December 30, 2020. However, since the legislation establishing this funding was not signed into law during districts’ 2019-20 fiscal year, **these revenues should not be recognized in 2019-20 financial reporting or audited financial statements**. Details regarding eligible expenditures, grant-specific reporting requirements, and other information will be made available by MDE as soon as possible.

Eligible CRF expenditures should be recorded in the fiscal year in which they were incurred, either fiscal year 2019-20 or fiscal year 2020-21, using Grant Code 798. However, any 2019-20 CRF expenditures will be reported on the fiscal year 2020-21 SEFA rather than the fiscal year 2019-20 SEFA; districts choosing to charge 2019-20 expenditures to these funds are encouraged to work with their auditor to determine additional reporting implications.

CRF revenues should be recorded in fiscal year 2020-21 to the extent that eligible expenditures were incurred in fiscal year 2019-20 and as additional eligible expenditures are incurred during fiscal year 2020-21. CRF revenue should be recorded using Major Class Code 414 and Suffix Code 0250.

### **Accounting for New and Existing Federal Funding for Child Care Grants and Relief Funds**

The Coronavirus Aid, Relief, and Economic Security (CARES) Act and Coronavirus Relief Fund (CRF) have each included new funding sources (or added funds to existed funding sources) intended for child care programs:

- Child Development and Care Block Grant (CARES – Child Care Relief) – CFDA 93.575 (awards/payments began in late March 2020). **Grant Code 498 for expenditures.**
- Coronavirus Relief Fund – Child Care Relief Fund Grant – CFDA 21.019 (awards/payments beginning no earlier than July 2020). **Grant Code 797 for expenditures.**

These are both restricted federal revenues and should be coded under Major Class 414, Suffix 0250. Districts are encouraged to review award documentation to determine funding source(s) of their specific payments. If funding source/CFDA is unclear, districts may reach out to MDE’s Child Development and Care Office at 1-866-990-3227 for additional information.

### **Accounting for Personal Protective Equipment Expenditures**

Many districts preparing to reopen for the 2020-21 school year will have expenditures related to personal protective equipment (PPE) including but not limited to face masks, face shields, and other items to be used by staff, students, parents, and other visitors. PPE and other supplies related to enhanced cleaning, additional sanitization, etc. should be recorded under **Function Code 261, Object Code 5990.**

Although some of these expenditures could be attributed to a more specific Function based on setting and users of the PPE (for example, face masks for teachers and students in the appropriate Instruction Function), these are an **Operations and Maintenance-related expenditure.** If practical, districts are encouraged to use the School Code dimension to identify usage of PPE across school buildings, and may also use the “Other” coding dimension to identify and track these expenditures internally by users, types of PPE, etc.

### **Internal tracking of “additional” expenditures incurred as a result of the COVID-19 pandemic**

Districts are encouraged to internally track additional or increased expenditures incurred as a result of the COVID-19 pandemic. This is not currently a requirement of any state or federal reporting, but the availability of this data may be helpful in fulfilling future data requests from stakeholders.

To accomplish this, districts should use the “Grant Code” (9xx) or “Other” coding dimensions only. As a reminder, for other coding dimensions, only codes defined in the [Appendix of the Michigan Public School Accounting Manual](#) will be accepted in districts’ Financial Information Database (FID) submissions.

Districts choosing to pay certain employees or employee groups still working during these closures a premium amount should separate and record these extra salary payments under Object Code 1790 – Other Special Payments (in addition to tracking these increased expenditures as outlined above).

## **Expenditures related to implementing Learning at a Distance plans**

### Technology-Related Expenditures

Technology-related expenditures to purchase laptops, hotspots, etc. for student instruction should be coded to the appropriate Instruction Function Code. Expenditures benefiting multiple instructional functions should be estimated or prorated across those functions as practical.

Any district-level technology expenditures such as network/infrastructure upgrades and IT support staff necessary to implement these plans should be coded to Function 284 – Non-Instructional Technology Services.

The Object Code to be used for these expenditures is dependent upon supply vs. equipment classification. See Section II E.12 of the [Michigan Public School Accounting Manual](#) for additional guidance on this classification.

### Non-Technology-Related Expenditures

All non-technology-related expenditures should generally be coded the same as in typical school year. For students using a non-technological delivery option for instruction, printing expenses and other materials (including postage/delivery of instructional materials, if applicable) should be coded to the appropriate Instruction Function Code. Expenditures benefiting multiple instructional functions should be estimated or prorated across those functions as practical.

## **Accounting for food service-related revenues and expenditures**

Districts currently serving meals to students via pickup, delivery, etc. are doing so under the Unanticipated School Closure Summer Food Service Program (SFSP). Additional resources and information on this program can be accessed [here](#).

Revenue/reimbursements received under SFSP should be coded to Major Class Code 414, Suffix Code 0110. Grant Code 858 should be used with all expenditures related to providing meals to students during these closures.

For districts with expenditures related to delivering meals to students and choosing to charge the Food Service Fund for those costs, Fund 25, Function 297 should be used (even if school buses are being used). Delivery expenditures charged to the Fund should be documented and recorded by Object Code as practical. If unable, charging a reasonable rate (daily, per-mile, per-meal, etc.) may be allowable.

Questions related to the Unanticipated School Closure SFSP including expenditure allowability may be directed to the Office of Health and Nutrition Services' Fiscal Monitoring Team at [MDE-Fiscal@michigan.gov](mailto:MDE-Fiscal@michigan.gov).

**Questions**

Questions related to this guidance may be directed to Christopher May at 517-335-1263 or [MayC@michigan.gov](mailto:MayC@michigan.gov).