



# ODE EMIS MANUAL

## Five-Year Forecast Records

### The Five-Year Forecast EMIS Manual Sections contained in this document.<sup>1</sup>

§			Version, Posted Date
7.1	Five-Year Forecast Overview	N/A	3.0, 9/12/17
7.2	Five-Year Forecast Record	QF	3.0, 9/12/17
7.3	Five-Year Forecast Notes Record	QN	3.0, 9/12/17

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<sup>1</sup> It is important to note that—in rare instances—the sections contained within this document may not be those most recently published for the given fiscal year. Be sure to make note of the posted date of this document compared to the posted dates in the content area tables on the EMIS Manual webpage.

# **ODE EMIS MANUAL**

## **Section 7.1: Five-Year Forecast Overview**



**Version 3.0**  
September 12, 2017

## REVISION HISTORY

The revision history sections of the EMIS Manual provide a means for readers to easily navigate to the places where updates have occurred. Significant changes and updates are indicated through red text for additions and strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective Date (FY & Data Set)	Change #	Description
<u>3.0</u>	<u>9/12/17</u>	<u>FY17</u>	<u>NA</u>	<u>No FY17 changes.</u>
2.1	4/5/16	FY16		Added Coming Changes section.
2.0	12/13/15	FY15H		Updated language to reflect shift from reporting periods to FY15 reporting.

## COMING CHANGES

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*At this time, there are no additional FY17 EMIS changes known to impact the Five-Year Forecast Overview.*

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## 7.1 FIVE-YEAR FORECAST OVERVIEW

### *General Guidelines*

The five-year forecast is a financial projection required by Sub. HB 412. For details or assistance in preparing the forecast contact the State Auditor's Office or the Office of School Finance. The Auditor's Office maintains a web site with the latest HB 412 information at: Auditor's HB 412 Information.

A five-year forecast is required of all city, local, exempted village school districts, joint vocational (see ORC §5705.391 and 3301-92-04 of the Ohio Administrative Code). The five-year forecast consists of three years of historical data, projections for the current year and four ensuing years, the ADM forecast, and a summary of key assumptions. For details or assistance in preparing AMD forecasts contact your Area Coordinator or the Office of School Finance.

The initial five-year forecast must be submitted through EMIS by October 31 of each year (collection request P). Districts are also required to submit an updated forecast through EMIS between April 1 and May 31 of each year. Both the five-year projections and the forecast notes must be successfully submitted to EMIS in order to meet these statutory requirements.

The record layout is in standard EMIS format. Because the source of this data is likely to be a spreadsheet application, the EMIS Software used by the ITC will also accept this data as a comma-delimited file. See desc\_forecast\_rec for the detailed record layout. The fields required on the Five-Year Forecast Record are described in the Five-Year Forecast sections of the ODE EMIS Manual.

# **ODE EMIS MANUAL**

## **Section 7.2: Five-Year Forecast (QF) Record**



**Version 3.0**  
September 12, 2017

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## 7.2 FIVE-YEAR FORECAST (QF) RECORD

### Required Collection Request

The Five-Year Forecast (QF) Record is to be reported in the Five-Year Forecast (P) Collection Request.

### GENERAL GUIDELINES

#### Category/Line Number (QF050)

The Category/Line Number field is a code value that indicates the line on the financial forecast. Lines must be included for each line (row) of the forecast. The line number is expressed as a decimal number (99.999). The whole number indicates the major section of the forecast and the decimal portion indicates the line within the section.

The tables below contain the line numbers permitted in the forecast. Where applicable, the table indicates the corresponding USAS Revenue or Object codes or the instructions for calculating the subtotal lines.

**Table 1. Revenue**

Line #	Description	Revenue Codes
1.010	General Property Tax (Real Estate)	1110 through 1119
1.020	Tangible Personal Property Tax	1120
1.030	Income Tax	1130
1.035	Unrestricted Grants-in-Aid	All 3100's except 3130
1.040	Restricted Grants-in-Aid	All 3200's
1.045	Restricted Federal Grants-in-Aid	Captured as receipts to funds 532 and 504
1.050	Property Tax Allocation	3130
1.060	All Other Operating Revenue	All other receipt codes except 1931, 1933, 1940, 1950, 5100 and 5200
1.070	Total Revenue	Total lines 1.010 Through 1.060

**Table 2. Other Financing Sources**

Line #	Description	Revenue Codes
2.010	Proceeds From Sale of Notes	1940
2.020	State Emergency Loans & Advancements (Approved)	1950
2.040	Operating Transfers-In	5100
2.050	Advances-In	5200
2.060	All Other Financing Sources	1931, 1933 & all 5000's except 5100 & 5200
2.070	Total Other Financing Sources	Total of lines 2.010 through 2.060
2.080	Total Revenue and Other Financing Sources	Total of lines 1.070 & 2.070

**Table 3. Expenditures**

Line #	Description	Object Codes
3.010	Personal Services - Employee Salaries & Wages	100 Through 199
3.020	Employees' Retirement and Insurance Benefits	200 Through 299
3.030	Purchased Services	400 Through 499
3.040	Supplies and Materials	500 Through 599
3.050	Capital Outlay	600 Through 799

Line #	Description	Object Codes
3.060	Intergovernmental	Any object with Function 7600 or 7700
4.010	All Principal (Historical)	810 through 819
4.020	Principal-Notes	812 and 813
4.030	Principal-State Loans	815
4.040	Principal-State Advancements	816
4.050	Principal-HB 264 Loans	814
4.055	Principal - Other	819
4.060	Interest and Fiscal Charges	820 Through 829
4.300	Other Objects	840 Through 899
4.500	Total Expenditures	Total Lines 3.010 Through 3.060 & 4.010 Through 4.300
<b>5.0 Other Financing Uses</b>		
5.010	Operational Transfers-Out	910-919
5.020	Advances-Out	920-929
5.030	All Other Financing Uses	930, 940, 941, & 942
5.040	Total Other Financing Uses	Total of Lines 5.010 Through 5.030
5.050	Total Expenditures and Other Financing Uses	Total Line 4.500 & 5.040

**Table 4. Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses**

Line #	Description	Object Codes
6.010	Excess Of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	Line 2.080 minus 5.050

**Table 5. Cash Balance July**

Line #	Description	Object Codes
7.010	Cash Balance July 1 - Excluding Proposed Renewal/Replacement and New Levies	Prior year line 7.020

**Table 6. Estimated Encumbrances June 30**

Line #	Description	Object Codes
8.010	Estimated Encumbrances June 30	

**Table 7. Reservation of Fund Balance**

Line #	Description	Object Codes
9.010	Textbook and Instructional Materials	
9.020	Capital Improvements	
9.030	Budget Reserve	
9.040	DPIA	
9.045	Fiscal Stabilization	
9.050	Debt Service	
9.060	Property Tax Advances	
9.070	Bus Purchases	
9.080	Subtotal	Total of lines 9.010 through 9.070

**Table 8. Fund Balance June 30 for Certification of Appropriations**

Line #	Description	Object Codes
10.010	Fund Balance June 30 For Certification of Appropriations	Line 7.020 – Line 8.010 – Line 9.080

**Table 9. Revenue from Replacement / Renewal Levies**

Line #	Description	Object Codes
11.010	Income Tax - Renewal	
11.020	Property Tax - Renewal or Replacement	
11.300	Cumulative Balance of Replacement/Renewal Levies	Previous Yr. Line 11.300 + Current Year Line 11.010 + Line 11.020

**Table 10. Fund Balance June 30 For Certificates of Contracts Salary Schedules, and Other Obligations**

Line #	Description	Revenue Codes
12.010	Fund Balance June 30 For Certificates of Contracts Salary Schedules, and Other Obligations	Line 10.010 + 11.300

**Table 11. Revenue from New Levies**

Line #	Description	Revenue Codes
13.010	Income Tax –New	
13.020	Property Tax – New	
13.030	Cumulative Balance of New Levies	Previous Yr. Line 13.030 + Current Year Line 13.010 + Line 13.020

**Table 12. Revenue from Future State Advancements**

Line #	Description	Revenue Codes
14.010	Revenue from Future State Advancements	

**Table 13. Unreserved Fund Balance June 30**

Line #	Description	Object Codes
15.010	Unreserved Fund Balance June 30	Line 12.010 + Line 13.030 + Line 14.010

**Table 14. ADM Forecasts**

Line #	Description	
20.010	Kindergarten - ADM count	
20.015	Grades 1-12 - ADM count	

**Table 15. Required Disclosure Items**  
 Captured as Expenditures from fund 532

Line #	Description
21.010	Personal Services SFSF
21.020	Employees Retirement/Insurance Benefits SFSF
21.030	Purchased Services SFSF
21.040	Supplies and Materials SFSF
21.050	Capital Outlay SFSF
21.060	Total Expenditures - SFSF

These forecasts will be reported in the same fields used for the five-year forecasts (Prior Year's Actual, Average Annual Change, Forecasted Year's Amounts), along with a forecast note in the five-year forecast notes field.

### ***Prior Year's Actual (QF060)***

The Prior Years Actual field contains the actual expenditure or revenue for the line number. Each row in the forecast contains three prior year actual values containing the three most recent fiscal years.

***Average Annual Change (QF070)***

Contains the average annual change between the prior year actual values.  $[(\text{Year 2} - \text{Year 1}) + (\text{Year 3} - \text{Year 2})] / 2$ .

***Forecasted Year's Amounts (QF080)***

Contains forecasted amounts for the next five fiscal years. The first value is the amount being forecast for the current fiscal year. The remaining four values contain subsequent fiscal year projections.

***Defining a Unique Record***

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Five-Year Forecast (QF) Record, the following field must be unique.

Required Field	Number
Category/Line Number	QF050

## 7.2 FIVE-YEAR FORECAST (QF) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
QF010	9-10	Sort Type	PIC X(2)
		Always "QF"	
	11	Filler	PIC X
QF020	12-15	Fiscal Year, e.g., 2010	PIC X(4)
QF030	16	Data Set	PIC X
		P – Five-Year Forecast	
QF040	17-22	District IRN	PIC X(6)
QF050	23-27	Category/Line Number	PIC 99V999
QF060	28-63	Prior Years Actual (occurs 3 times)	PIC S9(11)(s)
		Contains three prior years' actual values. First occurrence contains three years ago actual, second occurrence contains two years ago actual, and third occurrence contains prior fiscal year actual.	
QF070	64-69	Average Annual Change	PIC S999V99(s)
QF080	70-129	Forecasted Year's Amounts (Occurs 5 times)	PIC S9(11)(s)
		Contains forecasted amounts for each fiscal year. The first occurrence contains the first year being forecasted (i.e., the current fiscal year). Remaining occurrences contain subsequent fiscal years. This element also applies to ADM forecasts.	

# **ODE EMIS MANUAL**

## **Section 7.3: Five-Year Forecast Notes (QN) Record**



**Version 3.0**  
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## 7.3 FIVE-YEAR FORECAST NOTES (QN) RECORD

### ***Required Collection Request***

The Five-Year Forecast Notes (QN) Record is to be reported in the Five-Year Forecast (P) Collection Request.

### **GENERAL GUIDELINES**

#### ***Five-Year Forecast Notes (QN)***

The five-year forecast is not complete unless accompanied by the Notes to all forecasts (ADM and five-year forecast). The notes contain explanations of the assumptions used to calculate the forecast. The Five-Year Forecast Notes (QN) Record must be used to submit the notes. Each record contains one line of text for the notes. Up to 99,999 lines may be submitted as necessary. This record is very simple and only includes the relevant fields described below.

#### ***Line Number (QN050)***

Indicates the relative line number of the text within the notes. The text will be kept in line number order regardless of the order of the physical records. The line numbers should start from one (1) and be numbered consecutively.

#### ***Note Text Line (QN060)***

Contains a single line of text for the notes. The text line must contain only printable characters and may not include any special characters for formatting, line feeds, etc. If blank lines are to be included, then a record with a blank text line may be submitted.

#### ***Defining a Unique Record***

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Five-Year Forecast Notes (QN) Record, the following field must be unique.

Required Field	Number
Line Number	QN050

## 7.3 FIVE-YEAR FORECAST NOTES (QN) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
QN010	9-10	Sort Type	PIC X(2)
		Always “QN”	
	11	Filler	PIC X
QN020	12-15	Fiscal Year, e.g., 2010	PIC X(4)
QN030	16	Data Set	PIC X
		P – Five-Year Forecast	
QN040	17-22	District IRN	PIC X(6)
QN050	23-27	Line Number	PIC 9(5)
		Contains the line number of the text within the notes. Should be consecutively numbered starting from one.	
QN060	28-107	Note Text Line	PIC X(80)
		Must contain only printable characters. Any non-printable characters (including carriage returns and line feeds) may cause the record to be rejected.	