

# Auxiliary Services Year 2 of the Biennium Reporting Instructions

The Auxiliary Services Reporting spreadsheet is designated as a standardized reporting form for chartered nonpublic schools or organizations designated to receive these funds. These standardized reporting spreadsheets are not required if the school is using another form for reporting revenue and expenses. Public school districts and nonpublic schools receiving direct payment are required to submit a final expenditure report (FER) on an annual basis in the Nonpublic Data System (NPDS) application under the OH|ID Portal.

## Ledger Tab

The ledger tab has eight columns for every Auxiliary Service transaction for Fiscal Year 2023 (FY2023). It is best practice to enter transactions as they occur. Be certain to keep the invoices, receipts and payment information on all transactions.

## Date

Enter the date of the transaction.

## Type of Expense or Revenue

From the pull-down menu, select the appropriate expense or revenue category. For further description of the expense or revenue categories, please see the [Auxiliary Services Guidelines](#).

### Expenses

- Clerical or supervisory personnel
- Computer, instructional materials
- Diagnostic psychological services
- English language learners
- Guidance, counseling, or social work services
- Instructional equipment
- Library materials
- Life-saving medical or other emergency equipment
- Mobile unit
- Physician, nursing, dental or optometric services
- Programs for students with disabilities or gifted students
- Remedial services (certificated personnel)
- Security personnel
- Speech and hearing diagnostic services
- Standardized tests and scoring services
- Textbooks, digital texts
- Therapeutic psychological or speech and hearing services

## Revenue

### Interest Income

*Any interest earned by a chartered nonpublic school on moneys paid to it under division (E)(2) of section 3317.024 of the Revised Code shall be used by the school for the same purposes and in the same manner as the payments may be used under this section.*

### Miscellaneous Income

Money generated for the Auxiliary Service use (i.e., credit card cash back, workers compensation refund)

### Paid Amount

The amount paid by the Department for Auxiliary Services. Payment information can be found on the [website](#).

### Previous Year's Unexpended Funds

The amount of unexpended funds from year 1 of the biennium, as reported in the FY2022 Auxiliary Services FER in NPDS.

## Vendor/Supplier

Enter the vendor or supplier from whom goods or services are being purchased. *All services provided and purchases made pursuant to this section may be acquired under contract with school districts, educational service centers, the department of health, city or general health districts, or private entities.*

## Description

Enter a description of the expense or revenue. (i.e., 57 textbooks – Fundamentals of Algebra)

## Invoice/Reference Number

Enter a unique number that is used to identify sales and purchases.

## Check Number/Payroll

When using a check for these transactions, enter the check number in this column.

## Expense

Enter the amount associated with the expense transaction.

## Revenue

Enter the amount associated with the revenue transaction.

## Summary Tab

The summary tab will give a summary of expenses and revenue. The information shown will be required to submit a final expenditure report (FER) on an annual basis in the Nonpublic Data System application under the OH|ID Portal.