

PCSC Reporting Schedule

ALL SCHOOLS*		
Due Date	Description	Format
July 30 th	SDE Budget Worksheets	Copy of worksheets submitted to SDE or a copy of the budget as it appeared in the school's board packet (either version in PDF is sufficient)
	SDE Support Unit Calculation Worksheet	As used to develop the budget ("inputs" tab in PDF format is sufficient)
	Dashboard Update	PCSC Template
November 1 st	Fiscal Audit	PDF
February 1 st	2 nd Quarter Balance Sheet and Income Statement	Excel (with formulas intact)**
March 15 th	Authorizer Fee	Invoices issued in early February
Upon Revision	Revised Budget	Should the school's board vote to amend the schools budget for the current school year, the budget (as it appeared in the board packet) must be submitted to the PCSC.

FINANCIAL STATUS ON ANNUAL REPORT: GOOD STANDING, REMEDIAL, OR CRITICAL		
Schools achieving "good standing," "remedial," or "critical" status on the financial section of their most recent annual report must provide the following additional reports. Schools achieving "Honor" status are exempt from these reports.		
Due Date	Description	Format
November 1 st	1 st Quarter Balance Sheet and Income Statement	Excel (with formulas intact)**
May 1 st	3 rd Quarter Balance Sheet and Income Statement	Excel (with formulas intact)**

SUPPLEMENTAL REPORTS		
Due Date	Description	Applies To
August 1 st	Mission-Specific Measure Results - relevant results data and supporting documentation for the previous school year. Please contact the PCSC Senior Program Manager for details.	Schools with mission specific goals included in their Performance Certificate.
July 15 th	Auxiliary Data - relevant results data and supporting documentation. Please contact the PCSC Senior Program Manager for details.	Schools currently in their renewal school year. Optional Report.
December 15 th	Renewal Applications - See Renewal Guidance Document available online	Schools currently in their renewal school year.

*Other Reports as Requested: the PCSC or its staff may request additional reports on an as-needed basis in order to understand and monitor the school's financial, operational, and academic status.

**Format Details:

- For 2M Software users: Please print your reports to a .csv file, then convert to Excel.
- All other software users: Please export, then submit, financial reports in an Excel spreadsheet.
- It is requested that all schools report using the State Chart of Accounts for budget/income statement submissions. No other formatting of the financial reports is necessary.

For questions, please contact: Jenn Thompson
 Finance and Resource Program Manager
 208-332-1594
 jenn.thompson@osbe.idaho.gov