



# Indiana Department of Education

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Dr. Katie Jenner, Secretary of Education

To: Superintendent, Business Manager, and School Governing Body  
Corp. 5925 MSD Martinsville Schools

From: Melissa K. Ambre, Director, Office of School Finance

Date: June 15, 2021

Re: Excessive Education Fund Transfer List

The Department conducted its review of information shared by your school corporation regarding its placement on the Excessive Education Fund Transfer List for calendar year 2020. Based on our initial review and/or discussion, we are satisfied with the response provided by your school corporation at this time. It is important to remember timely and accurate submission of the Form 9 is an important part of this process. We did not recommend further action be taken by the Fiscal and Qualitative Indicators Committee regarding the 2020 transfers at its June 15<sup>th</sup> meeting.

Please keep the following things in mind as you consider transfers from the Education fund to the Operations fund during the current calendar year.

1. During calendar year 2021, school corporations are still held to a 15.0 percent target transfer threshold.
2. As you consider making Education fund to Operations fund transfers this year, evaluate whether a transfer is necessary or if other options exist.
  - a. Does an unforeseen circumstance result in the need for a transfer?
  - b. If you have a signed board resolution specifying a monthly transfer amount, is it necessary to transfer the maximum each month? You might consider adopting a resolution that allows for a periodic transfer, as needed, that sets a maximum amount.
  - c. What expenditures from the Operations fund necessitated using revenue from the Education fund?
  - d. If the transfer is for technology or small capital project needs, is the school eligible for a common school technology or construction loan?
  - e. If a portion of the transfer is for utilities, consider energy savings projects.
  - f. Does the school utilize the unreimbursed levy process for curricular materials above the state's reimbursement amount?
  - g. Would there be a cost savings associated with participation in the Indiana State Government Health Insurance and Prescription Benefit Plan?
  - h. Evaluate your top expenditure categories in the Operations fund? Are there steps that can be taken to mitigate the cost? You may want to consider exploring or utilizing the services of an education or purchasing cooperative, interlocal agreement, or other arrangement?
3. If you have questions on accounting for transfers, please let us know.

The Department will continue to monitor Education fund to Operations fund transfers during calendar year 2021. If the school corporation is placed on the Excessive Education Fund Transfer List for a second time, it may result in a referral to the Fiscal and Qualitative Indicators Committee for further review.

As required by law, please post a copy of this communication on your public website with other documentation related to the 2020 Excessive Education Fund Transfer List notification. If you have any questions, please contact us at [Form9@doe.in.gov](mailto:Form9@doe.in.gov).

Copy: Fiscal and Qualitative Indicators Committee