



Long-Term Facilities Maintenance SWWC – Annual Conference

Sarah C. Miller | Education Finance Specialist 2

April 11, 2024



Ten Minnesota Commitments to Equity

1. Prioritize equity.
2. Start from within.
3. Measure what matters.
4. Go local.
5. Follow the money.
6. Start early.
7. Monitor implementation of standards.
8. Value people.
9. Improve conditions for learning.
10. Give students options.

Agenda

- **23-24 Legislative Updates – LTFM Program**
- LTFM Ten-Year Plan Overview
- ★ LTFM Expenditures/Revenues Balance Sheet Accounts – Fund 01 and Fund 06
- Revenue Transfers Fund 01 and Fund 06
- LTFM Timeline Reminders
- Contacts

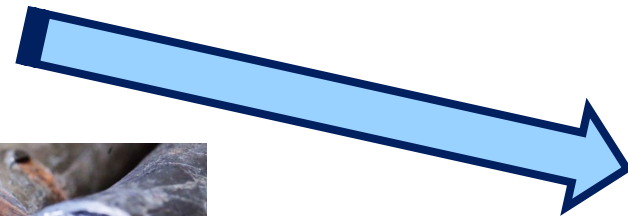
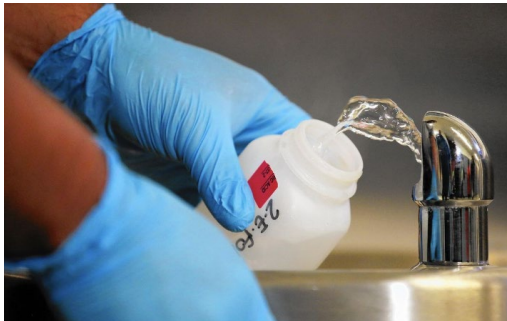
Lead in Water Testing/Mitigation/Reporting Effective FY 2025 LTFM Allowable

Testing for
lead in school
drinking water



Minnesota Statutes, section 121A.335

- Modifies lead testing and remediation requirements in schools
 - Requires testing/remediation to **5 parts per billion (ppb)**
 - Communication with Public Water Systems
 - Requires annual reporting of lead in water testing/remediation plan to parents/public
- REPORTING to MDH Effective FY 2025**



Long-Term Facilities Maintenance Webpage – Lead in Water Guidance

Related offsite resources:

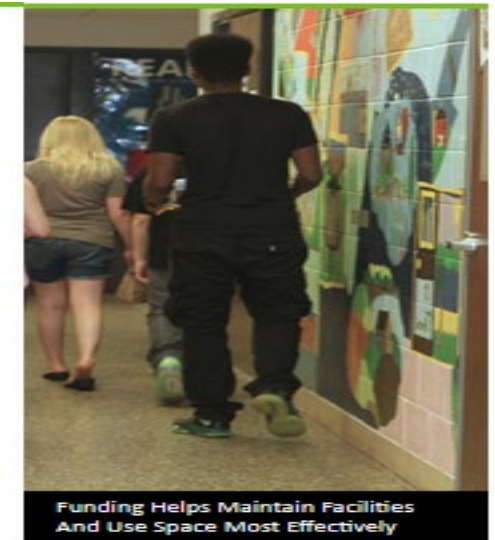
Lead in Water Testing – Water Infrastructure Improvements for the Nation (WIIN) Grant –

Minnesota Department of Health (MDH) Drinking Water in Schools

Reducing Lead in Drinking Water Technical Guidance
PENDING Updates for required 5 parts per billion

Education and Communication Toolkit

2017 Lead Legislation FAQs (**PENDING Updates**)



Funding Helps Maintain Facilities And Use Space Most Effectively

Related offsite resources:

[Lead in Water Testing – Water Infrastructure Improvements for the Nation \(WIIN\) Grant](#)

[Minnesota Department of Health \(MDH\) Drinking Water in Schools and Child Care Website](#)

[Reducing Lead in Drinking Water Technical Guidance](#)

[Education and Communication Toolkit](#)

[2017 Lead Legislation FAQs](#)

Archive



PROPOSED House File (HF) 3558 and Companion Bill Senate File (SF) 4305

Roof projects authorized as part of LTFM Program, and money appropriated

Additional LTFM revenue for roofing projects (PAYGO – Bonding)

LTFM plan has to address maintenance and repair schedule for each school's roof for which funding is requested – **Narrative**

Effective for revenue for FY 2025

LTFM Ten-Year Plan – Let's Begin!

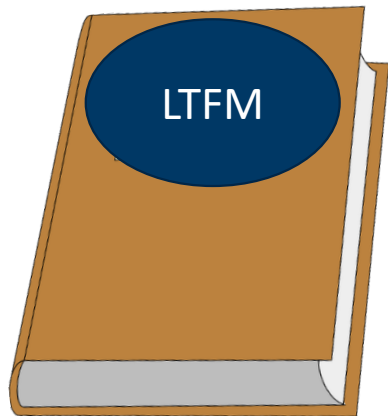
Minnesota Statutes 2023, section 123B.595 – Long-Term Facilities Maintenance Revenue



**Long-Term Facilities
Maintenance (LTFM)
*Program***

**Deferred
Maintenance**

**Health &
Safety
M. S. 123B.57**



GUIDANCE – LTFM Webpage

[Long-Term Facilities Maintenance \(mn.gov\)](https://education.mn.gov/MDE/dse/schfin/fac/ltfm/)

[Education.mn.gov/MDE/dse/schfin/fac/ltfm/](https://education.mn.gov/MDE/dse/schfin/fac/ltfm/)

LTFM Guidance – FY 2025 is current

1

Search

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MDE > Districts, Schools and Educators > School Finance > Facilities and Technology > Long-Term Facilities Maintenance

Long-Term Facilities Maintenance

The Minnesota Department of Education (MDE) provides information, forms and guidance to school districts to enable them to meet requirements of the Long-Term Facilities Maintenance (LTFM) Revenue program under Minnesota Statutes, section 123B.595. This page contains memorandums from MDE, program guidance documents, and spreadsheets and forms used to obtain approval to receive revenue.

Health and Safety related information is located on the [Health and Safety webpage](#).



[FINAL FY 23 LTFM Approved vs. UFARS Cost Reconciliation Report](#) - 12/21/23

[FY 2023 LTFM Revenue – Review of Approved vs. UFARS Expenditure Reconciliation Report and 22-23 Aid Entitlement Report Memorandum](#) - 11/6/23

[Maximum Revenue for Health, Safety, and Environmental Management \(FIN code 352\) for the Fiscal Year 2024-25 Biennium](#) - 10/17/23

[FY 2025 Long-Term Facilities Maintenance Ten-Year Expenditure Plan Application](#) - 7/11/23

[FY 2025 Long-Term Facilities Maintenance Guide](#) - 6/8/23



FY 26 LTFM 10-yr Plan Documentation
Mid to Late May due to Legislature in session

[FY 2025 Long-Term Facilities Maintenance Ten-Year Revenue Projection](#) - 6/1/23

[FY 2025 Long-Term Facilities Maintenance Revenue Statement of Assurances](#) - 5/30/23

[FY 2025 Long-Term Facilities Maintenance Cooperative Allocation Worksheet](#) - 5/30/23

[Long-Term Facilities Maintenance Transfers](#) - 5/26/23

[2025 Descriptions for Long-Term Facilities Maintenance UFARS Codes](#) - 5/25/23

[Maximum Revenue for Health, Safety, and Environmental Management \(FIN code 352\) for the Fiscal Year 2022-23 Biennium](#) - 6/28/21

[Long-Term Facilities Maintenance Revenue - Guide for Allowable Expenditures](#) - 6/22/16



Helps Maintain Facilities Space Most Effectively

Site resources:
[Water Testing – Water Improvements for the Nation \(WIIN\) Grant](#)

[Minnesota Department of Health \(MDH\) Drinking Water in Schools and Child Care Website](#)

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2



Long-Term Facilities Maintenance (LTFM) – 2023 Guide for Fiscal Year (FY) 2025

Note: The 2023 guide for FY 2025 is currently based on 2022 Minnesota Statutes. Should legislation be passed in the next several weeks that affect this program, a revised version of the guide and other documentation will be published and communicated to districts.

Minnesota Statutes 2022, section 123B.595, establishes the Long-Term Facilities Maintenance Revenue program. It replaced three programs: Deferred Maintenance (Minn. Stat. 123B.591 [2022]), Alternative Facilities (Minn. Stat. 123B.59 [2022]), and Health and Safety (Minn. Stat. 123B.57 [2022]). The LTFM program offers a comprehensive program to fund a facility ten-year plan developed by a school district, intermediate school district, cooperative, and joint powers districts. The uses of revenue, or allowable expenditures, remain the same as under the three previous programs.

This guide provides detailed information about the LTFM program to assist school districts, intermediate school districts, school district cooperatives, and charter schools in meeting the LTFM program parameters and Minnesota Department of Education (MDE) expectations for submission of the LTFM plan documents. Information from this year's plan submission will be used to determine initial LTFM aids and levies for fiscal year (FY) 2025 and to adjust LTFM revenues for FY 2024 and FY 2025.

School districts, intermediate school districts, and school district cooperatives (including joint powers districts) are required to annually update their LTFM ten-year plan and submit the board approved plan to the commissioner for approval by July 31.

Contents

The information in this guide is organized into the following sections:



- [Process and Timelines](#)
- [Revenue Uses and Restrictions](#)
- [Ten-Year Expenditure Plan Excel Spreadsheet](#)
- [Ten-Year Revenue Projection Excel Spreadsheet](#)
- [Statement of Assurances](#)
- [School Board Resolution](#)
- [Other LTFM Documents and Resources](#)
- [FY 2023 LTFM Closeout/Expenditure Reconciliation](#)
- [Mid-Year Ten-Year Plan Revisions](#)
- [UFARS Code Dimensions](#)
- [MDE Contacts for Further Information](#)
- [School Board Resolution Example Templates](#)

Long-Term Facilities Maintenance – 2025 Guide for FY 26

- Minnesota Statutes 2023, section 123B.595 establishes LTFM Program
- **Guide provides detailed information** to assist schools in meeting LTFM parameters and MDE expectations for document submission
- Information from LTFM 10-year plan determines aids and levies for upcoming 24PAY25 Levy for FY 26
- Outlines **LTFM** Required Documentation *and other important LTFM information!*

FY 26 LTFM 10-yr Plan
Documentation
Mid to Late May due
to Legislature in
session



1

Use LTFM Current FY 25 Expenditures Spreadsheet – TEMPORARY TEMPLATE

Long-Term Facilities Maintenance

The Minnesota Department of Education (MDE) provides information, forms and guidance to school districts to enable the requirements of the Long-Term Facilities Maintenance (LTFM) Revenue program under Minnesota Statutes, section 123B.01. This page contains memorandums from MDE, program guidance documents, and spreadsheets and forms used to obtain approval for LTFM revenue.

Health and Safety related information is located on the [Health and Safety webpage](#).

[FINAL FY 23 LTFM Approved vs. UFARS Cost Reconciliation Report](#) - 12/21/23

[FY 2023 LTFM Revenue – Review of Approved vs. UFARS Expenditure Reconciliation Report and 22-23 Aid Entitlement Report](#) - 11/6/23

[Maximum Revenue for Health, Safety, and Environmental Management \(FIN code 352\) for the Fiscal Year 2024-25 Biennium](#)

[FY 2025 Long-Term Facilities Maintenance Ten-Year Expenditure Plan Application](#) - 7/11/23

[FY 2025 Long-Term Facilities Maintenance Guide](#) - 6/8/23

June 2023

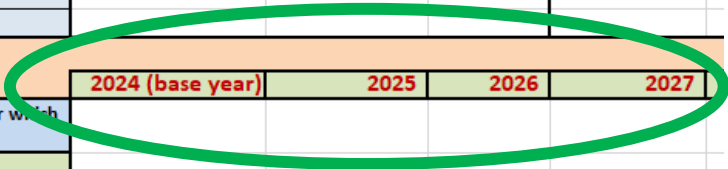
[FY 2025 Long-Term Facilities Maintenance Ten-Year Revenue Projection](#) - 6/1/23

[FY 2025 Long-Term Facilities Maintenance Revenue Statement of Assurances](#) - 5/30/23

[FY 2025 Long-Term Facilities Maintenance Cooperative Allocation Worksheet](#) - 5/30/23

District Info.		Enter Information		District Info.		Enter Information	
District Name:				Date:			
District Number:				Email:			
District Contact Name:							
Contact Phone #							
Expenditure Categories				2024 (base year)	2025	2026	2027
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.							
Finance Code	Category (1)						
347	Physical Hazards		\$0	\$0	\$0	\$0	\$0
349	Other Hazardous Materials		\$0	\$0	\$0	\$0	\$0
352	Environmental Health and Safety Management		\$0	\$0	\$0	\$0	\$0
358	Asbestos Removal and Encapsulation		\$0	\$0	\$0	\$0	\$0
363	Fire Safety		\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality		\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects			\$0	\$0	\$0	\$0	\$0

MUST COMPLETE ALL CONTACT INFORMATION!



You can only use the FY 25 Expenditures as a "TEMPLATE" for FY 26
Cannot use FY 25 Revenue as a Template for FY 26 –

LTFM Revenue Guidance for Allowable Expenditures

**New Version Posted
Following end of
23-24 Legislative Session**



Long-Term Facilities Maintenance Revenue Guide for Allowable Expenditures

Minnesota Statutes, section 123B.595

Minnesota Department of Education
Division of School Finance
1500 Highway 36 West
Roseville, MN 55113-4266
651-582-8605



Long-Term Facilities Maintenance (LTFM) Uniform Financial and Accounting Standards (UFARS) Dimensions

HANDOUT

- Chapter 1 – Fund Balance Code Dimensions
- Chapter 3 – Program Code Dimensions
- Chapter 4 – Finance Code Dimensions**
- Chapter 6 – Source Code Dimensions (Revenue)
- Chapter 8 – Balance Sheet Account Dimensions

Code Title and Definition

01 General Fund

Capital expenditures may be made from either the Unassigned Fund Balance 422 in the General Fund, or from one of the appropriate Restricted/Reserved accounts in the General Fund. To indicate that the expenditure is made from the Restricted/Reserved Account for Long-Term Facilities Maintenance, use these Finance Codes: 347, Physical Hazards; 349, Other Hazardous Materials; 352, Environmental Health and Safety Management; 358, Asbestos Removal; 363, Fire Safety; 366, Indoor Air Quality; 368, Building Envelope; 369, Building Hardware and Equipment; 370, Electrical; 379, Interior Surfaces; 380, Mechanical Systems; 381, Plumbing; 382, Professional Services and Salary; 383, Roofing Systems; or 384, Site Projects.

06 Building Construction Fund

The Building Construction Fund is used to record all operations of a district's building construction program that are funded by the sale of bonds, capital loans, or major capital projects costing \$2,000,000 or more.

Long-Term Facilities Maintenance (LTFM) Program ([Minn. Stat. § 123B.595](#)) expenditures that are funded by bonds or major capital projects costing \$2,000,000 or more must be recorded in the Building Construction Fund.

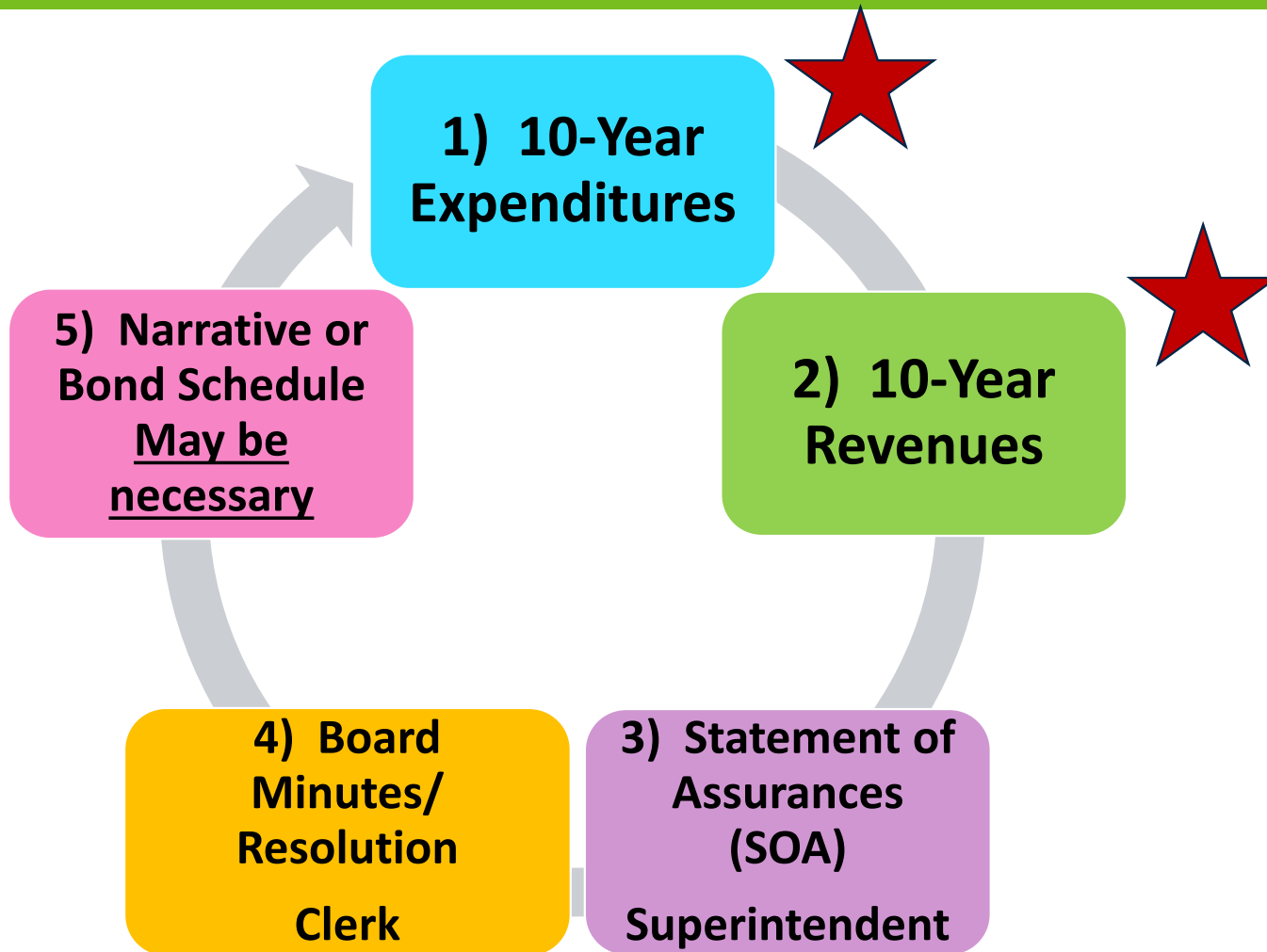


LTFM Ten-Year Expenditures and Revenue

Balance Sheet Accounts


Fund 01 and Fund 06

Fiscal Year LTFM REQUIRED Plan Documentation



LTFM Expenditures and Revenues - Balance Sheet Fund 01 and Fund 06

1) 10-Year Expenditures

 Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266		Long-Term Facility Maintenance T		
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Unit				
District Info.	Enter Information	District Info.	Enter Information	
District Name:	ABC	Date:	07/15/24	
District Number:	9999	Email:	DirectorofBusinessAffairs.com	
District Contact Name:	Director of Business Affairs			
Contact Phone #	(999) 999-9999			
Expenditure Categories		2024 (base year)	2025	2026
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.				
Finance Code	Category (1)			
347	Physical Hazards	\$173,676	\$20,000	\$20,000
349	Other Hazardous Materials	\$54,674	\$10,000	\$10,000
352	Environmental Health and Safety Management	\$227,538	\$25,000	\$25,000
358	Asbestos Removal and Encapsulation	\$50,518	\$15,000	\$15,000
363	Fire Safety	\$93,100	\$5,000	\$4,000
366	Indoor Air Quality	\$596,600	\$0	\$0
Total Health and Safety Capital Projects		\$1,196,106	\$75,000	\$74,000
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year ADDITIONAL \$\$				
Finance Code	Category (2)			
358	Asbestos Removal and Encapsulation	\$0	\$150,000	\$0
363	Fire Safety	\$0	\$0	\$120,000
366	Indoor Air Quality	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$150,000	\$120,000

2) 10-Year Revenues

Maintenance (LTFM) Ten-Year Revenue Projection					
	C	D	E	F	G
2	9999 <= Type in School District Number				
3	ABC School				
4		Change only if requiring levy	Payable 2022		
5	Calculations for Ten Year Projection		LLC #	LLC Certification	Current Estimate
6			FY 2022	FY 2023	FY 2024
7	1 Type your district number in cell A2 (Minneapolis = 1.2)				
8	2 Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b				
9	3 Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33				
10	4 Look-up data from following tabs				
11					
12	5 Initial Formula Revenue				
13	6 Current year APU	57	10,583.00	10,692.28	10,584.43
14	6a Additional Pre-K Pupil Units (line 19 of Pre-K application)				
15	6b Total Adjusted Pupil Units = (6) + (6a)				
16	7 District average building age (uncapped)	451	36.10	36.10	37.10
17	8 Formula allowance		\$ 380.00	\$ 380.00	\$ 380.00
18	9 Building age ratio = (Lesser of 1 or (7) / 35)				
19	10 Initial revenue = (6) * (8) * (9)	453	4,021,540	4,063,067	4,022,085
20					
21	11 Added revenue for Eligible H&S Projects > \$100,000 / site				
22	12 Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702		-	-
23	13 Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	756		-	-
24	14 Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701		-	-
25	15 Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	755		-	-

Ten-Year Expenditure Plan Excel Spreadsheet – (page 5 of guidance)

What Funds are recorded on the Ten-Year Spreadsheet?

- Fund 01 – LTFM **Project** Expenditures
- Fund 06 – LTFM **Project** Expenditures

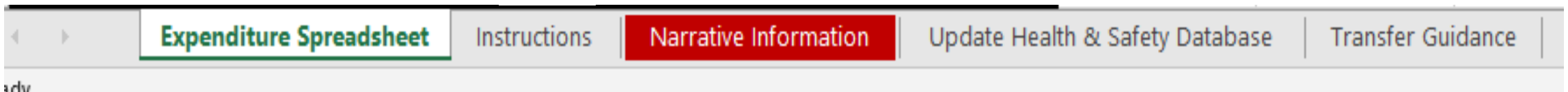
What about Fund 07 – Debt Service Principal and Interest?

- Principal and Interest expenditures are not project expenditures. *Do not record on the LTFM Ten-Year plan.*

Meet the Statutory Deadline of July 31

FY 26 Ten-Year Expenditures Spreadsheet Application

- See “tab” categories – bottom of spreadsheet
 - ✓ Instructions
 - ✓ Narrative Documentation
 - ✓ Update Health & Safety Database
 - ✓ Transfer Guidance



1) 10-Year Expenditures

LTFM 10-Year Plan Expenditures Categories

**H&S Website
FY 24, 25, 26**


Narrative
\$100,000 or >
H&S Website
Indicate if
Bonded or PAYGO

Narrative
VPK Approved
Program

Category 01
347 – Physical Hazards
349 – Other Hazardous Materials
352 – Environmental H&S Mgmt.
358 – Asbestos Removal
363 – Fire Safety
366 – Indoor Air Quality

Category 02 – Additional \$\$
358 – Asbestos Removal
363 – Fire Safety
366 – Indoor Air Quality (HVAC)

Category 03 (a)
355 – Remodeling VPK

Narrative	Category 03 (b)
<u>UFARS Coding Pending</u>	Remodeling Single-User Restroom –
Effective FY 2025	

Category 04
367 – Accessibility

Narrative	Category 05
	368 – Building Envelope
	369 – Building Hardware & Equip.
	370 – Electrical
	380 – Mechanical Systems
	381 – Plumbing
	382 – Professional Services & Salary
	383 – Roof Systems
	384 – Site Projects

LTFM Guide for Allowable Expenditures

See UFARS Descriptions All Categories

Health and Safety (H&S) Projects – Entered into the Data Base

Home About- Students and Families - Licensing - Districts, Schools and Educators - Data Center - COVID-19

MDE > Districts, Schools and Educators > Data Submissions > Health and Safety

Health and Safety

The Health and Safety Data Submission System is used by independent school districts with a school board approved long-term facilities maintenance revenue (LTFM) ten year plan. School districts enter project estimates totaled by health and safety finance code for those projects qualifying for funding under Minnesota Statutes, section 123B.57, subdivision 6. The LTFM ten year plan must also be approved by the commissioner.

Allowable projects address physical hazard control; hazardous substance cleanup and disposal; environmental health, safety, and environmental management; asbestos abatement; fire and life safety; and indoor air quality related projects in buildings owned or being acquired by the school district. Finance code totals are used in the "hold harmless" levy calculation for LTFM revenue. Health and Safety projects costing \$100,000 or more for asbestos, fire safety, and indoor air quality must be entered separately as they generate additional LTFM revenue.

> [Log into the Health and Safety Data Submission System](#)

Minnesota Department of Education
Health and Safety

Minnesota Health and Safety
FY 2022, FY 2023, FY 2024

'NMI' in the State Approval box means 'Need More Information.'
For these projects, please contact Sarah Miller at Sarah.C.Miller@state.mn.us or (651)582-8370.

District Number Security Code(Password)

User Name or Password ?
Sarah.C.Miller@state.mn.us



Example – LTFM Required 10-Year Plan Documentation

Gender-Neutral/Single User Restroom Remodeling

➤ LTFM Funding Effective FY 2025

Finance Code	Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025	2023 (base year)	2024	2025
UFARS Coding Pending	Remodeling for gender-neutral single user restroom per site.	\$0	\$0	\$10,000
	Total Remodeling for Gender-Neutral Single User Projects	\$0	\$0	\$10,000

NARRATIVE

Category 3(b) Gender Neutral Single-User Restrooms - Remodeling Costs

For districts who budget for a remodeling or construction project for a gender-neutral, single user restroom at least one per school site, include a narrative describing the project scope and cost. In the narrative, describe the square footage and changes to be made to the facility, and the final square footage and features of the bathroom space. ***Narrative information is required from the vendor/contractor or school facilities department. Information must be submitted on appropriate letterhead and include appropriate signature/s.***

LTFM Program Dimensions – UFARS Chapter 3

UFARS Program Code Dimensions	Title
865	Long-Term Facilities Maintenance (LTFM) – Excluding Costs in Program Codes 866 and 867 (Fund 01 and/or Fund 06) – includes projects < \$100,000 and \$100,000 - \$1,999,999 in all LTFM Finance Codes.
866	Long-Term Facilities Maintenance (LTFM) - \$100,000 - \$1,999,999,99 per Site for Finance Codes 358, 363 and 366 (Fund 01 and/or 06)
867	Long-Term Facilities Maintenance (LTFM) Projects that are \$2,000,000 or More per Site and Bond Financed (Fund 06)
868	Long-Term Facilities Maintenance (LTFM) Projects that are \$2,000,000 or More per Site and Finance on a Pay-As-You-Go Basis (Fund 06)

LTFM Balance Sheet Account – UFARS Chapter 8

UFARS Balance Sheet Account	Title and Description
467	<p>Restricted/Reserved for Long-Term Facilities Maintenance (LTFM) (Funds 01 and/or 06)</p> <p>Represents available resources to be used for LTFM projects in accordance with the 10 Year Plan (Minn. Stat. § 123B.595, subd. 12). <i>This restricted/reserved account may go into deficit to the extent of future revenue authority.</i></p>

LTFM Fund 01 and Fund 06 Balance Sheet Section

Where do we find those numbers?

Balance Sheet Section Information Considerations (see “tab” instructions)

- Fund 01 and Fund 06 (if applicable) Beginning Fund Balance from Ending Fund Balance FY 2024 (FY 2024 Compliance Report from UFARS or school’s Finance Reports).
- Revenue for Levy and Aid (only applicable to some schools) – Revenue Projection *Models (will only be for FY 24 – base year and FY 25)*; FY 26 Revenue *Projection Ten-Year Spreadsheet (different reports)*
- Expenditures from FY 24 LTFM **Ten-Year Total Expenditures**
 - School to create Excel formulas for division of expenditures between Fund 01 and Fund 06 if applicable
- Instructions “Tab”
- Fund Transfer “Tab”

1) 10-Year Expenditures

LTFM Balance Sheet Section – See “Instructions” Tab

Instructions Include all LTFM Ten-Year Plan Expenditures Categories

Fund Balance Section: Fund 01 - General Fund LTFM Project Expenditures and Fund 06 - Building Construction Project Expenditures (LTFM Only - Bonded or \$2 million or more per project/site/year (see transfer guidance)).

To begin, enter previous fiscal year ending fund balances for Fund 01-467-XX in cell C59 and Fund 06-467-XX in cell C69. Beginning and Ending Fund Balances are input/calculated as negative balances = (\$100,000), or as positive balances = \$100,000 (UFARS Compliance Reports per applicable fiscal year). Revenues, expenditures and transfer IN and OUT are all entered as positive numbers. The fiscal year ending fund balance calculation formula includes the revenues/transfer IN entries as positive numbers added to the fiscal year beginning fund balance. The fiscal year ending fund balance calculation formula includes the expenditures/transfer OUT entries as negative numbers subtracted from the beginning fiscal year fund balance. Special Legislation (Fund 01 only) LTFM transfers IN/OUT if applicable in legislation. **If both Funds 01 and 06 are utilized, you will have to input a formula to divide up the total expenditures in Cells C-M 45 - if any or all of these cells apply.**

End of Worksheet

Expenditure Spreadsheet	Instructions	Narrative Information	Update Health & Safety Database	Transfer Guidance
-------------------------	---------------------	-----------------------	---------------------------------	-------------------

Example – FY 26 LTFM 10-Year Expenditures Spreadsheet Fund 01 Balance Sheet Section

 DEPARTMENT OF EDUCATION	Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266	Long-Term Facility Maintenance Ten-Year Expenditures
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Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting System.

District Info.	Enter Information	District Info.	Enter Information
District Name:	ABC	Date:	7/15/2024
District Number:	9999	Email:	DirectorofBusinessAffairs.com
District Contact Name:	Director of Business Affairs		
Contact Phone #	(999) 999-9999		

Expenditure Categories		2022 (base year)	2023	2024	2025	Fiscal Year
380	Mechanical Systems	\$374,433	\$374,433	\$374,433	\$0	
381	Plumbing	\$146,475	\$146,475	\$146,475	\$0	
382	Professional Services and Salary	\$1,477,730	\$1,477,730	\$1,477,730	\$0	
383	Roof Systems	\$504,826	\$904,826	\$60,000	\$0	
384	Site Projects	\$1,319,780	\$2,319,780	\$3,500,000	\$0	
	Total Deferred Capital Expense and Maintenance	\$5,586,839	\$6,986,839	\$7,322,233	\$0	
	Total Annual 10-Year Plan Expenditures	\$6,803,330	\$7,226,839	\$7,531,233	\$7,000,000	

Fund Balance Section		Revenue Projection Model FY 24-25		Revenue 10-year Spreadsheet FY 26-34	
	Fund 01				
	Beginning Fund Balance 01-467-XX	\$49,741	\$5,211	\$232,041	\$700,808
	LTFM Fiscal Year Revenue - Levy	\$6,495,518	\$7,173,099	\$7,767,018	\$8,027,889
	LTFM Fiscal Year Revenue - AID if Applicable	\$263,283	\$280,570	\$232,982	\$250,810
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0
	LTFM Transfer OUT if applicable - Special Legislation FY 20 and FY 21	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$6,803,330	\$7,226,839	\$7,531,233	\$7,000,000
	Ending Fiscal Year Fund Balance 01-467-XX	\$5,211	\$232,041	\$700,808	\$1,979,507

LTFM Review – 10-Year Revenue Options

Budgeting for LTFM Revenue – Reference Two Revenue \$\$ Reports

1) Revenue Projection Model

A	B	C	D	E	F
Interactive Projection Model (What If) - FY2024 09/07/23 See Update Log			Input	= Yellow cells can be edited	
			Input	= Yellow cells with blue font	
			Value	= Green cell values changed	
Select District from drop down list:					
2910-01 Ada-Borup-West Public Schools			Ada-Borup-West Public Schools		
Link to: General Education Revenue Summary			Current Data	Edited Data	Dif
INPUTS					
45	FORMULA ALLOWANCE		7,138.00	7,138.00	
159	METRO 5TH PCTL		7,448.96	7,448.96	
160	METRO 95TH PCTL		9,666.03	9,666.03	
162	NONMETRO 5TH PCTL		7,438.00	7,438.00	
163	NONMETRO 95TH PCTL		9,526.07	9,526.07	
174	STATE AVE REF & TIER 1 LOR REV PER APU		1,038.56	1,038.56	
60	23-24 COMPENSATORY REVENUE		646,718.33	646,718.33	
65	23-24 EL ADM TOTAL		10.00	10.00	
67	23-24 ADM SERVED TOTAL		647.48	647.48	
82	22-23 AREA FOR SPARSITY		543.95	543.95	
83	23-24 DIST TO NEAREST HS		0.00	0.00	
88	23-24 ADM SERVED 7 TO 12		289.20	289.20	
90	23-24 MULT HS SPARSITY		0.00	0.00	

2) Revenue Projection Ten-Year Spreadsheet

A	B	C	D	E	F	G
FY 25 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection						Revised 5/4/2023
1 <= Type in School District Number						
Minnesota Public School District						
			Change only	Payable 2023		
			if requiring levy	LLC Certification	Current Estimate	
Calculations for Ten Year Projection			Pay 23			
			adjustments			
			LLC #	FY 2023	FY 2024	FY 2024
						FY 2025
1 Type your district number in cell A2 (Minneapolis = 1.2)						
2 Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b						
3 Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33						
4 Look-up data from following tabs						
5 Initial Formula Revenue						
6	Current year APU	57		1,077.40	1,083.17	1,052.72
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)					
6b	Total Adjusted Pupil Units = (6) + (6a)				1,083.17	1,052.72
7	District average building age (uncapped)	401		54.12	54.12	55.12
8	Formula allowance			\$ 380.00	\$ 380.00	\$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	402			1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)	403		409,412	411,604	400,035

FY 24 LTFM – Revenue Projection Model

Where do we find the Revenue Projection Model?

DATA CENTER > DATA REPORTS AND ANALYTICS, locate the SCHOOL FINANCE SPREADSHEETS SECTION, select REVENUE PROJECTION MODEL

- School Finance Spreadsheets
 - Charter Schools
 - ★ Facilities and Technology
 - Financial Profile Spreadsheets 1997 - 2010
 - Financial Trends
 - General Education
 - Indirect Cost Rates
 - Revenue Projection Model**
 - Special Education
 - Transportation


Use the Drop Downs to identify the files of interest

Year

List files

Reset

Available Files

Year	Document	Data Files	Help Files
2024	FY 2024 Revenue Projection Model		

LTFM – Revenue Projection Model (Example)

Interactive Projection Model (What If) - FY2024
 09/07/23 [See Update Log](#)

★ Select District from drop down list:
Select District

[Link to: General Education Revenue Summary](#)

	Current Data	Edited Data	Difference
W EL CROSS-SUB AID	N/A	N/A	
AID ENTITLEMENTS ON IDEAS			
<u>ANNUAL AID ENTITLEMENT</u>			
A GENERAL ED	0.00	0.00	0.00
B Q COMP	0.00	0.00	0.00
C ENDOWMENT	0.00	0.00	0.00
D EL CR-SUB	0.00	0.00	0.00
E TOTAL	0.00	0.00	0.00
<u>PRORATED AID ENTITLEMENT</u>			
A GENERAL ED	0.00	0.00	0.00
B Q COMP	0.00	0.00	0.00
C ENDOWMENT	0.00	0.00	0.00
D EL CR-SUB	0.00	0.00	0.00
E TOTAL	0.00	0.00	0.00
<u>ANNUAL UFARS REVENUE</u>			
A GENERAL ED	0.00	0.00	0.00
B Q COMP	0.00	0.00	0.00
C ENDOWMENT	0.00	0.00	0.00
D EL CR-SUB	0.00	0.00	0.00
E TOTAL	0.00	0.00	0.00
DETAIL FOR UFARS REPORTING			
<u>PRORATED AID ENTITLEMENT</u>			
<u>AID ENTITLEMENT</u>			
GEN ED SRC 211 = (325) =	0.00	0.00	0.00
Report	SPED Instructions	User Inputs	GenEd
	SPED Aid	SPED Expense	State Aids
	LevyCert	Taconite	

Legend:
 Input = Yellow cells can be edited
 Input = Yellow cells with blue font have been edited
 Value = Green cell values changed from current data

Example - Revenue Projection Model – Revenue Summary “Tab”

FUND 01 - GENERAL FUND						\$6,803,330	\$7,226,839	\$7,531,233	\$7,000,000	
FUND	ORG	PRG	FIN	SCR		Revenue Projection Model FY 24-25		Revenue 10-year Spreadsheet FY 26-34		
R	01	xxx	xxx	000	001	7,382,447.77				
R	01	xxx	xxx	313	001	738,888.15	\$49,741	\$5,211	\$232,041	\$700,808
R	xx	xxx	xxx	335	001	-	\$6,495,518	\$7,173,099	\$7,767,018	\$8,027,889
R	01	xxx	xxx	342	001	375,152.76	\$263,283	\$280,570	\$232,982	\$250,810
R	xx	xxx	xxx	797	001	-	\$0	\$0	\$0	\$0
R	01/06	xxx	xxx	795	001	-	\$0	\$0	\$0	\$0
R	01	xxx	xxx	830	001	378,984.36	\$0	\$0	\$0	\$0
R	01	xxx	xxx	xxx	001	2,186,027.69	\$0	\$0	\$0	\$0
R	01	xxx	xxx	302	001	(382,056.56)	\$6,803,330	\$7,226,839	\$7,531,233	\$7,000,000
							\$5,211	\$232,041	\$700,808	\$1,979,507
R	01	xxx	xxx	xxx	001	6,475,758.00				
R	01	xxx	xxx	794	001					
R	01	xxx	xxx	000	009					
R	01	xxx	xxx	000	014					
R	01	xxx	xxx	000	229	13,195.18				
R	01	xxx	xxx	000	234	24,144.53				
R	01	xxx	xxx	000	258					
						\$ 17,192,541.88				
R	01	xxx	xxx	xxx	317	284,858.19				
R	01	xxx	xxx	xxx	360	21,064,116.56				
R	01	xxx	xxx	756	360	-				
R	01	xxx	xxx	761	360	-				
R	01	xxx	xxx	xxx	360	N/A				
R	01	xxx	xxx	xxx	360	N/A				
R	01	xxx	xxx	xxx	360	-				

Levy - 001
\$6,475,758.00

AID - 317
\$284,858.19

- 1) LTFM 10-Year plan revenue for Levy/Aid closer to final, audited FY 24 financial data
- 2) FY 24 Revenue Projection Model from Certified Levy two years prior

LTFM – FY 25 Beginning Fund Balance from Audited FY 24 MFR > UFARS Compliance Report

Minnesota Funding Reports (MFR)

The Minnesota Department of Education (MDE) Program Finance area created the Minnesota Funding Reports (MFR) to provide state, district, school information. An interactive search for MFR reports is available by school district, category, year and report. [Read the help document.](#)

Use the Drop Downs to identify the report of interest

Sort District list by: Name Number
 List District Types: All Standard Co-Ops

District: [Dropdown] or enter up to 5 districts: [Input]
 View reports added in the last: [Dropdown] (9999-99)
 Category: UFARS Turnaround Reports [Dropdown]
 Year: [Dropdown]
 Report: ALL [Dropdown]
 [List Reports] [Reset]

District	Fiscal Year	Report Name	Category	Run Date
		2-Year Comparison Reports (Revenues and Expenditures)	UFARS Turnaround Reports	12/01/2021 3:11AM
		Balance Sheet Report	UFARS Turnaround Reports	12/01/2021 3:05AM
		Expenditure Chargeback Report	UFARS Turnaround Reports	12/01/2021 3:04AM
		Expenditure Summary Report	UFARS Turnaround Reports	12/01/2021 3:03AM
		Expenditure by Finance Code Report	UFARS Turnaround Reports	12/01/2021 3:08AM
		General Ledger Summary Report	UFARS Turnaround Reports	12/01/2021 3:10AM
		Revenue Summary Report	UFARS Turnaround Reports	12/01/2021 3:02AM
		UFARS Compliance Report	UFARS Turnaround Reports	12/01/2021 3:01AM
		UFARS Data Submission/Error Report	UFARS Turnaround Reports	12/01/2021 3:13AM
		UFARS Turnaround Edit Report	UFARS Turnaround Reports	12/01/2021 3:12AM

01 GENERAL FUND	
TOTAL REVENUE	150,345,910
TOTAL EXPENDITURES	150,370,460
460 NON SPENDABLE FUND BALANCE	1,409,888
RESTRICTED/RESERVE:	
401 STUDENT ACTIVITIES	292,627
402 SCHOLARSHIPS	158,596
403 STAFF DEVELOPMENT	
407 CAPITAL PROJECTS LEVY	
408 COOPERATIVE REVENUE	
413 PROJECT FUNDED BY COP	
414 OPERATING DEBT	
416 LEVY REDUCTION	
417 TACONITE BUILDING MAINT	
424 OPERATING CAPITAL	2,527,247
426 \$25 TACONITE	
427 DISABLED ACCESSIBILITY	
428 LEARNING & DEVELOPMENT	
434 AREA LEARNING CENTER	779,233
435 CONTRACTED ALT. PROGRAMS	
436 ST. APPROVED ALT. PROGRAM	
438 GIFTED & TALENT	85,450
440 TEACHER DEVELOPMENT & EVAL	
441 BASIC SKILLS PROGRAMS	
448 ACHIEVEMENT & INTEGRATION	
449 SAFE SCHOOLS LEVY	
451 QZAB PAYMENTS	
452 OPEB LIAB NOT IN TRUST	
453 UNFNDED SEV & RETIREMT LEVY	
459 BASIC SKILLS EXT TIME	1,407,400
467 LTFM	5,211
472 MEDICAL ASSISTANCE	
473 PPP LOANS	

RESTRICTED:	
464 RESTRICTED FUND BALANCE	134,921
FY 25 Fund 01 Beginning Balance	
	936
	2,895,370
	5,211
	2,068,509
467 LTFM	

Revenue Projection Model FY 24-25	
\$49,741	\$5,211
\$6,495,518	\$7,173,099
\$263,283	\$280,570
\$0	\$0
\$0	\$0
\$0	\$0
\$6,803,330	\$7,226,839
\$5,211	\$232,041

RESTRICTED:	
464 RESTRICTED FUND BALANCE	2,828,505
UNASSIGNED:	
463 UNASSIGNED FUND BALANCE	

FY 25 LTFM Revenue Projection Model – Revenue Summary “Tab”

FUND 01 - GENERAL FUND						\$6,803,330	\$7,226,839	\$7,531,233	\$7,000,000
	FUND	ORG	PRG	FIN	SCR	Revenue Projection Model FY 24-25		Revenue 10-year Spreadsheet FY 26-34	
R	01	xxx	xxx	000	001	7,066,559.72			
R	01	xxx	xxx	313	001	661,499.08			
R	xx	xxx	xxx	335	001	-	\$49,741	\$5,211	\$232,041
R	01	xxx	xxx	342	001	373,429.44	\$6,495,518	\$7,173,099	\$7,767,018
R	xx	xxx	xxx	797	001	-	\$263,283	\$280,570	\$232,982
R	01/06	xxx	xxx	795	001	-	\$0	\$0	\$0
R	01	xxx	xxx	830	001	405,966.21	\$0	\$0	\$0
R	01	xxx	xxx	xxx	001	2,066,825.61	\$0	\$0	\$0
R	01	xxx	xxx	302	001	(370,169.65)	\$0	\$0	\$0
R	01	xxx	xxx	xxx	001	7,173,099.16	\$6,803,330	\$7,226,839	\$7,531,233
R	01	xxx	xxx	794	001	-	\$5,211	\$232,041	\$700,808
R	01	xxx	xxx	000	009	-			
R	01	xxx	xxx	000	014	-			
R	01	xxx	xxx	000	229	13,672.21			
R	01	xxx	xxx	000	234	21,805.23			
R	01	xxx	xxx	000	258	-			
						\$ 17,412,687.01			
R	xx	xxx	xxx	335	300	-			
R	01	xxx	xxx	830	300	-			
R	01	xxx	xxx	xxx	317	280,569.85			
R	01	xxx	xxx	740	360	21,211,704.31			
R	01	xxx	xxx	740	360	170,969.34			

Category	Revenue Projection Model FY 24-25	Revenue 10-year Spreadsheet FY 26-34
Disabled Accessibility Levy	\$5,211	\$232,041
Fiscal Disparities		
Taconite Homestead Credit		
Disparity Reduction		
Agricultural Market Value Credit		
Other State Credits		
Subtotal Levies and Credits	\$7,226,839	\$7,531,233
Quality Compensation (Q-Comp) Aid		
Career and Technical Education Aid		
Long-Term Facilities Maintenance - Fund 01		
Special Education (from State Aid tab)		
Special Education Cross Subsidy		

SPED Aid	SPED Expense	State Aids	LevyCert	Taconite Inputs	Revenue Summary
----------	--------------	------------	----------	-----------------	------------------------

Levy - 001
\$7,173,099.16

AID - 317
\$280,569.85

Example - Revenue Projection Model LevyCert "Tab"

Capital Related Levy Components		Applicable Levy Certification		Certified Levy Amounts
		Levy Page #	Levy Line #	
4a	Operating Capital Levy			901,204.44
4b	Long-Term Facilities Equal	35	494	1,089,329.52
4c	Long-Term Facilities Unequal	35	495	6,098,406.97
4d	Disabled Access Levy	35	505	0.00
4e	Building / Land Lease			2,162,899.52
4f	Cooperative Building Repair Levy			0.00
4g	Other Capital (Memo)			0.00
4h	FY 2021 Operating Capital Adjustment			(30,413.49)
4i	FY 2019 Operating Capital Adjustment			(3,220.60)
4j	FY 2021 LTFM Equal Adjustment			(107,822.86)
4k	FY 2021 LTFM Unequal Adjustment	36	1211	136,420.00
4l	FY 2020 LTFM Equal Adjustment	36	1218	0.00
4m	FY 2020 LTFM Unequal Adjustment	36	1225	0.00
4n	FY 2019 LTFM Equal Adjust	36	1236	(30,964.14)
4o	FY 2019 LTFM Unequal Adjust	36	1247	(12,270.33)
4p	Pay 18 Lease Adjustment	37	1309	(96,073.91)
4q	Lease Levy Adjustment (Memo)	37	1310	0.00
4r	Other Capital Adjustment (Memo)	37	1311	0.00
4s	FY 2022 Facility and Equipment Bond Adjustment	37	760	(1,237,740.00)

LTFM 4b +4c =	\$7,187,736.00
LTFM Prior Period Adj.	(14,637.33)
Total LTFM FY 23	\$7,173,099.16

SPED Aid	SPED Expense	State Aids	LevyCert	Taconite Inputs	Revenue Summary
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Example - LTFM Revenue Review – Applicable Certified Levy

Certified Levy, page 35 of 40

Line #			Proposed Levy	Certified Levy
GENERAL NET TAX CAPACITY OTHER JOBZ EXEMPT:				
INITIAL LEVIES:				
(230)	OPERATING CAPITAL	891,199.55	891,199.55	901,204.44 *4
(332)	ALT TEACHER COMP (Q COMP)			*5
(353)	ACHIEVEMENT & INTEGRATION	661,500.90	661,500.90	662,135.79 *6
(357)	FY 2021 REEMPLOYMENT INS	130,000.00	130,000.00	130,000.00
(359)	SAFE SCHOOLS	393,035.04	393,035.04	380,988.00
(362)	SAFE SCHOOLS INTERMEDIATE			
(365)	JUDGMENT			*7
(367)	ICE ARENA			
(379)	FY 2021 CAREER TECHNICAL	362,844.33	362,844.33	377,470.80
(383)	FY 2020 ANNUAL OTHER POST-EMPLOYMENT BENEFITS (OPPEB)			
(494)	LT FACILITIES EQUAL	1,181,854.52	1,181,854.52	1,089,329.52 *5
(495)	LT FACILITIES UNEQUAL	5,289,690.15	5,289,690.15	6,098,406.97

Example - LTFM Revenue Review – Applicable Certified Levy

LTFM Levy Adjustments, page 36 of 40

Proposed Levy Certified Levy

Line #

Line #	LEVY ADJUSTMENTS:			Proposed Levy	Certified Levy	
GENERAL NET TAX CAPACITY OTHER JOBZ EXEMPT (CON'T):						
(1004)	FY 2021 OPER CAPITAL ADJUST	40,560.11-	40,560.11-	30,413.49-	30,413.49-	30,413.49- *4
(1072)	FY 2019 OPER CAPITAL ADJUST	2,314.00	2,314.00	3,220.60-	3,220.60-	3,220.60- *8
(1156)	FY 2021 ALT TEACHER COMP ADJUST					
(1163)	FY 2019 ALT TEACHER COMP ADJUST					
(1167)	FY 2021 ACHIEVE & INTEG ADJUST			636.71-	636.71-	636.71- *6
(1174)	FY 2019 ACHIEVE & INTEG ADJUST	77,387.25	77,387.25			
(1179)	FY 2019 REEMPLOYMENT ADJUST	35,359.14	35,359.14	1,900.17-	1,900.17-	1,900.17- *6
(1184)	FY 2019 SAFE SCHOOLS ADJUST	17,882.28-	17,882.28-	7,558.56-	7,558.56-	7,558.56-
(1189)	FY 2019 SAFE SCHOOLS INTERM ADJ					
(1193)	FY 2019 CAREER TECHNICAL ADJUST	25,498.54-	25,498.54-	1,513.56	1,513.56	1,513.56
(1197)	FY 2019 HEALTH BENEFITS ADJUST					
(1203)	FY 2019 ANNUAL OPER ADJUST					
1207)	FY 2021 LTFM EQUAL ADJUST	50,603.44-	50,603.44-	107,822.86-	107,822.86-	107,822.86-
1211)	FY 2021 LTFM UNEQUAL ADJUST	63,064.80	63,064.80	136,420.00	136,420.00	136,420.00
1218)	FY 2020 LTFM EQUAL ADJUST	31,153.51-	31,153.51-			
1225)	FY 2020 LTFM UNEQUAL ADJUST	40,014.00	40,014.00			
1236)	FY 2019 LTFM EQUAL ADJUST	1,414.48-	1,414.48-	30,964.14-	30,964.14-	30,964.14-
1247)	FY 2019 LTFM UNEQUAL ADJUST	15,694.04-	15,694.04-	12,270.33-	12,270.33-	12,270.33-
(5005B)	SUBTOTAL - ADJUSTMENTS-THIS PAGE					
	GENERAL NTC OTHER JOBZ EXEMPT	35,332.79	35,332.79	56,853.30-	56,853.30-	56,853.30-

Example – LTFM – Revenue Projection Model State Aids “Tab”

IDEAS Net Entitlements	Aid Program Name	Source	Code	Gross Aid (YTD)	Balance
40,584.06	Shared Time Aid	FY22 Actual	01-02-00	40,584.06	0.00
389,137.82	School Trust Land Endowment	FY22 Actual	01-08-00	194,568.91	194,568.91
68,127.14	English Learner Cross Subsidy	FY22 Actual	01-57-00	0.00	68,127.14
N/A	PSEO Transportation	No Estimate	20-02-00	0.00	N/A
N/A	Open Enrollment Transportation	No Estimate	20-04-00	0.00	N/A
N/A	Home School PSEO Transportation	No Estimate	20-06-00	0.00	N/A
489,472.15	Nonpublic Pupil Transportation	FY22 Actual	20-09-00	0.00	489,472.15
0.00	Deseg Transportation	FY22 Actual	20-10-00	0.00	0.00
N/A	Pregnant and Parenting Pupil Transp Reimb	No Estimate	20-18-00	0.00	N/A
N/A	Special Pupil with Disabilities	No Estimate	30-02-01	0.00	N/A
N/A	Special Pupil Regular	No Estimate	30-02-02	0.00	N/A
N/A	Travel for Home-Based Services	No Estimate	30-05-00	0.00	N/A
N/A	Court-Placed Special Education	No Estimate	30-13-00	0.00	N/A
N/A	Special Education Out-of-State Tuition	No Estimate	30-17-00	0.00	N/A
21,211,704.31	Special Education	FY22 Actual	30-31-00	4,383,980.95	16,827,723.36
170,969.34	Special Ed Cross Subsidy	No Estimate	30-40-00	51,290.80	119,678.54
0.00	Indian Education Aid	FY22 Actual	32-12-00	0.00	0.00
0.00	Community Education Aid	FY22 Actual	40-01-00	0.00	0.00
1,844,598.42	Adult Basic Education	FY22 Actual	40-02-00	1,106,759.05	737,839.37
N/A	Adults with Disabilities	No Estimate	40-03-00	0.00	N/A
0.00	ABE - Supplemental Services	FY22 Actual	40-16-00	0.00	0.00
0.00	Career and Technical Aid	FY22 Actual	50-01-00	0.00	0.00
973,546.73	Early Childhood and Family Education	FY22 Actual	60-13-00	584,128.04	389,418.69
761,399.19	School Readiness	FY22 Actual	60-16-00	456,839.51	304,559.68
15,357.00	Preschool Health Screening	FY22 Actual	60-21-00	9,214.20	6,142.80
280,569.85	Long-Term Facilities Maintenance (Fund 01)	FY22 Actual	60-40-01	0.00	280,569.85
583,702.83	Long-Term Facilities Maintenance (Fund 07)	FY22 Actual	60-40-07	525,332.55	58,370.28
416,566.00	Literacy Incentive Aid	Prior Year	60-42-00	0.00	416,566.00

Example – Revenue Projection Model State Aids “Tab”

If available, Estimates for cells A11-A54 have been loaded with Prior Year Net Entitlements (unless noted otherwise in Column C - Data Source). PLEASE OVERRIDE AS NECESSARY.

PY Yr Est from: IDEAS

IDEAS Net Entitlements	Aid Program Name	Data Source	IDEAS Code	Gross Aid (YTD)	Balance
0.00	Shared Time Aid	Prior Year	01-02-00	0.00	0.00
30,885.38	School Trust Land Endowment	FY23 IDEAS	01-08-00	15,442.69	15,442.69
1,031.86	English Learner Cross Subsidy	Prior Year	01-57-00	0.00	1,031.86
N/A	PSEO Transportation	No Estimate	20-02-00	0.00	N/A
N/A	Open Enrollment Transportation	No Estimate	20-04-00	0.00	N/A
N/A	Home School PSEO Transportation	No Estimate	20-06-00	0.00	N/A
0.00	Nonpublic Pupil Transportation	FY23 IDEAS	20-09-00	0.00	0.00
0.00	Deseg Transportation	FY23 IDEAS	20-10-00	0.00	0.00
N/A	Pregnant and Parenting Pupil Transp Reimb	No Estimate	20-18-00	0.00	N/A
N/A	Special Pupil with Disabilities	No Estimate	30-02-01	0.00	N/A
N/A	Special Pupil Regular	No Estimate	30-02-02	0.00	N/A
N/A	Travel for Home-Based Services	No Estimate	30-05-00	0.00	N/A
N/A	Court-Placed Special Education	No Estimate	30-13-00	0.00	N/A
N/A	Special Education Out-of-State Tuition	No Estimate	30-17-00	0.00	N/A
882,529.59	Special Education	FY23 IDEAS	30-31-00	162,525.00	720,004.59
0.00	Special Ed Cross Subsidy	n/a	30-40-00	0.00	0.00
0.00	Indian Education Aid	Prior Year	32-12-00	0.00	0.00
0.00	Community Education Aid	FY23 IDEAS	40-01-00	0.00	0.00
0.00	Adult Basic Education	FY23 IDEAS	40-02-00	0.00	0.00
N/A	Adults with Disabilities	No Estimate	40-03-00	0.00	N/A
0.00	ABE - Supplemental Services	Prior Year	40-16-00	0.00	0.00
0.00	Career and Technical Aid	FY23 IDEAS	50-01-00	0.00	0.00
0.00	Early Childhood and Family Education	FY23 IDEAS	60-13-00	0.00	0.00
31,216.04	School Readiness	FY23 IDEAS	60-16-00	9,364.81	21,851.23
1,038.00	Preschool Health Screening	FY23 IDEAS	60-21-00	311.40	726.60
280,571.00	Long-Term Facilities Maintenance (Fund 01)	FY23 IDEAS	60-40-01	0.00	42,003.74
32,255.69	Long-Term Facilities Maintenance (Fund 07)	FY23 IDEAS	60-40-07	14,515.06	17,740.63

A	B	C	D	E	F	G	H	
58	R	01	xxx	xxx	830	300	-	Career and Technical Education Aid
59	R	01	xxx	xxx	xxx	317	280,571.00	Long-Term Facilities Maintenance - Fund 01
60	R	01	xxx	xxx	740	360	882,529.59	Special Education (from State Aid tab)
61	R	01	xxx	xxx	740	360	-	Special Education Cross Subsidy
62	R	01	xxx	xxx	756	360	N/A	State - Special Student Aid
63	R	01	xxx	xxx	761	360	N/A	Non-Special Education State Placement
64	R	01	xxx	xxx	xxx	360	N/A	Travel for Home-Based Services
65	R	01	xxx	xxx	xxx	360	N/A	Court-Placed Special Education
66	R	01	xxx	xxx	xxx	360	N/A	Special Education Out-of-State Tuition
67	R	01	xxx	xxx	000	370	N/A	Concurrent Enrollment
68	R	01	xxx	xxx	000	370	-	Consolidation Aid - Group 1
69	R	01	xxx	xxx	000	370	76,900.00	Consolidation Aid - Group 2
70	R	01	xxx	xxx	000	370	-	Capital Loan Incentive
71	R	01	xxx	xxx	390	019	-	Taconite 4-cent Revenue
72	R	01	xxx	xxx	342	300	-	Safe Schools Aid
73							\$ 1,012,547.19	Subtotal Categorical Aids
74								
75	R	01	xxx	xxx	739	300	N/A	Open Enrollment Transportation
76	R	01	xxx	xxx	739	300	N/A	Home School PSEO Transportation
77	R	01	xxx	xxx	714	300	-	Deseg Transportation
78	R	01	xxx	xxx	720	300	-	Nonpublic Pupil Transportation
79	R	01	xxx	xxx	720	300	N/A	Pregnant and Parenting Pupil Transportation
80	R	01	xxx	xxx	739	300	N/A	PSEO Transportation
81							\$ -	Subtotal Transportation and Categorical Aids
82								

State Aids | LevyCert | Taconite Inputs | Revenue Summary

State Aids | LevyCert | Taconite Inputs | Revenue Summary

LTFM Revenue Projection Model & 10-Year Spreadsheet FY 24 through FY 34 Revenue



Division of School Finance
1500 Highway 36 West
Roseville, MN 55113-4266

Long-Term Facility Maintenance Ten-Year Expenditure

Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting System.

District Info.	Enter Information	District Info.	Enter Information
District Name:	ABC	Date:	07/15/2024
District Number:	9999	Email:	DirectorofBusinessAffairs.com
District Contact Name:	Director of Business Affairs		
Contact Phone #	(999) 999-9999		

Expenditure Categories		2024 (base year)	2025	2026	2027	Fisc
380	Mechanical Systems	\$374,433	\$374,433	\$374,433	\$0	
381	Plumbing	\$146,475	\$146,475	\$146,475	\$0	
382	Professional Services and Salary	\$1,477,730	\$1,477,730	\$1,477,730	\$0	
383	Roof Systems	\$504,826	\$904,826	\$60,000	\$0	
384	Site Projects	\$1,319,780	\$2,319,780	\$3,500,000	\$0	
Total Deferred Capital Expense and Maintenance		\$5,586,839	\$6,986,839	\$7,322,233	\$0	
Total Annual 10-Year Plan Expenditures		\$6,803,330	\$7,226,839	\$7,531,233	\$7,000,000	

Fund Balance Section		Revenue Projection Model FY 24-25		Revenue 10-year Spreadsheet FY 26 - 34	
	Fund 01				
	Beginning Fund Balance 01-467-XX	\$49,741	\$5,211	\$232,041	\$700,808
	LTFM Fiscal Year Revenue - Levy	\$6,495,518	\$7,173,099	\$7,767,018	\$8,027,889
	LTFM Fiscal Year Revenue - AID if Applicable	\$263,283	\$280,570	\$232,982	\$250,810
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0
	LTFM Transfer OUT if applicable - Special Legislation FY 20 and FY 21	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$6,803,330	\$7,226,839	\$7,531,233	\$7,000,000
	Ending Fiscal Year Fund Balance 01-467-XX	\$5,211	\$232,041	\$700,808	\$1,979,507

2) 10-Year Revenues

LTFM Revenue 10-Year Projection Spreadsheet FY 25 through FY 34 Revenue

Revenue Projection Ten-Year Spreadsheet

FY 26 Revenue through FY 2034 – take from  and input on the FY 26 LTFM Ten-Year Expenditures Spreadsheet **Fund 01 Balance Sheet section.**



FY 26 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection										
1	9999 <= Type in School District Number									
2	ABC School									
3			Change only							
4			if requiring levy	Payable 2023						
5	Calculations for Ten Year Projection			Pay 24	adjustments	LLC Certification	Current Estimate			
6			LLC #	FY 2024	FY 2025	FY 2025	FY 2026	FY 2027		
86	56	General Fund Portion of Revenue (non-grandfather districts)								
87	57	Total General Fund Revenue = (34) - (51)					491	6,785,000	8,000,000	8,278,699
88	58	General Fund Equalized Revenue = (43) - (52)					492	1,279,445	1,238,253	1,244,868
89	59	Total General Fund Aid = (46) - (53)					493	285,050	232,982	250,810
90	60	General Fund Equalized Levy = (58) * (41)					494	994,395	1,005,271	994,058
91	61	General Fund Unequalized levy = (57) - (58)					495	5,505,555	6,761,747	7,033,831
92	62	Total General Fund Levy = (60) + (61)					496	6,499,950	7,767,018	8,027,889

Revenue Spreadsheet FY 26-34	
\$232,041	\$700,808
\$7,767,018	\$8,027,889
\$232,982	\$250,810
\$0	\$0
\$0	\$0
\$0	\$0
\$0	\$0
\$7,531,233	\$7,000,000
\$700,808	\$1,979,507

2) 10-Year Revenues

FY 23 LTFM Revenue for District Share of Eligible Cooperatives/Intermediate/Other Projects

FY 26 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				
9999 <= Type in School District Number				
ABC School				
3				
4		Change only		
5	Calculations for Ten Year Projection	if requiring levy	Payable 2023	
6		adjustments	LLC Certification	Current Estimate
		Pay 24		
		LLC #	FY 2024	FY 2025
				FY 2025
				FY 2026
53	30 Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]	468	16,966,556	18,283,555
54	31 District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	469	-	-
56	32 District LTFM Revenue (30) - (31)	470	16,966,556	18,283,555
58	33 LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	471	14,264	
59	34 Grand Total LTFM Revenue (32) + (33)	472	16,980,820	18,283,555

LTFM Revenue
District Share of
Eligible Coop/Intermediate
Projects
"PASS THROUGH" Revenue

Contact:
Lonn Moe at (651) 582-8569
Lonn.Moe@state.mn.us

LTFM UFARS Code Review

Districts Levied - Flow Through to Cooperatives/Intermediates/Other

LTFM Flow Through Revenue from **School Districts** to **Cooperatives Intermediates/Other**

1. **The District** should code the revenue to Source Code 001, ***NO Finance Code***.
2. **The Co-op or Intermediate** should invoice the District for the portion owed the Co-op.
3. **The District** should code the Co-op or Intermediate invoice to Object Code 390, ***NO Finance Code***
4. **The Co-op or Intermediate** should code the revenue to Source Code 021 with an **LTFM Finance Code** and then code their expenditures to the appropriate **LTFM Finance Codes**.

LTFM Fund 06 Balance Sheet Section – Beginning Fund Balance MFR > UFARS Compliance Report

Fund 06 Minnesota Funding Reports (MFR) – UFARS Compliance Report

01 GENERAL FUND		
TOTAL REVENUE	37,358,969	
TOTAL EXPENDITURES	36,102,364	
460 NON SPENDABLE FUND BALANCE	156,596	
RESTRICTED/RESERVE:		
401 STUDENT ACTIVITIES	16,002	
402 SCHOLARSHIPS	15,150	
403 STAFF DEVELOPMENT	115,432	
407 CAPITAL PROJECTS LEVY	369,164	
408 COOPERATIVE REVENUE		
413 PROJECT FUNDED BY COP		
414 OPERATING DEBT		
416 LEVY REDUCTION		
417 TACONITE BUILDING MAINT		
424 OPERATING CAPITAL	570,268	
426 \$25 TACONITE		
427 DISABLED ACCESSIBILITY		
428 LEARNING & DEVELOPMENT		
434 AREA LEARNING CENTER	19,077	
RESTRICTED:		
464 RESTRICTED FUND BALANCE		7,615
UNASSIGNED:		
463 UNASSIGNED FUND BALANCE		
06 BUILDING CONSTRUCTION		
TOTAL REVENUE		16,427
TOTAL EXPENDITURES		8,016,894
460 NON SPENDABLE FUND BALANCE		
RESTRICTED/RESERVE:		
407 CAPITAL PROJECTS LEVY		
413 PROJECTS FUNDED BY COP		
467 LTFM		4,790,158
RESTRICTED:		
464 RESTRICTED FUND BALANCE		16,637
UNASSIGNED:		
463 UNASSIGNED FUND BALANCE		

Fund 06		
Beginning Fund Balance 06-467-XX	\$4,790,158	\$667,974
LTFM Fiscal Year Bonded Revenue	\$0	\$0
LTFM Fiscal Year Revenue Other	\$4,000	\$0
LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0
LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0
Other Transfers	\$0	\$0
LTFM Estimated Fiscal Year Expenditures	\$4,126,184	\$667,974
Ending Fiscal Year Fund Balance 06-467-XX	\$667,974	\$0

**Example:
Earned
Interest**

LTFM 10-Year Spreadsheet – Fund 01 and Fund 06 Balance Sheet Sections



Division of School Finance
1500 Highway 36 West
Roseville, MN 55113-4266

Long-Term Facility Maintenance Ten-Year Expendit

Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounti

District Info.	Enter Information	District Info.	Enter Information
District Name:	ABC	Date:	07/15/2024
District Number:	9999	Email:	DirectorofBusinessAffairs.com
District Contact Name:	Director of Business Affairs		
Contact Phone #	(999) 999-9999		

Expenditure Categories	2024 (base year)	2025	2026	2027	2028
Interior Surfaces	\$341,431	\$0	\$32,500	\$0	\$0
Mechanical Systems	\$344,992	\$0	\$0	\$0	\$20,000
Plumbing	\$0	\$0	\$0	\$0	\$0
Professional Services and Salary	\$0	\$20,000	\$20,600	\$21,218	\$21,855
Roof Systems	\$3,046	\$667,974	\$0	\$0	\$0
Site Projects	\$16,610	\$5,250	\$20,000	\$9,000	\$14,000
Total Deferred Capital Expense and Maintenance	\$756,513	\$727,038	\$100,600	\$72,218	\$81,855
Total Annual 10-Year Plan Expenditures	\$4,467,801	\$998,855	\$266,445	\$228,438	\$223,195

Fund Balance Section	Revenue Projection Model FY 24-25		Revenue 10-year Spreadsheet FY 26-34		
Fund 01					
Beginning Fund Balance 01-467-XX	\$118,029	\$101,251	\$155,022	\$184,658	\$207,880
LTFM Fiscal Year Revenue - Levy	\$157,076	\$195,440	\$188,546	\$251,660	\$255,539
LTFM Fiscal Year Revenue - AID if Applicable	\$167,763	\$189,212	\$107,535	\$0	\$0
LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0	\$0
LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT if applicable - Special Legislation	\$0	\$0	\$0	\$0	\$0
LTFM Estimated Fiscal Year Expenditures	\$341,617	\$330,881	\$266,445	\$228,438	\$223,195
Ending Fiscal Year Fund Balance 01-467-XX	\$101,251	\$155,022	\$184,658	\$207,880	\$240,224
Fund 06					
Beginning Fund Balance 06-467-XX	\$4,790,158	\$667,974	\$0	\$0	\$0
LTFM Fiscal Year Bonded Revenue	\$0	\$0	\$0	\$0	\$0
LTFM Fiscal Year Revenue Other	\$4,000	\$0	\$0	\$0	\$0
LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0
Other Transfers	\$0	\$0	\$0	\$0	\$0
LTFM Estimated Fiscal Year Expenditures	\$4,126,184	\$667,974	\$0	\$0	\$0
Ending Fiscal Year Fund Balance 06-467-XX	\$667,974	\$0	\$0	\$0	\$0

**Total Expenditures
Fund 01 & Fund 06**

Revenue Projection Model FY 24-25

Revenue 10-year Spreadsheet FY 26-34

LTFM Statutory Revenue and Reserves

Statutory Revenue/Reserve Requirements

Minnesota Statutes 2023, section 123B.595, subd. 5 and 12

Minnesota Statutes 2023, section 123B.595, subd. 5 and 12

Subdivision 12. Reserve Account. The portion of long-term facilities revenue not recognized under subdivision 5, paragraph (c) must be maintained in a reserve account within the general fund.

- **General Fund 01** in the Balance Sheet Account 467

Subdivision 5 (c). – Bond Authorization. The portion of revenue under this section for bonded debt must be recognized in the debt service fund.

- **Debt Service Fund – 07** for levied revenue for *principal and interest*. Use **Balance Sheet Account 464 (pending 467)** – Restricted Fund Balance. This account may include other bonds. Track locally with sub-account (i.e. 07-464-01; 07-464-02, etc.)

LTFM Bond Sales and Other Revenues (Interest) – Fund 06 - 467

All LTFM Bond **sales/revenues (interest)** are coded to Fund 06 – 467 Bond Construction Fund. From beginning to end of project, use UFARS Program Code 867 for both project **revenues** and **expenditures**.

	Fund 06	2024 (base year)	2025	2026
68				
69	Beginning Fund Balance 06-467-XX	\$2,505,068	\$4,833,887	\$566,027
70	LTFM Fiscal Year Bonded Revenue	\$7,181,028	\$0	\$6,773,784
71	LTFM Fiscal Year Revenue Other	\$10,689	\$5,000	\$10,000
72	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0
73	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0
74	LTFM Transfer OUT if applicable (COVID-19) by End of Fiscal Year (06-30-20)	\$0	\$0	\$0
75	LTFM Estimated Fiscal Year Expenditures	\$4,862,898	\$4,272,860	\$6,985,028
76	Ending Fiscal Year Fund Balance 06-467-XX	\$4,833,887	\$566,027	\$364,783

Other Revenue
Example:
Earned Interest

Allowable LTFM Fund Transfers

Allowable LTFM Fund Transfers

Example - Allowable LTFM Fund Transfers

Allowable LTFM Fund Transfers – see “Transfer Guidance Tab”

Long-Term Facilities Maintenance (LTFM) Fund Transfers As of 05/2023										
Pay as You go Basis				Restricted Grid Codes						
Project Expenditures Fund	Project Description	Conclusion	Minnesota Statutes	Funds	Program Code(s)	Finance Codes	Object Code	Source Code	Journal Entry	
A - Fund 01	Project(s) \$1 to \$1,999,999 per site/year for finance codes 358, 363 and 366 funded on a pay as you go basis . The project is completed with excess funds remaining.	No fund transfer required. MDE will adjust revenues based on the lesser of actual expenditures or approved costs.	123B.595 (reserve)		866	358, 363 and 366			No Entry Required	
B - Fund 06	Project(s) \$2 million or more per site/year for Finance Codes 358, 363 and 366, funded on a pay as you go basis . The project is completed with excess funds remaining.	Funds must be transferred from Fund 01 to Fund 06 in the amount of the payments for \$2 million or more project/site/year. At the completion of the project any amount that was transferred in excess of expenditures must be returned to Fund 01. MDE will adjust revenues in the General Fund 01 - LTFM based on the lesser of final expenditures or approved costs.	123B.595 (reserve)	1 to 6 to 1	866 868	358, 363 and 366	910	649	Entry 1: Debit Expense 01-005-866-3XX-910-000 Credit Revenue 06-005-868-000-649-000 Correcting Entry to Return Funds: Debit Revenue 06-005-868-000-649-000 Credit Expense 01-005-866-3XX-910-000	
E - Fund 06	Funding in Fund 01 has accumulated over time providing for a project \$2 million or more per site/year funded on a pay as you go basis . The project is completed with excess funds remaining.	Funds must be transferred from Fund 01 to Fund 06 in the amount of the payments for the projects (\$2 million or more per project/site/year). At the completion of the project any amount that was transferred in excess of final expenditures must be returned to Fund 01. MDE will adjust revenues in the General Fund 01 - LTFM based on the lesser of final expenditures or approved costs.	123B.595 (reserve)	1 to 6 to 1	865 868	Not including Finance Codes 358, 363 or 366	910	649	Entry 1 Debit Expense 01-005-865-3XX-910-000 Credit Revenue 06-005-868-000-649-000 Correcting Entry to Return Funds (Under \$2 Million) Debit Revenue 06-005-868-000-649-000 Credit Expense 01-005-865-3XX-910-000	
Bonded Debt				Restricted Grid Codes						
Expenditure Spreadsheet	Instructions	Narrative Information	Update Health & Safety Database							Transfer Guidance

LTFM Allowable Transfers from Fund 01/Fund 06

LTFM ALLOWABLE TRANSFERS:

Scenario:

- **Project is \$2,000,000 or more/project/site/year in Finance Codes 358, 363 and 366 and funded as PAYGO – LEVY CERTIFIED**
 - Transfer from Fund 01 to Fund 06 the amount of the payments for the \$2 million or more project/site/year *(or maybe PAYGO levy – larger schools)*.
 - **Excess funds remaining after \$2 million PAYGO project completion?** Funds must be returned/transferred from Fund 06 back to Fund 01. MDE will adjust revenues in the LTFM Fund 01 based on the lesser of final expenditures or approved costs.

LTFM Allowable Transfers from Fund 01/Fund 06

LTFM ALLOWABLE TRANSFERS:

Scenario: Deferred Maintenance Projects

- **Funding in Fund 01 has accumulated over time providing for a project over \$2 million per site/year (*not under \$2 million*)**
 - Transfer from Fund 01 to Fund 06 the amount of the payments for the \$2 million or more project/site/year
 - At project completion, excess remaining of revenue initially transferred to cover project **must be returned to LTFM Fund 01.**

LTFM Allowable Transfers from Fund 01 to Fund 06

LTFM ALLOWABLE TRANSFERS:

Scenario:

- Funding in Fund 01 has accumulated over time providing for a project over \$2 million per site/year *(not allowable under \$2 million)*

Fund Balance Section				
Fund 01				
Beginning Fund Balance 01-467-XX	\$0	\$0	\$0	\$0
LTFM Fiscal Year Revenue - Levy	\$3,985,360	\$3,906,820	\$5,454,621	\$6,696,598
LTFM Fiscal Year Revenue - AID if Applicable	\$0	\$0	\$0	\$0
LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0
LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0
LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$300,000	\$1,600,000
LTFM Transfer OUT if applicable - Special Legislation FY 20 and FY 21	\$0	\$0	\$0	\$0
LTFM Estimated Fiscal Year Expenditures	\$3,985,360	\$3,906,820	\$5,154,621	\$5,096,598
Ending Fiscal Year Fund Balance 01-467-XX	\$0	\$0	\$0	\$0
Fund 06				
Beginning Fund Balance 06-467-XX	\$3,340,884	\$26,244,075	\$14,497,895	\$19,629,516
LTFM Fiscal Year Bonded Revenue	\$29,055,183	\$0	\$15,305,000	\$0
LTFM Fiscal Year Revenue Other	\$26,392	\$0	\$0	\$0
LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$300,000	\$1,600,000
LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0
Other Transfers	\$54,997	\$0	\$0	\$0
LTFM Estimated Fiscal Year Expenditures	\$6,123,387	\$11,746,180	\$10,473,379	\$10,559,402
Ending Fiscal Year Fund Balance 06-467-XX	\$26,244,075	\$14,497,895	\$19,629,516	2022 Ending

Verify with School

LTFM Allowable Transfers from Fund 01/Fund 06

Question: Our school ***bonded*** for deferred maintenance and health and safety projects. Projects are completed. Are there options for remaining ***bonded*** dollars?

- Remainder may be used for similar Commissioner approved projects with school board resolution.
- Remainder may be used for any public use authorized by law with school board approval and voter approval.
- Remainder may be transferred to the Debt Service Fund 07 for servicing principle and interest payments.

Use of Bonded Proceeds (Minn. Stat. § 475.65)

Use of Bond Proceeds

2020 Minnesota Statutes

475.65 DELIVERY OF BONDS; USE OF PROCEEDS.

Upon payment to the treasurer of the purchase price by the successful bidder, the obligations shall be delivered, and the treasurer shall account for the receipt and disbursement of the proceeds thereof for the use named in the resolution or other instrument or instruments authorizing such obligations, in a separate fund or account in the official financial records of the municipality. Pending such use the proceeds may be invested and reinvested in accordance with law, and the income and gain therefrom shall be held as part of the proceeds and applied to such use or to the payment of the obligations and interest thereon or otherwise as provided in any city charter or any other law. The purchaser shall not be obligated to see to the application of the purchase price. When the use authorized is the acquisition or betterment of any land, easements, buildings, structures, machinery, or equipment, the proceeds may be used to pay all expenses, incurred and to be incurred, which are reasonably necessary and incidental to such acquisition or betterment, including, but without limitation, the cost of necessary professional planning studies to determine desirable locations, architectural, engineering, legal, financial advisory, and other professional services, printing and publication, and interest to accrue on the obligations prior to the anticipated date of commencement of the collection of taxes or special assessments to be levied or other funds pledged for the payment of the obligations and interest thereon. When the obligations are payable wholly from the income from a utility or other project, for the acquisition or betterment of which the obligations are issued, the proceeds may be used in part to establish a reserve as further security for the payment of such principal and interest when due. If the contemplated use be afterward abandoned, or if any balance of the proceeds of the obligations remains after the use is accomplished, or if the governing body determines that at least 85 percent of the cost of the use has been paid or finally determined and retains in the fund an amount sufficient to pay the estimated costs of completion, the remainder of the fund may be devoted to any other public use authorized by law, and approved by resolution adopted or vote taken in the manner required to authorize bonds for such new use and purpose. Any balance remaining after the improvement has been completed and paid for, unless devoted to a new use as herein authorized, shall become a part of the debt service fund of the municipality.

History: [\(1944\) RL s 786](#); [1949 c 682 s 15](#); [1967 c 481 s 4](#); [1969 c 183 s 1](#); [1976 c 324 s 12,26](#); [1983 c 365 s 3](#)

LTFM Ten-Year Plan Required Documentation (Continued)

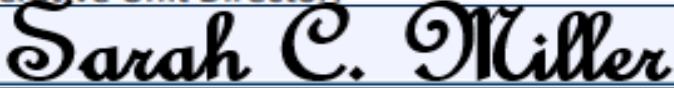
Statement of Assurances
School Board Minutes/Resolution
Preliminary Bond Schedules

4. Statement of Assurances (SOA)

✓ **Ensure it is signed by Superintendent/Director**(Intermediate/Cooperative)

Certification of Statement of Assurances

A Statement of Assurances submitted by a single district must be signed by the district superintendent. A Statement of Assurances submitted by an intermediate school district or cooperative must be signed by the intermediate district superintendent or cooperative director.

Signature – <i>Must be signed</i> by Superintendent or Cooperative Unit Director:	Name – Superintendent or Cooperative Director (Please print)	Date:
	Sarah C. Miller	07/15/2024

3) Statement of Assurances (SOA)

Superintendent

LTFM – Statement of Assurances (Health & Safety Plan)

Question

- As a part of the Health and Safety (H&S)/LTFM plan, do districts need to have the Health and Safety Policy annually reviewed and approved by the board?

Answer

- No, requirement repealed in Minnesota Statutes but schools are **required to implement H&S Program.**

Statement of Assurances Number 6:

6. The district’s plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. 121A.335 [2022]). ***The district’s ten-year plan does not include a request for a second-time project cost for: (1) replacement of an existing mechanical ventilation system to the current Minnesota State Mechanical Code/American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidelines; or, (2) to provide a level of approximately 15 Cubic Feet per Minute (CFM) per person.***


H&S Revenue may be used **ONLY** once for HVAC upgrades to ASHRA standards per project/site

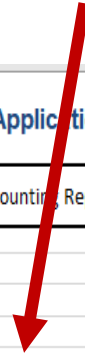
Certification of Statement of Assurances		
Signature – Must be signed by Superintendent or Cooperative Unit Director:	Name – Superintendent or Cooperative Director (Please print)	Date:
<i>Sarah C. Miller</i>	Sarah C. Miller	07/15/2024

1) 10-Year Expenditures

Example – LTFM Required 10-Year Plan Documentation “Category 1”

LTFM Ten-Year Spreadsheet – “Category 1” Health and Safety Plan must be maintained

		Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413		Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only							ED - 02478-09		
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2021, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.													
District Info.		Enter Information		District Info.		Enter Information							
District Name:	ABC		Date:	7/15/2023									
District Number:	9999		Email:	DirectorofBusinessAffairs.com									
District Contact Name:	Director of Business Affairs												
Contact Phone #	(999) 999-9999												
			Fiscal Year (FY) Ending June 30										
Expenditure Categories			2023 (base year)	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.													
Finance Code	Category (1)												
347	Physical Hazards		\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
349	Other Hazardous Materials		\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
352	Environmental Health and Safety Management		\$12,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
358	Asbestos Removal and Encapsulation		\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety		\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects			\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



3. Approved School Board Minutes (**3 options available** – Extract of Minutes/Resolution of Minutes/Actual approved minutes – See LTFM Guide)

- ✓ **Ensure Selected option is Signed by the CLERK**

#1 MISSING
LTFM Documentation

LTFM School Board Resolution - Example

Long-Term Facilities Maintenance (LTFM)

School Board Resolution

EXAMPLE TEMPLATE (1)

If only a School Board Resolution (not an "Extract" of the minutes) is presented at the school board meeting approving the current fiscal year Long-Term Facilities plan, then only the school board clerk's signature is necessary (a notarization of the clerk's signature is not necessary in this case).

School Board Resolution

Adopting the School District's Long-Term Facilities Maintenance Plan

_____ (School District Name and Independent
School District Number (ISD))

School Board Meeting _____ (Date)

WHEREAS, to qualify for Long-Term Facilities Maintenance revenue, Minnesota Statutes, section 123B.595, subdivision 4 states a school district or intermediate district must annually adopt and approve a ten-year facilities plan by July 31 for commissioner approval.

WHEREAS, the school district has developed a ten-year Long-Term Facilities Maintenance plan consistent with this law.

THEREFORE, BE IT RESOLVED THAT, the School Board of Independent School District Number _____ (ISD #) approves the attached ten-year Long-Term Facilities plan for Fiscal Year (FY) _____ (insert applicable FY).

Disclaimer

"This template is optional for school board use and does not constitute legal advice. For legal advice on school board resolutions and long-term facilities maintenance statutes, please consult your school district's attorney."

(5)(b) Bond Schedule may be necessary

Example - LTFM Required 10-Year Plan Documentation

If both H&S and Deferred Maintenance bonds – two Preliminary bond schedules

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
03/10/2022	-	-	-	-	-
08/01/2022	-	-	176,817.92	176,817.92	-
02/01/2023	-	-	225,725.00	225,725.00	402,542.92
08/01/2023	-	-	225,725.00	225,725.00	-
02/01/2024	1,935,000.00	4.000%	225,725.00	2,160,725.00	2,386,450.00
08/01/2024	-	-	187,025.00	187,025.00	-
02/01/2025	1,930,000.00	4.000%	187,025.00	2,117,025.00	2,304,050.00
08/01/2025	-	-	148,425.00	148,425.00	-
02/01/2026	325,000.00	4.000%	148,425.00	473,425.00	621,850.00
08/01/2026	-	-	141,925.00	141,925.00	-
02/01/2027	415,000.00	4.000%	141,925.00	556,925.00	698,850.00
08/01/2027	-	-	133,625.00	133,625.00	-
02/01/2028	430,000.00	4.000%	133,625.00	563,625.00	697,250.00
08/01/2028	-	-	125,025.00	125,025.00	-
02/01/2029	445,000.00	4.000%	125,025.00	570,025.00	695,050.00
08/01/2029	-	-	116,125.00	116,125.00	-
02/01/2030	1,100,000.00	4.000%	116,125.00	1,216,125.00	1,332,250.00
08/01/2030	-	-	94,125.00	94,125.00	-
02/01/2031	1,170,000.00	2.000%	94,125.00	1,264,125.00	1,358,250.00
08/01/2031	-	-	82,425.00	82,425.00	-
02/01/2032	1,190,000.00	2.000%	82,425.00	1,272,425.00	1,354,850.00

RESOLUTION RELATING TO \$16,195,000 GENERAL OBLIGATION FACILITIES MAINTENANCE BONDS, SERIES 2022A; STATING OFFICIAL INTENT TO PROCEED WITH AND AUTHORIZING THE ISSUANCE AND SALE THEREOF AND PROVIDING FOR CREDIT ENHANCEMENT WITH RESPECT THERETO

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the bonds referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said bonds; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer this 6th day of January, 2022.

**4) Board Minutes/
Intent Resolution**

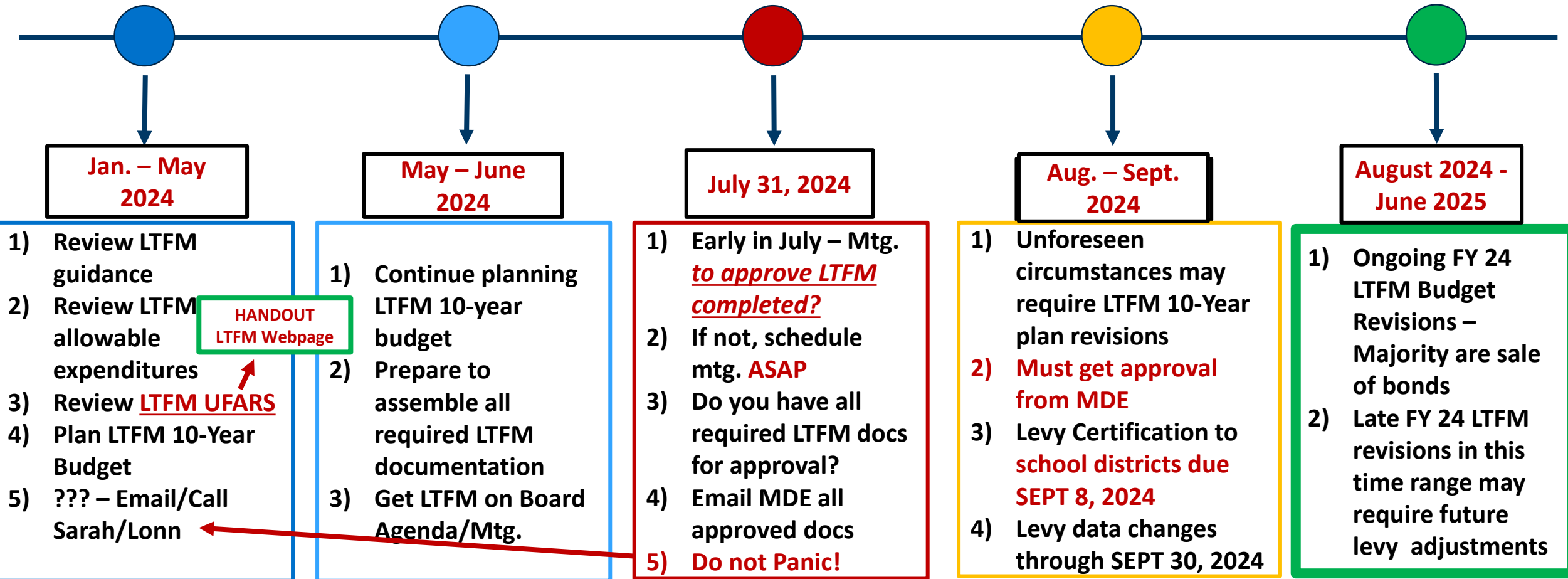
Clerk

Need Both

Min Spornette
School District Clerk

LTFM Process Timeline – Suggested Planning

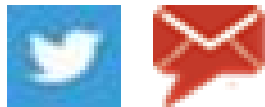
LTFM Suggested Timeline to meet statutory deadline of July 31



Accessibility Questions Department of Labor and Industry (DLI)

Karen Gridley, ICC & MN Accessibility Specialist
Construction Code Rep. 2 | Construction Codes and Licensing

Minnesota Department of Labor and Industry
443 Lafayette Road N., St. Paul, MN 55155
Phone: (651) 284-5877 | Web: www.dli.mn.gov



State Fire Marshal Plan Review or Questions

State Fire Marshal Division

Attn: School District's State Fire Marshal Inspector

445 Minnesota St.

Suite 145

St. Paul, MN 5501-5145

Phone: (651) 201-7200

Fax: (651) 215-0525

TTYL: (651) 282-6555

Radon Contact Information

Minnesota Statutes, section 123B.571

Dan Tranter

Indoor Air Unit Supervisor

Minnesota Department of Health

daniel.tranter@state.mn.us

Or

651-201-4618

Radon Testing Plan information at MDH

www.health.state.mn.us/divs/eh/indoorair/schools/radonschool.html

- Currently, radon testing is not mandatory
- School Districts **may include radon testing** as a part of its ten-year LTFM plan under Minnesota Statute, section 123B.595. If included in an approved LTFM plan, ***the district shall conduct the testing according to the radon testing plan developed by the commissioners of health and education***
- See “Health and Safety Environmental Management Program Guidance” on the [MDE Health and Safety webpage](#) dated [06/16/16](#).

Minnesota Department of Health (MDH)

Anna Jeanne Schliep & Caroline Olstad

anna.schliep@state.mn.us

651-201-4667

caroline.olstad@state.mn.us

651-201-5317

Long-Term Facilities Maintenance - Contacts

LTFM Questions:

Allowed uses of LTFM revenue, process and timelines, LTFM expenditure projection spreadsheet, health and safety data base, LTFM UFARS coding, Facilities Age and Square Footage Reporting - adding new buildings or deleting buildings: contact Sarah C. Miller at sarah.c.miller@state.mn.us or (651)582-8370.

Revenue Projection spreadsheet, Levy Limitation and Certification report adjustments, LTFM aid entitlement and levy calculations, LTFM required debt: contact Lonnie Moe at lonn.moe@state.mn.us or (651) 582-8569.

Thank you!

Sarah C. Miller

Sarah.C.Miller@state.mn.us

651-582-8370