



**Montana
Office of Public Instruction**
Denise Juneau, State Superintendent

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July 2011

Please discard old forms.

TO: County Treasurers
County Superintendents

FROM: Denise Ulberg, Division Administrator

RE: COUNTY FORMS -- **July 2011**

The forms listed below are available on the OPI School Finance website under County and at the following link:
http://www.opi.mt.gov/Finance&Grants/SchoolFinance/Index.html#gpm1_6
Direct links to the forms are also provided below.

| Form No. | Form Name | Action Required | Send to OPI? |
|-----------------|---|---|----------------------|
| FP-6a | County Treasurer's Statement to the County Superintendent of Schools – district data | 1. County treasurer will submit this form to county superintendents by July 20 for each district. 2. County treasurers provide bond information and cash balances for school trustees' financial summaries. This information is verified by the county superintendent. http://www.opi.mt.gov/pdf/schoolfinance/forms/CountyTreasurerStatement.pdf | No. |
| FP-6b | County Treasurer's Report of Countywide School Funds – county data. FY2011 FY2012 | 1. County treasurer will submit this form for FY11 to county superintendents by July 10th. FY2011 FP6b FY2012 FP6b | To OPI by August 15. |
| FP-8a | Joint District Basic Data Transmittal Form | 1. Non-located county, fill out sections I, II and IV and send this to located county for each joint district by August 10. 2. Located county, fill out sections III and IV and return to non-located county by August 15. MCA 20-9-151. 3. Respective Counties send copy to district clerks by August 15. http://www.opi.mt.gov/pdf/schoolfinance/forms/FP8a.pdf | No. |



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|----------|--|--|---|
| FP-8b | Joint District Tax Levy Summary | <p>1. The located county sends to the non-located county by August 25.</p> <p>2. County superintendents of non-located counties of joint districts - use FP-8b to notify commissioners of mill levies for the joint district. MCA 20-9-151</p> <p>http://www.opi.mt.gov/pdf/schoolfinance/forms/FP8b.pdf</p> | No. |
| FP-10a | Retirement and Transportation Fund Mill Levy Calculation Worksheet | <p>Worksheet for county superintendents to budget county retirement levy and county transportation levy and report to OPI under MCA 20-3-209.</p> <p>Obtain "Net District Requirements" for this form from districts' and/or coops' budgets and FP-8b if applicable.</p> <p>FY2012 Retirement GTB Subsidy Report</p> <p>Calculation Worksheet FY2010-11</p> | To OPI on or before September 15th |
| FP-15 | Tuition Report | <p>Districts should submit this form to the Office of Public Instruction to report resident students attending 1) another district out of state and/or 2) day treatment programs under approved IEP's at private, non-sectarian schools (for whom they paid tuition during FY11).</p> <p>FY11 tuition for state and court placements will be submitted in MAEFAIRS in FY12.</p> <p>http://www.opi.mt.gov/pdf/schoolfinance/Forms/FP15.pdf</p> | Yes. This form must be submitted to OPI in the year following the year of attendance in order to qualify for ANB reimbursement. |

The following link will take you to the Forms and Publications page that contains all of the forms listed above:
http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#gpm1_6

After we've received all your districts' budgets (due to OPI on or before September 15, 2011) (MCA 20-9-134(1)). OPI will send county superintendents the FP-9 Verification of Mills requesting the number of mills actually levied by the Commissioners.

If you have questions, please call Janelle Mickelson at 444-3249 jmickelson@mt.gov or Kathleen Wanner 444-9852 kwanner@mt.gov