

IEERB Fact Finder Data Verification Check-Sheet

School Corporation:

Date:

Check list for School Corporation (SC) and Exclusive Representative (ER)

SC ER

REQUIRED DOCUMENTS		Y-N	Y-N
1	Last, Best Offer (LBO) with a narrative that describes the LBO, including the fiscal rationale for the offer		
2	Fiscal rationale for the LBO must include the following documents:		
	a. Total cost of the LBO and the impact on the available General Fund revenues as certified in the General Fund estimates for 2013 as certified by DOE and, if applicable, DLGF (NOTE: DOE certification sheets may not apply to special education and career education entities that bargain with an exclusive representative.)		
	b. Scattergram of identified bargaining unit employees		
	c. Current wages and projected wages in the LBO for bargaining unit employees		
	d. Current health/dental/vision/life insurance costs and projected costs in the LBO for bargaining unit employees		
	e. Current Social Security and Teacher Retirement costs and projected costs in the LBO for bargaining unit employees		
	f. LTD and Worker Compensation insurance costs related to the wages of the bargaining unit employees in the LBO		
	g. Cost of the matching 403(b) or annuity match and the projected costs in the LBO		
	h. Projected costs for sick days/PB days usage for bargaining unit employees included projected Social Security and Teacher Retirement Fund cost increases in the LBO		
	i. Any projected and/or on-going retirement costs for bargaining unit employees		
	j. Any projected cost for benefits sought by the exclusive representative i.e.: pay for professional development, other release-time items, etc.) identified in the LBO		
	k. DPI 54 (July-December, 2013) or most recent print-out from DOE		
	l. DOE Certification of estimated funds for 2013 & 2014 and, if applicable, DLGF certification of referendum		
3	IEERB Verification Sheet verifying all information is correct and does not put the school corporation in deficit financing		
	RECOMMENDED DOCUMENTS		
	The fiscal rationale for Factfinding MAY include the following documents at each party's discretion		
	a. Projected effects of multiple count days on DOE estimate for General Fund		
	b. Annual budget by line item for 2012, 2013, 2014 and 2012, 2013 Form 1782		
	c. Total cost of salaries and benefits of various employee groups		
	d. Cost of utilities		
	e. Comparison of previous year's budget reflecting increases/decreases by categories (i.e.: utilities/insurance/etc.)		
	f. Three year history (or more) of revenues/expenditures from all funds		
	g. Three year history (or more) of ADM		
	h. Projected ADM for next two years		
	i. Form 30 reflecting special counts/enrollments		
	j. Certificate of miscellaneous revenue		
	k. State Support worksheet		
	l. Narrative describing "unique" features of district/budget (i.e.: as an LEA for special needs students, the budget might reflect an increase of "pass-through" funds; Circuit Breaker Impact; Affordable Health Care Impact)		

