

THE SCHOOL BULLETIN
ISSUED BY STATE BOARD OF ACCOUNTS

Volume 247, Page 1

December 2024 – Special Edition

CLOSING THE CURRICULAR MATERIALS FUND

Any balance in a school corporation's curricular materials fund (fund 900) shall be transferred to the education fund (fund 0101) on or before December 31, 2024. Disbursement account 60100 shall be used to account for transferring the balance from the curricular materials fund and receipt account 5200 shall be used to account for transferring the balance into the education fund.

Effective January 1, 2025, a school corporation that receives a distribution under IC 20-40-22-10 shall receipt the distribution in the education fund of the school corporation. The curricular materials distribution may only be used for the costs of curricular materials and shall not be subject to collective bargaining. School corporations will be responsible for maintaining a separate accounting of the balance, receipts, and disbursements related to curricular material financial activity.

The State Board of Accounts has established receipt account 3910 to account for the curricular materials distribution received from the State per IC 20-40-22. Expenditure accounts 25510 through 25590 have been established to account for the disbursements related to curricular materials.

A school corporation may assess and collect a reasonable fee for lost or significantly damaged curricular materials in accordance with rules established by the state board of education. Effective January 1, 2025, fees collected under IC 20-26-21-1 for lost or significantly damaged curricular materials must be receipted in the education fund of the school corporation.

Although non-compliant with uniform compliance guidelines established by the State Board of Accounts, it has been brought to our attention that a school corporation's curricular materials fund may have a negative fund balance as of December 31, 2024. In this instance, State Board of Accounts would not take audit exception to a one-time transfer from the education fund or the rainy day fund, if the resolution establishing the rainy day fund permits, to the curricular materials fund to close out the fund, as long as there are available appropriations within the fund and the school board approves the transfer. Disbursement account 60100 shall be used to account for transferring the balance from the education fund and receipt account 5200 shall be used to account for transferring the balance into the curricular materials fund.

INDEX TO
THE SCHOOL BULLETIN
VOLUMES 208 TO 247 INCLUSIVE
(Symbol 228-5 Designates Volume 228, Page 5)

Access to Public Records	229-3
Accounting and Financial Regulatory Manual.....	226-4
Other Information	238-6
Accounts Payable Voucher	214-5
Additional Appropriations	246-7
Administrative Expense.....	209-4
Annual Performance Grant	213-7
Annual Report of Employees Names, Address, Duties and Compensation (100R).....	236-3
Annual and Performance Reports.....	218-2
Annuity Accounts	227-3
Appropriations - Encumbrances.....	244-11
Approval of Accounts Payable Vouchers.....	216-6
Approved Depositories.....	214-5
Athletic Officials	
Independent Contractor or Employee	244-12
Payment	244-14
Attendance Officer	208-3
Attorney General - Opinions	
Health Service Fees.....	235-8
Audiometer Tests	215-6
Audit Cost.....	229-3
Charged to Federal Grants	230-6
Audit Frequency	239-4
Average Daily Membership (ADM)	228-4
Bad Checks	244-9
Band Uniforms	214-2
Bank Statements.....	209-2
Bids Opening.....	243-5
Boards of Finance - Meeting.....	212-3
Bonds - Official	
Updated Audit Position on P.L. 2015-230.....	212-4
Audit Position on P.L. 2015-230	211-4
Bonds - General Obligation.....	242-6
Bus Drivers	
Contracts	238-3
Methods of Payment	209-3
Bus Replacement Fund Plan and Notice to Taxpayers	210-3
Cafeteria Vending Machines	246-8
Capital Assets Establishing the Estimated Cost	244-15
Capital Projects Fund Plan and Notice to Taxpayers	210-3
Cash Change Fund	245-5
Certified Checks	213-3
Charge for Use of School Facilities.....	219-4
Chart of Accounts Updates 2019	226-3
Claims	
Vendors.....	241-5
Closing the Curricular Materials Fund.....	247-1

Commodities Diversion Amounts	226-6
Compensatory Time - Fair Labor Standards Act	218-5
Computer Consortium Advancements and Training Grants	244-8
Conflict of Interest	212-3
	210-3
Contracts Reviewed by Board.....	
Between Governmental Units	232-3
Retiring Employees.....	246-4
Contracts with Private Schools	233-3
Cooperative Reporting	232-8
Court Filing Fees	210-3
Credit Card Refunds	208-5
Crossing Guards	236-6
Curricular Materials	242-3
Fees	241-3
Cybersecurity Incidents - Reporting.....	235-5
Debit/Procurement Cards.....	245-4
Debt Payments – From Operations Fund	230-11
Debt Service (Certified Shares)	235-7
Deferred Compensation	212-3
Delayed School Start Dates and Payment to Certified Employees	231-9
Depreciation, Accumulated	234-4
Disaster Recovery and Backups	237-5
Disaster Relief Funds – Accounting and Budgeting	230-3
Disposition of Old Outstanding Checks	214-3
Drug Free Workplace	210-6
Duplicate Warrants.....	242-7
Early Retirement – Buyout Plans	229-2
Educational License Fees	218-4
Electronic Funds Transfer	210-4
	242-6
Electronic Funds Transfer – School Lunch	239-3-8
Electronic Banking Scheme	217-3
Emergency Repairs.....	245-5
Employees' Compensation	
Assignment of Wages	238-4
Deposits on Behalf of Local Employees	240-3
Employee Moving Expense.....	231-6
Encumbered Appropriation	244-11
Evaluation Committees	211-9
Examinations and Investigations	246-9
Extra-Curricular Accounts	
Depository Location	231-9
Faculty/Staff Funds.....	224-5
Gateway Reporting Requirements	214-2
Investments	235-70
Manual 2019 Updates	226-6
School Lunch and Curricular Materials	242-3
Trips by Employees.....	210-4
Extra-Curricular Certified Invoices in Lieu of Signed Claims	217-2
Eye Protection Devices	219-4
Federal Programs	237-3
Fees	230-7

Curricular Materials	241-3
Federal Audit Cost	228-5
Federal Procurement Thresholds	226-6
Final Budget Action	232-5
Financial Assistance for School Children.....	227-4
Financial Assistance to Non-Governmental Entities	215-4
Food Service Management Companies.....	234-4
Forms	
Spreadsheet Software.....	238-3
Franchise or Exclusive Contracts	223-7
General Obligation Bonds	242-6
Ghost Employment.....	239-4
Governing Body Organization Meeting	208-4
Guaranteed Energy Savings Contacts.....	233-4
Health Savings Accounts Payments	227-6
Health Service Fees.....	235-8
Holding Corporations	233-4
Honors Diploma Award	213-3
Insurance	
Damage Receipts.....	235-6
School Lunch Employees	216-4
Teacher	211-7
Interest Income	209-5
Interlocal Agreements	232-3
Internal Control	
Internal Control Timeline	213-6
Adoption of IC Standards.....	212-6
Investments	
Cash Managements.....	214-3
Extra-Curricular Accounts	235-7
Government Securities	209-5
	241-4
Internal Revenue Service (IRS)	
IRS Private Letter Ruling – Annuity Savings to Define Contribution	228-5
Indiana Office of Technology (IOT) – Digital Services.....	238-6
Joint Services and Supply.....	232-3
Lease Purchases	228-3
Lease Rental Payments - Holding Corporations.....	233-3
Leased Vehicles and Mileage Expense	231-8
Legal Advertising.....	240-5
Library Funds and Fundraisers	220-3
Loans	
School Bus	230-8
Tax Anticipation Warrants (Indiana Bond Bank).....	237-3
Materiality Threshold.....	213-4
Meals Provided	237-4
Medicaid.....	
Reimbursements	231-5
Grant Schedule Reporting	239-6
Payments	241-2
Membership Dues in Organizations.....	244-11

Mileage Rates – State and Federal	238-7
Minimum Wage and Overtime.....	210-3
Non-Instructional Employees	211-7
Non-Session School Activities	224-3
Notary – Remote Authorization	230-5
Official Bonds	
Treasurer of School Corporation.....	212-4
	211-4
Open Door Law	219-6
Opening of Bids by Committee	243-5
Organization Meeting - Governing Body	218-4
Other Post-Employment Benefits (OPEB)	231-4
Payments	
Bonds and Coupons	215-6
Foreign Exchange Teachers	227-4
Lease Rental Contracts	233-3
Pension Note Disclosure.....	228-6
Petty Cash.....	212-7
Phishing Emails.....	226-2
Policing School Crossings.....	215-6
Pregnancy Leave – Advance Payments	235-8
Prepaid School Meal Accounts	225-1
Private Schools	233-4
Promotion Expense of School Corporation.....	210-3
	209-3
Property Tax Advances.....	219-6
Public Employees Deferred Compensations Plans	212-3
Public Works Under \$150,000	227-5
Purchases	
Computer Hardware and Software	208-5
Special	233-5
Through State Contracts	210-6
Self-Certification of Micropurchase Threshold above \$50,000.....	210-6
Out-Of-State Purchasing Cooperatives	239-5
Quorum for School Board Action	231-7
Reimbursements by Holding Corporations	245-4
Residency Policy	241-4
Resource Library (SBOA)	237-5
Retiring Employees Contracts.....	246-4
Sabbatical or Sick Leave for Teachers	246-5
Sale of Property	244-4
Sales Tax Revised IDOR Bulletin #32	239-5
Scholarships.....	236-6
School Aid Bonds	231-7
School Board Member Compensation – Per Diem.....	231-6
School Bus	
Drivers Contracts	238-3
Insurance	216-3
Loans	230-8
Rider Fees.....	230-7

School Employees and Officials	
Extra-Curricular Trips	210-4
Travel Expense	229-2
School Food System – Prepaid Food	211-5
School Lunch	
Accounts Receivable.....	241-5
ECA Records	229-4
Meal Charge Policies	216-5
Prepaid School Meal Accounts	225-1
Salaries	232-5
School Lunch and Textbook Rental Form 9 Reporting.....	214-4
School Libraries Free Textbooks	208-4
School Nutrition Director Hiring Guide	217-3
Self-Insurance	227-5
Technology Equipment	230-10
Severance Benefits	231-8
Special Education - Joint Projects	232-4
Special Purchases	233-5
Spreadsheet Software Utilization to Generate Exact Replicas of Prescribed Forms	238-3
State Distributions – Electronic Fund Transfers School Lunch.....	239-3
State Examiner Directives	
GAAP Reporting Requirement for Schools over 15,000	214-5
Reporting of Variances, Losses, Shortages, or Thefts	236-4
School Fees and Textbook Assistance	211-4
Various	209-5
Stipends (ESSER).....	234-3
Teachers	
Accumulated Sick Leave.....	211-8
Aides	211-7
Deferred Compensation	212-3
Extra-Curricular Trips.....	210-4
Insurance	211-7
Retirement Fund	235-5
Sabbatical	246-5
Sick Leave (Pay for Unused)	211-8
Tuition Fees	209-3
Transfers Between Funds	212-7
Transfer Tuition	
Agreements.....	245-5
Dependent Children	230-9
Travel Expense	210-4
	229-2
	246-6
Tuition Fees - Payment for Teachers.....	209-3
Unemployment Claims	232-7
Unemployment Compensation.....	217-2
Unemployment Fraud Resources	238-5
Updated LIT Guidance for Schools Reporting on GAAP (<i>GET with GAAP</i>).....	245-6
Vending	246-8
Visual Acuity Tests	213-2
Wind Farms (Turbines Investments).....	232-6

Year End Reporting.....	244-17
Commodities Inclusion on Federal Expenditure Schedules	221-7
Gateway Reporting Requirements.....	210-2
Grant Reporting on Gateway Annual Report.....	211-6
YouTube Channel (SBOA).....	227-6