

The F-196 Annual Financial Statement

2019–2020 User Guide



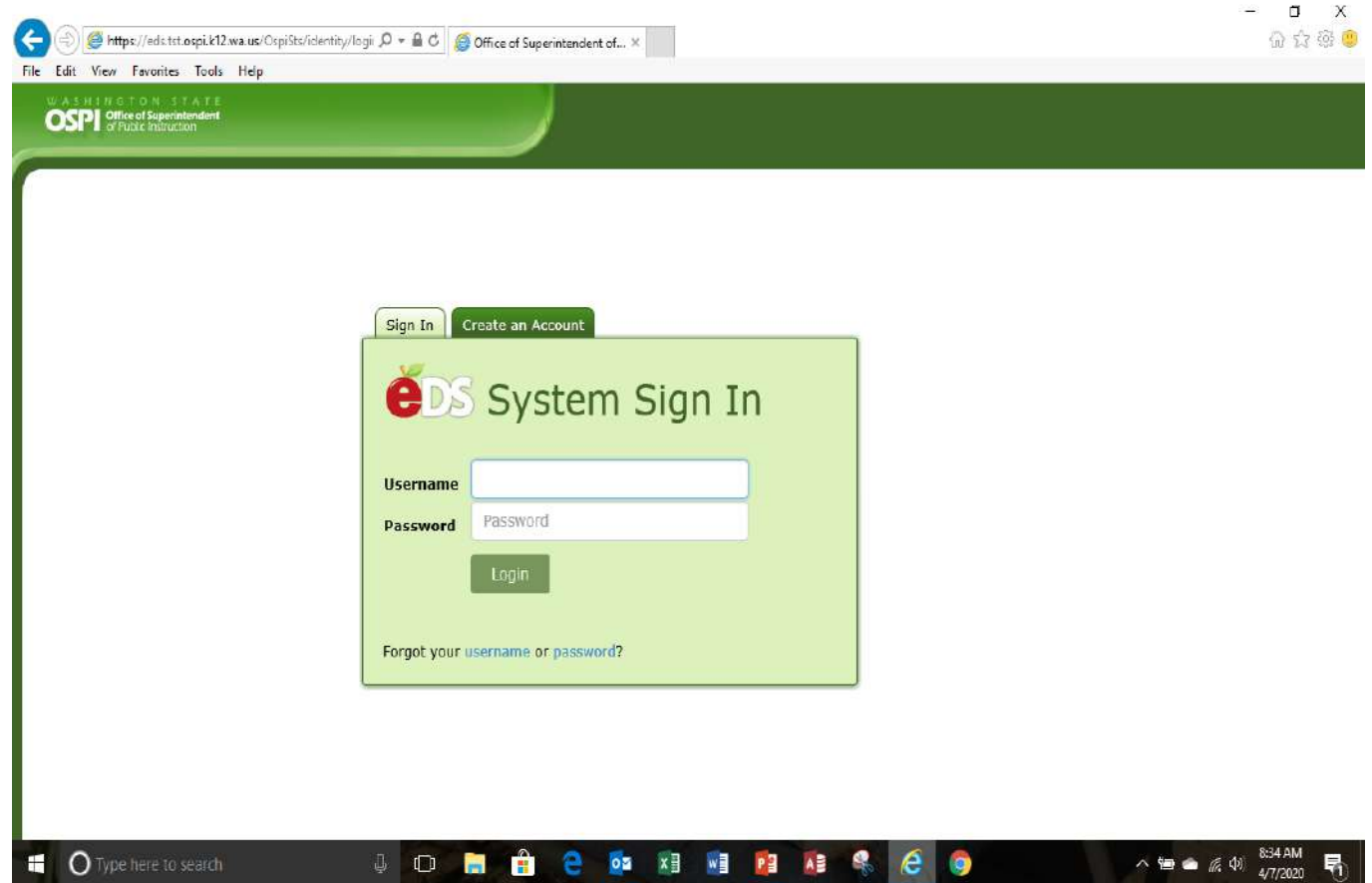
The F-196-Log In

Logging Into SAFS (All Users)

Go to the EDS Login screen, type your user name and password, then click Login.

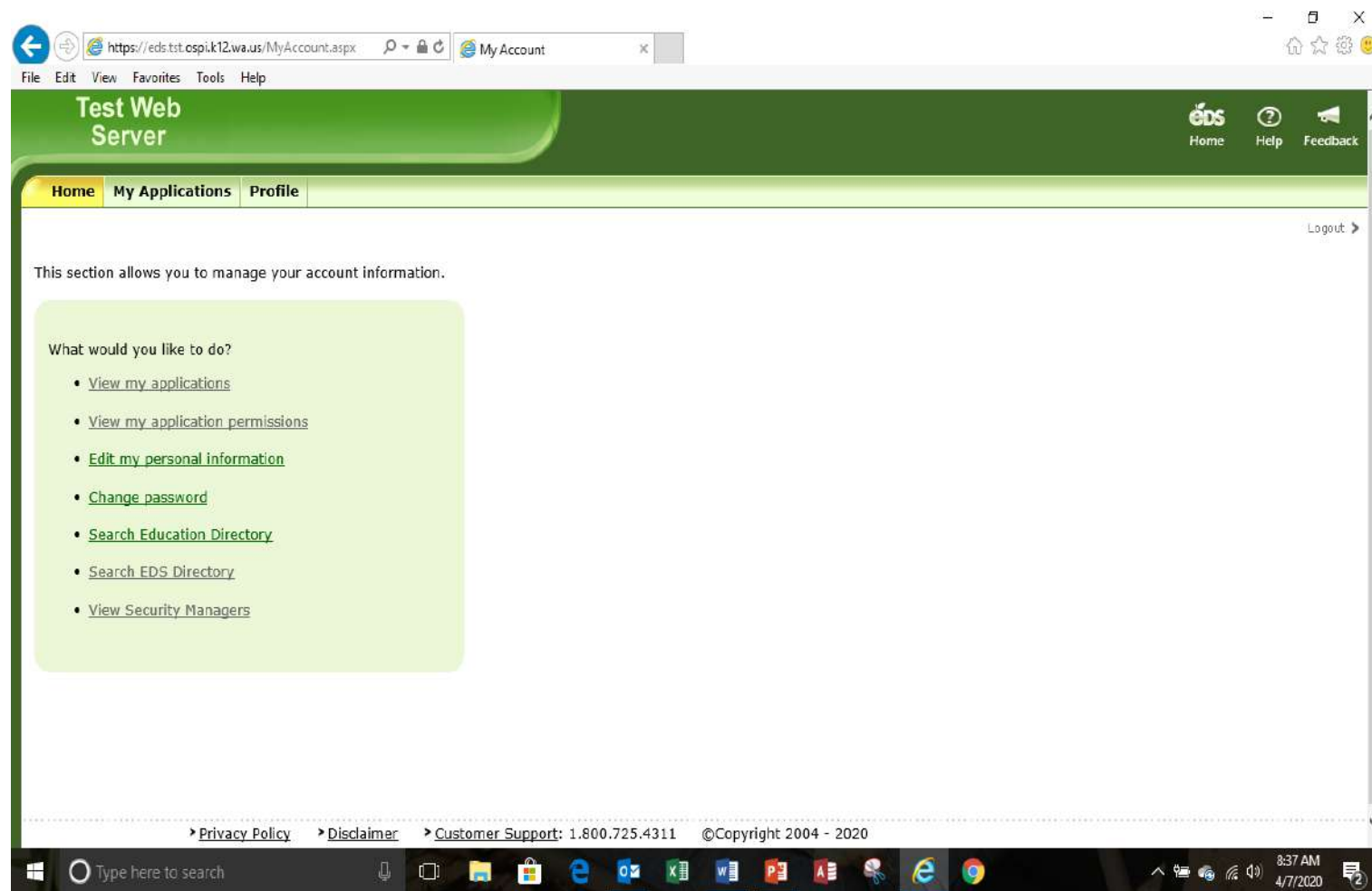
Note: The URL to use is:

<https://eds.ospi.k12.wa.us/Login.aspx>



The F-196-Log In

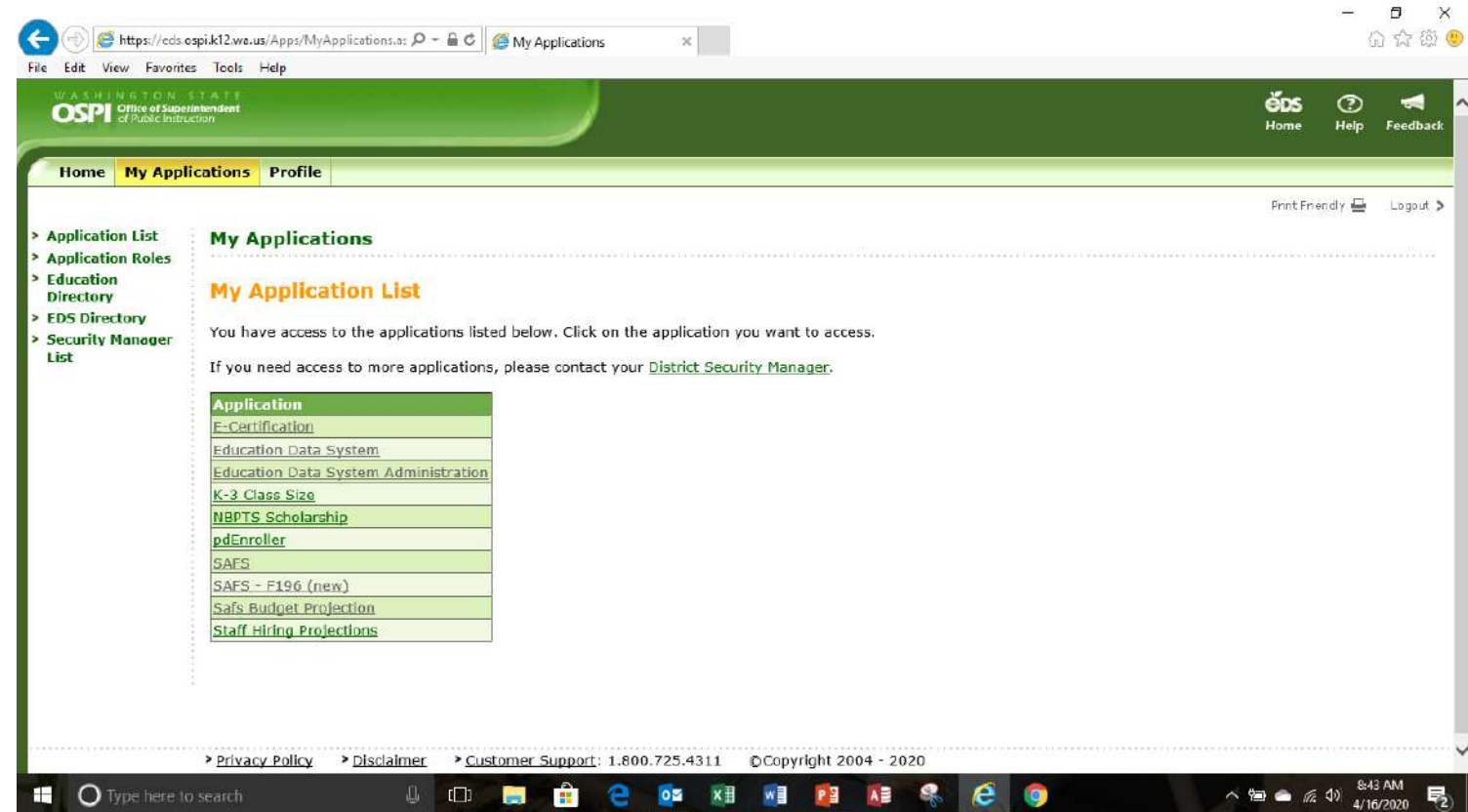
From the Home screen click on the My Applications tab



The F-196-Log In

From the My Applications screen, click on the link to the **SAFS-196 (new)** application. This is direct access to the F-196.

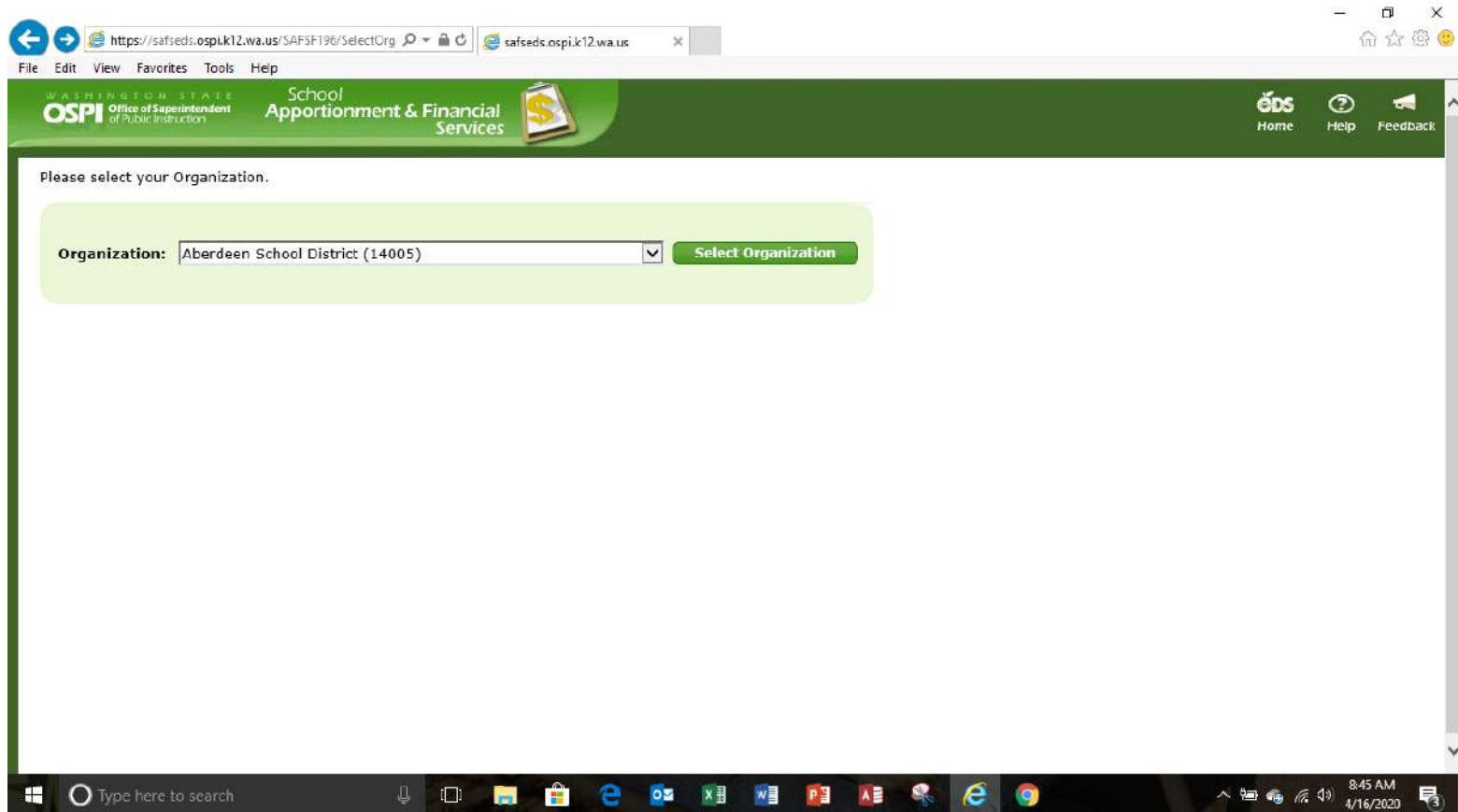
Do Not Select SAFS



The F-196-Log In

Select your district or organization by clicking select organization.

Note: The EDS applications are designed to use Internet Explorer as the Web browser. It is best not to use other browsers.



The F-196 Getting Started

The first screen you will see in the F-196 application is the List Financial Statements screen. To start the financial statement, click **Create**

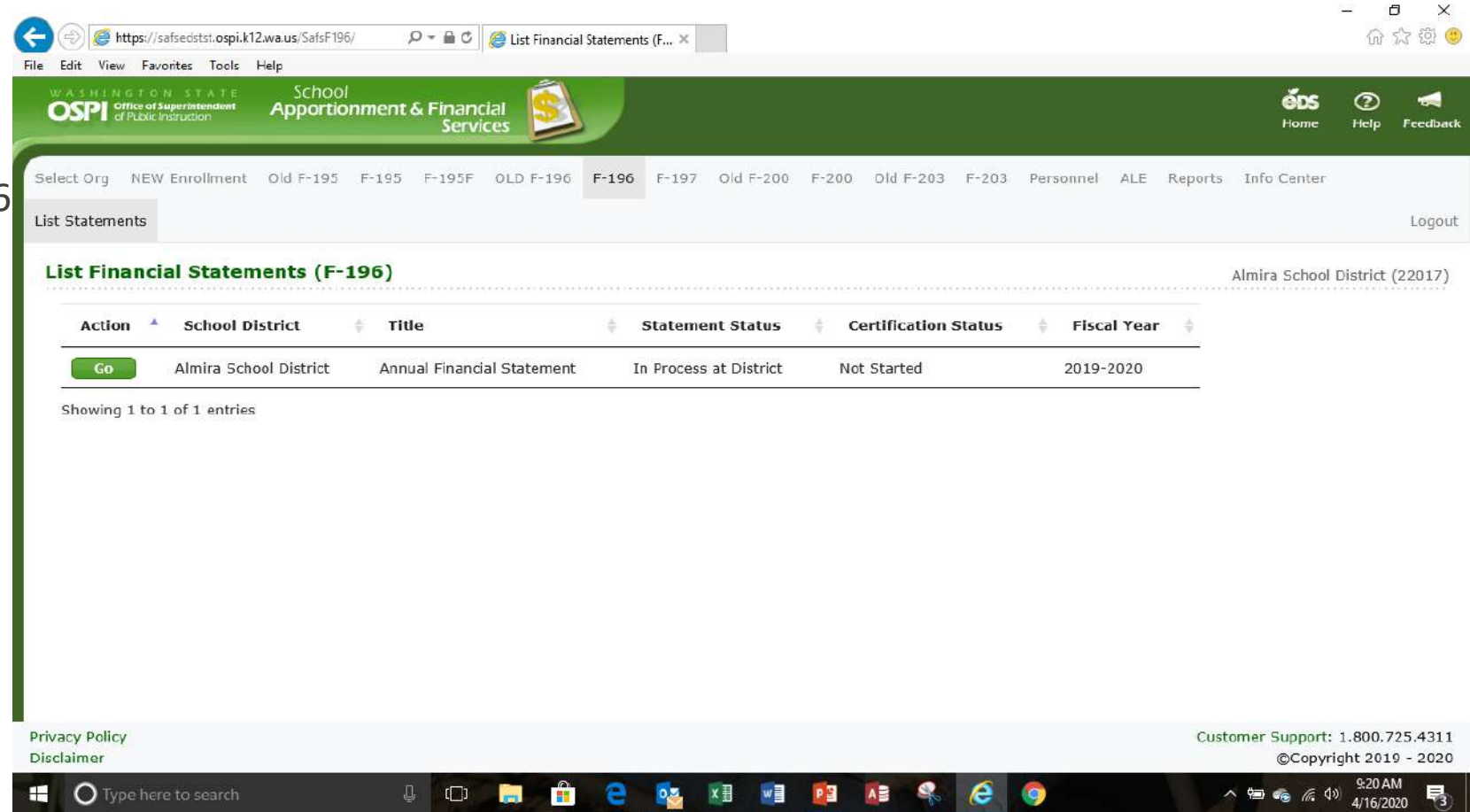
The screenshot shows a web browser window with the URL <https://safeds.ospi.k12.wa.us/SafsF196/>. The page header includes the OSPI logo and navigation links: Home, Help, Feedback. A menu bar contains options: Select Org, NEW Enrollment, F-195, F-195F, OLD F-196, F-196 (selected), F-197, F-200, Old F-203, F-203, Personnel, ALE, Reports, Info Center, and Logout. The main content area is titled "List Financial Statements (F-196)" and shows a table for Aberdeen School District (14005). The table has columns for Action, School District, Title, Statement Status, Certification Status, and Fiscal Year. A "Create" button is visible in the Action column. The table shows one entry: "Annual Financial Statement" with status "Not Started" for the fiscal year "2019-2020". The footer includes links for Privacy Policy and Disclaimer, and contact information for Customer Support: 1.800.725.4311, ©Copyright 2019 - 2020.

Action	School District	Title	Statement Status	Certification Status	Fiscal Year
Create	Aberdeen School District	Annual Financial Statement	Not Started	Not Started	2019-2020

Showing 1 to 1 of 1 entries

The F-196 Getting Started

The first screen you will see in the F-196 application is the List Financial Statements screen. To create the financial statement, click **GO**



The screenshot shows a web browser window with the URL <https://safsedstst.ospi.k12.wa.us/SafsF196/>. The page is titled "List Financial Statements (F-196)" and is part of the "Washington State OSPI Office of Superintendent of Public Instruction" system. The navigation bar includes links for "Select Org", "NEW Enrollment", "Old F-195", "F-195", "F-195F", "OLD F-196", "F-196", "F-197", "Old F-200", "F-200", "Old F-203", "F-203", "Personnel", "ALE", "Reports", "Info Center", and "Logout". The main content area displays a table of financial statements for "Almira School District (22017)".

Action	School District	Title	Statement Status	Certification Status	Fiscal Year
Go	Almira School District	Annual Financial Statement	In Process at District	Not Started	2019-2020

Showing 1 to 1 of 1 entries

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The F-196 Getting Started

When you click Go from the List Statements screen, you are taken to the Input Data screen. To import data into the F-196, click on the Import Data tab in the secondary navigation bar

Select Org	NEW Enrollment	Old F-195	F-195	F-195F	OLD F-196	F-196	F-197	Old F-200
List Statements	Input Data	Import Data	Run Edits	Update Status	Print Reports			

Input Data (F-196)

Adna School District (Annual Financial Statement)

To view financial data, select the page then click "Go".

Page

-- Select Page --



Go



The F-196 Import Data

Select a new file to upload and click “Upload”

Note: If you are a district that uses WSIPC and have not extracted a data file, you will need to do this first before importing. Any data file that meets specifications can be imported. Your service provider can contact us for assistance in setting up files that can be imported.

[List Statements](#) [Input Data](#) **[Import Data](#)** [Run Edits](#) [Update Status](#) [Print Reports](#) [Logout](#)

Import Data (F-196) Seattle Public Schools (17001)

Seattle Public Schools (Annual Financial Statement)

Upload New File

Select a new file to upload and click "Upload". For instructions on the the file format, [click here](#). For external SFTP support, contact OSPI Customer Support at CustomerSupport@k12.wa.us.

H:\F196_2019-2020_1 Browse...

Upload



The F-196 Import Data

To import data, check the fund (or funds) that you wish to import and click the Import Financial Data button for that file. The import may take a few seconds. After it is done, you will see a message that says 'Financial statement data imported.'

View/Import Uploaded File(s)

To import a file into your financial statement, check the fund(s) then click "Import Data".

Action	Status	Fund(s)	File Date	File Name	Download
Import Data	Valid File	<input checked="" type="checkbox"/> ASB <input checked="" type="checkbox"/> CPF <input checked="" type="checkbox"/> DSF <input checked="" type="checkbox"/> GF <input checked="" type="checkbox"/> TVF	04/06/2020 9:34 AM	F196_2019-2020_17001_2020-04-06_09-34-42.txt	View File

The F-196 Import Data-Error Report

If there is an error in the file it will not import. To see what the problem is click on view error report.

Note: As shown here files can be Imported multiple times.

View/Import Uploaded File(s)

To import a file into your financial statement, check the fund(s) then click "Import Data".

Action	Status	Fund(s)	File Date	File Name	Download
Import Data	Valid File	<input type="checkbox"/> ASB <input type="checkbox"/> CPF <input type="checkbox"/> DSF <input type="checkbox"/> GF <input type="checkbox"/> TVF	04/07/2020 9:06 AM	F196_2019-2020_17001_2020-04-07_09-06-39.txt	View File
Import Data	Valid File	<input type="checkbox"/> ASB <input type="checkbox"/> CPF <input type="checkbox"/> DSF <input type="checkbox"/> GF <input type="checkbox"/> TVF	04/06/2020 9:34 AM	F196_2019-2020_17001_2020-04-06_09-34-42.txt	View File
	Error in file		03/25/2020 6:09 PM	F196_2019-2020_17001_2020-03-25_18-09-09.txt	View Error Report
	Error in file		03/25/2020 6:06 PM	F196_2019-2020_17001_2020-03-25_18-06-20.txt	View Error Report
	Error in file		03/25/2020 6:00 PM	F196_2019-2020_17001_2020-03-25_18-00-25.txt	View Error Report
Import Data	Valid File	<input type="checkbox"/> ASB <input type="checkbox"/> CPF <input type="checkbox"/> DSF <input type="checkbox"/> GF <input type="checkbox"/> TVF	03/25/2020 5:59 PM	F196_2019-2020_17001_2020-03-25_17-59-47.txt	View File

Showing 1 to 6 of 6 entries

The F-196 Import Data-Error Report

This error report shows that location 4480 is invalid. Incorrect locations seem to be the #1 reason for files not importing. Check and make sure that the correct locations are being used. In this case the accounting records need to be updated with the correct location number.

Detail Level Validation Errors Below are related to the following Header Record:

First Instance at Line: '9222': '12127403L1448010F196LCOA2019-2020

Invalid Location: '4480' for CCDDD: '27403'

Line 9222: 12127403L1448010F196LCOA2019-2020

Invalid Location: '4480' for CCDDD: '27403'

Line 9223: 12127403L14480109765741000000003714G

Invalid Location: '4480' for CCDDD: '27403'

Line 9224: 12127403L14480109765742000000001522C

Invalid Location: '4480' for CCDDD: '27403'

Line 9225: 12127403L14480109765762200000001621F

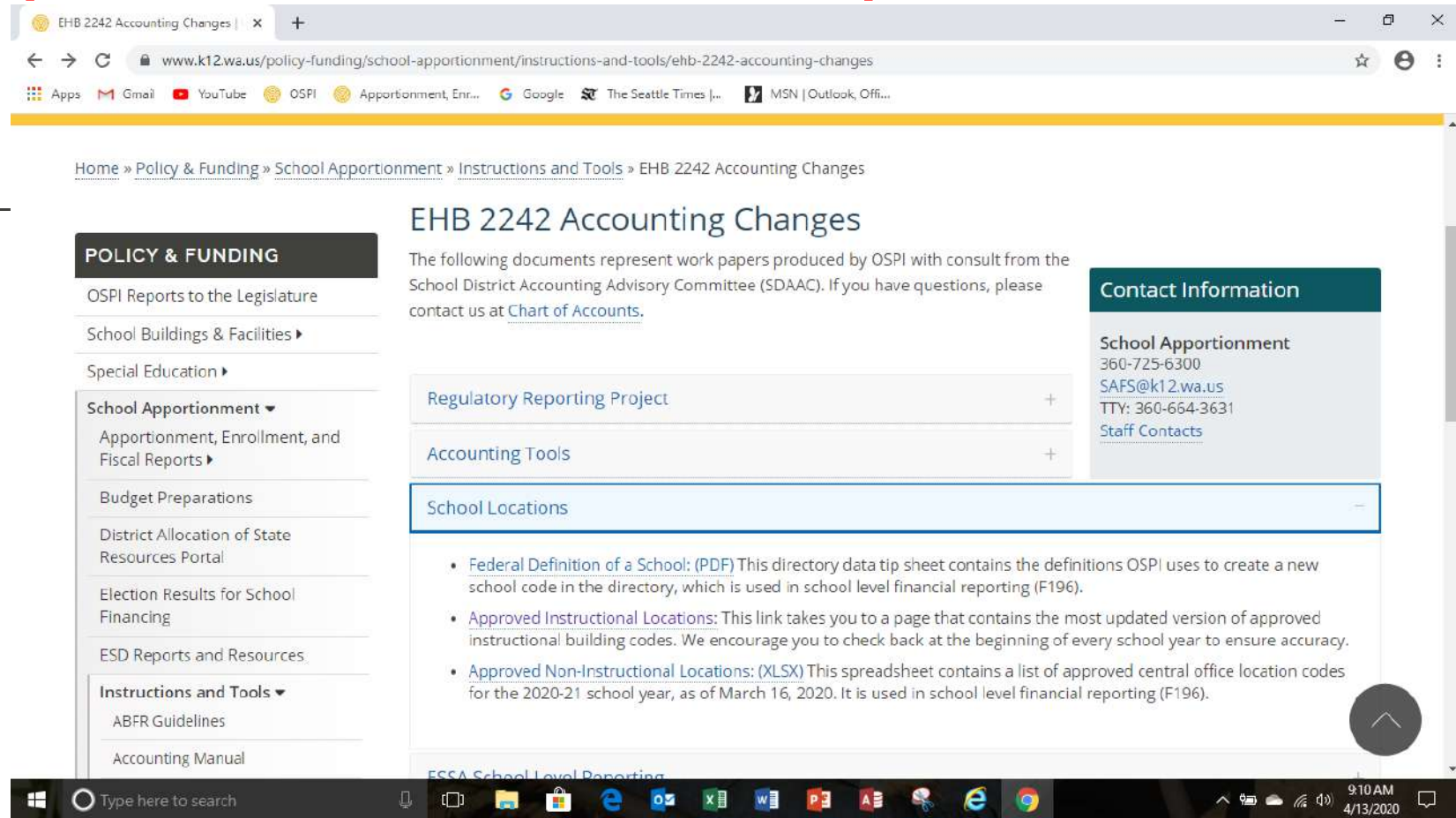
The financial statement data was not uploaded to the staging area due to validation errors.

Warning - One or more records are in error. All records must pass validations to be placed in the staging area.



The F-196 Import Data-Error Report

The current instructional and non-instructional location numbers can be found in the EHB 2242 Accounting Changes webpage under school locations.



The screenshot shows a web browser window with the URL www.k12.wa.us/policy-funding/school-apportionment/instructions-and-tools/ejb-2242-accounting-changes. The page title is "EHB 2242 Accounting Changes". The breadcrumb trail is: Home » Policy & Funding » School Apportionment » Instructions and Tools » EHB 2242 Accounting Changes.

POLICY & FUNDING

- OSPI Reports to the Legislature
- School Buildings & Facilities ▶
- Special Education ▶
- School Apportionment ▼**
 - Apportionment, Enrollment, and Fiscal Reports ▶
 - Budget Preparations
 - District Allocation of State Resources Portal
 - Election Results for School Financing
 - ESD Reports and Resources
- Instructions and Tools ▼**
 - ABFR Guidelines
 - Accounting Manual

EHB 2242 Accounting Changes

The following documents represent work papers produced by OSPI with consult from the School District Accounting Advisory Committee (SDAAC). If you have questions, please contact us at [Chart of Accounts](#).

- [Regulatory Reporting Project](#) +
- [Accounting Tools](#) +
- [School Locations](#) -

ESD School Level Reporting

- [Federal Definition of a School: \(PDF\)](#) This directory data tip sheet contains the definitions OSPI uses to create a new school code in the directory, which is used in school level financial reporting (F196).
- [Approved Instructional Locations:](#) This link takes you to a page that contains the most updated version of approved instructional building codes. We encourage you to check back at the beginning of every school year to ensure accuracy.
- [Approved Non-Instructional Locations: \(XLSX\)](#) This spreadsheet contains a list of approved central office location codes for the 2020-21 school year, as of March 16, 2020. It is used in school level financial reporting (F196).

Contact Information

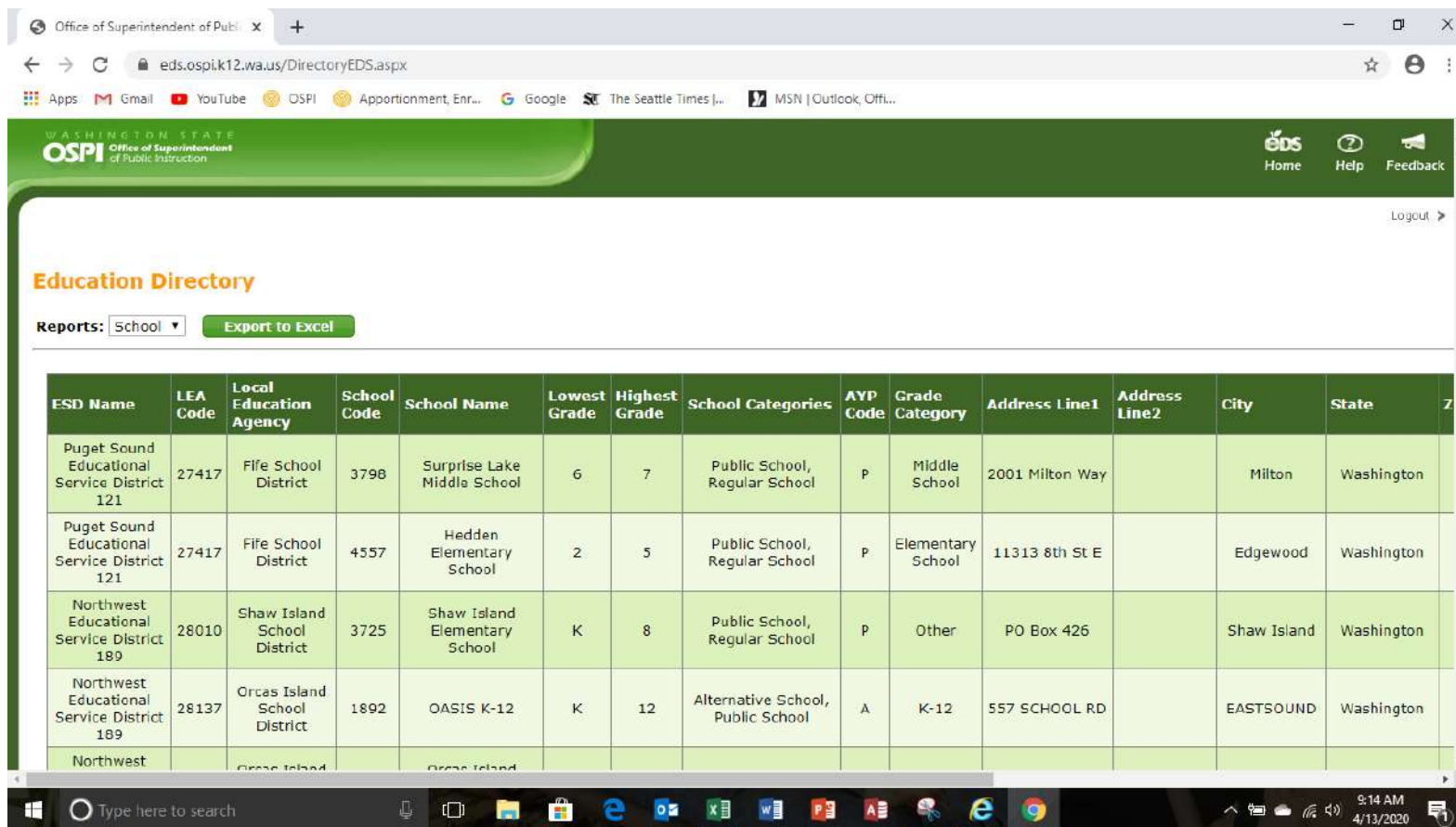
School Apportionment
360-725-6300
SAFS@k12.wa.us
TTY: 360-664-3631
[Staff Contacts](#)

Windows taskbar: Type here to search, 9:10 AM 4/13/2020

The F-196 Approved Locations

After approved locations is selected, select school in the drop down menu. The listing of schools will appear. Export this to excel and the sort by district to see all the approved instructional locations. Each location will have its own number.

Each district will have **one** number for all non-instructional locations. See the separate listing for approved non-instructional locations,



The screenshot shows the OSPI Education Directory website. The page has a green header with the OSPI logo and navigation links (Home, Help, Feedback). Below the header, there's a section titled "Education Directory" with a "Reports:" dropdown menu set to "School" and an "Export to Excel" button. The main content is a table listing approved instructional locations. The table has 15 columns: ESD Name, LEA Code, Local Education Agency, School Code, School Name, Lowest Grade, Highest Grade, School Categories, AYP Code, Grade Category, Address Line1, Address Line2, City, State, and a small 'Z' column. The table contains five rows of data, each representing a different school location.

ESD Name	LEA Code	Local Education Agency	School Code	School Name	Lowest Grade	Highest Grade	School Categories	AYP Code	Grade Category	Address Line1	Address Line2	City	State	Z
Puget Sound Educational Service District 121	27417	Fife School District	3798	Surprise Lake Middle School	6	7	Public School, Regular School	P	Middle School	2001 Milton Way		Milton	Washington	
Puget Sound Educational Service District 121	27417	Fife School District	4557	Hedden Elementary School	2	5	Public School, Regular School	P	Elementary School	11313 8th St E		Edgewood	Washington	
Northwest Educational Service District 189	28010	Shaw Island School District	3725	Shaw Island Elementary School	K	8	Public School, Regular School	P	Other	PO Box 426		Shaw Island	Washington	
Northwest Educational Service District 189	28137	Orcas Island School District	1892	OASIS K-12	K	12	Alternative School, Public School	A	K-12	557 SCHOOL RD		EASTSOUND	Washington	
Northwest		Orcas Island		Orcas Island										

The F-196 Input Data

The second reason why files are not importing correctly is invalid PP/AA/O/NCES code combinations. To review valid code combinations go to the EHB 2242 Accounting Changes webpage and select Valid COA lookup tool.

Chart of Accounts.' Below this is a 'Regulatory Reporting Project' section with a sub-section 'Accounting Tools' containing four bullet points: 'Valid COA Lookup Tool: (XLSX)', 'Valid AA-NCES Combinations: (PDF)', 'Valid PP-AA-O-NCES Combinations: (XLSX)', and 'Valid Resources to Sub-Fund: (PDF)'. A 'Contact Information' sidebar on the right lists 'School Apportionment' with phone number 360-725-6300, email SAFS@k12.wa.us, TTY 360-664-3631, and a link to 'Staff Contacts'. The Windows taskbar at the bottom shows the search bar, task view, and various application icons. The system clock shows 11:44 AM on 5/29/2020."/>

EHB 2242 Accounting Changes

www.k12.wa.us/policy-funding/school-apportionment/instructions-and-tools/ehb-2242-accounting-changes

Home » Policy & Funding » School Apportionment » Instructions and Tools » EHB 2242 Accounting Changes

POLICY & FUNDING

- OSPI Reports to the Legislature
- School Buildings & Facilities ▶
- Special Education ▶
- School Apportionment ▼**
 - Apportionment, Enrollment, and Fiscal Reports ▶
 - Budget Preparations
 - District Allocation of State Resources Portal
 - Election Results for School Financing
 - ESD Reports and Resources
 - Instructions and Tools ▼**
 - ABFR Guidelines
 - Accounting Manual

EHB 2242 Accounting Changes

The following documents represent work papers produced by OSPI with consult from the School District Accounting Advisory Committee (SDAAC). If you have questions, please contact us at [Chart of Accounts](#).

Regulatory Reporting Project

Accounting Tools

- [Valid COA Lookup Tool: \(XLSX\)](#) This tool provides a quick reference account code validation.
- [Valid AA-NCES Combinations: \(PDF\)](#) This document lists valid Activity - NCES combinations.
- [Valid PP-AA-O-NCES Combinations: \(XLSX\)](#) This spreadsheet expands the valid Activity - NCES combinations to all Programs.
- [Valid Resources to Sub-Fund: \(PDF\)](#) Resources (Revenue Codes) aligned to Sub-Funds.

Contact Information

School Apportionment
360-725-6300
SAFS@k12.wa.us
TTY: 360-664-3631
[Staff Contacts](#)

The F-196 Input Data

The second reason why files are not importing correctly is invalid PP/AA/O/NCES code combinations. To review valid code combinations go to the EHB Accounting Changes webpage and select Valid COA lookup tool.

Program	Activity	Object	NCES	Program-Activity-Object-NCES	Combination is Allowed
01	27	2	110	01-27-2-110	Basic Education-Teaching-Certificated-Salaries of Regular Employee
2 digits	2 digits	1 digit	3 digits		



The F-196 Input Data

The second reason why files are not importing correctly is invalid PP/AA/O/NCES code combinations. To review valid code combinations go to the EHB Accounting Changes webpage and select Valid COA lookup tool.

validcoallookuptool (6) - Excel

Ralph Fortunato

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me what you want to do...

Clipboard Font Alignment Number Styles Cells Editing

A3

Valid Program – Activity – Object – NCES Combinations									12
Program-Activity-Object-NCES	Prog	Actv	Obj	NCES	Prog Title	Activity Title	Object Title	NCES Title	
01-21-0-000	01	21	0	000	Basic Education	Supervision-Instr	Debit Transfers	Debit Transfers	Basic Education-Supervision-Instruction-Debit Transfers-Debit Transfers
01-21-2-110	01	21	2	110	Basic Education	Supervision-Instr	Certificated	Salaries of Regular Employee	Basic Education-Supervision-Instruction-Certificated-Salaries of Regular Employee
01-21-2-120	01	21	2	120	Basic Education	Supervision-Instr	Certificated	Salaries of Temporary EEs & Su	Basic Education-Supervision-Instruction-Certificated-Salaries of Temporary EEs & Sub
01-21-2-130	01	21	2	130	Basic Education	Supervision-Instr	Certificated	Non contracted Salaries	Basic Education-Supervision-Instruction-Certificated-Non contracted Salaries
01-21-2-140	01	21	2	140	Basic Education	Supervision-Instr	Certificated	Sabbatical Leave	Basic Education-Supervision-Instruction-Certificated-Sabbatical Leave
01-21-2-150	01	21	2	150	Basic Education	Supervision-Instr	Certificated	Supplemental Contracts	Basic Education-Supervision-Instruction-Certificated-Supplemental Contracts
01-21-2-160	01	21	2	160	Basic Education	Supervision-Instr	Certificated	Other Salaries	Basic Education-Supervision-Instruction-Certificated-Other Salaries
01-21-3-110	01	21	3	110	Basic Education	Supervision-Instr	Classified	Salaries of Regular Employee	Basic Education-Supervision-Instruction-Classified-Salaries of Regular Employee
01-21-3-120	01	21	3	120	Basic Education	Supervision-Instr	Classified	Salaries of Temporary EEs & Su	Basic Education-Supervision-Instruction-Classified-Salaries of Temporary EEs & Subs
01-21-3-130	01	21	3	130	Basic Education	Supervision-Instr	Classified	Extra Time	Basic Education-Supervision-Instruction-Classified-Extra Time
01-21-3-140	01	21	3	140	Basic Education	Supervision-Instr	Classified	Sabbatical Leave	Basic Education-Supervision-Instruction-Classified-Sabbatical Leave
01-21-3-150	01	21	3	150	Basic Education	Supervision-Instr	Classified	Supplemental Contracts	Basic Education-Supervision-Instruction-Classified-Supplemental Contracts
01-21-3-160	01	21	3	160	Basic Education	Supervision-Instr	Classified	Other Salaries	Basic Education-Supervision-Instruction-Classified-Other Salaries
01-21-4-212	01	21	4	212	Basic Education	Supervision-Instr	Taxes and Benefi	Group Insurance–Certificate	Basic Education-Supervision-Instruction-Taxes and Benefits-Group Insurance–Certificate
01-21-4-213	01	21	4	213	Basic Education	Supervision-Instr	Taxes and Benefi	Group Insurance–Classified	Basic Education-Supervision-Instruction-Taxes and Benefits-Group Insurance–Classifi

Look up one Valid Codes

Ready

Type here to search

11:50 AM 5/29/2020



The F-196 Input Data

Click on the Input Data tab in the secondary navigation bar to go to the Input Data screen. Select the page you want in the dropdown, and click the Go button to bring up that page.

[List Statements](#) [Input Data](#) [Import Data](#) [Run Edits](#) [Update Status](#) [Print Reports](#)

Input Data (F-196)

Seattle Public Schools (Annual Financial Statement)

To view financial data, select the page then click "Go".

Page

-- Select Page --

▼

Go

The F-196 Input Data

On the Certification page, indicate the number of school days scheduled to operate during the school year. Click Save to save your changes.

Note: Data calculations are made when you do a save. It may take a few seconds to perform the calculations and save data (particularly in the General Fund).

The screenshot shows the 'Input Data (F-196)' web application. The browser address bar shows the URL: <https://safsedstst.ospi.k12.wa.us/SafsF196/Data>. The page header includes the OSPI logo and 'School Apportionment & Financial Services'. The navigation menu includes 'Select Org', 'NEW Enrollment', 'Old F-195', 'F-195', 'F-195F', 'OLD F-196', 'F-196' (selected), 'F-197', 'Old F-200', 'F-200', 'Old F-203', 'F-203', 'Personnel', 'ALE', 'Reports', and 'Info Center'. Below the navigation menu, there are tabs for 'List Statements', 'Input Data' (selected), 'Import Data', 'Run Edits', 'Update Status', and 'Print Reports'. The main content area is titled 'Input Data (F-196)' and 'Seattle Public Schools (17001)'. It includes a sub-header 'Seattle Public Schools (Annual Financial Statement)' and a note: 'To view financial data, select the page then click "Go"'. There is a 'Page' dropdown menu set to 'Certification' and a 'Go' button. Below this, the word 'Certification' is displayed in orange. A table with two columns, 'Description' and 'Amount', is shown. The first row has the description 'Number of School Days Operated' and a value of '0.00' in the amount column. At the bottom of the page, there are 'Save' and 'Return' buttons, a 'Privacy Policy' link, a 'Disclaimer' link, and customer support information: 'Customer Support: 1.800.725.4311' and '©Copyright 2019 - 2020'. The Windows taskbar at the bottom shows the search bar and various application icons.

Description	Amount
Number of School Days Operated	0.00

The F-196 Input Data

On the Balance Sheet, enter or update data for each fund. Use the fund drop-down to select a fund, then click Go to bring up that page. Be sure to click Save after making any changes.

Note: Use the Tab key to move forward through the screen fields. Use Shift+Tab to move backward.

Note: For some pages, you must also select the fund

Input Data (F-196) Seattle Public Schools (17001)

Seattle Public Schools (Annual Financial Statement)

To view financial data, select the page then click "Go".

Page

Fund

Go

Balance Sheet (General Fund)

Expand All **Collapse All**

ASSETS

Description	GL#	Amount
Imprest Cash	200	<input type="text" value="0.00"/>
Cash on Hand	230	<input type="text" value="0.00"/>

[Privacy Policy](#) [Disclaimer](#) **Save** **Return** Customer Support: 1.800.725.4311
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The F-196 Input Data

On the Statement of Revenues, Expenditures and Changes in Fund Balance, enter or update other financing uses, and enter the beginning balance for each fund. For the General Fund enter the amounts for each sub-fund.

Note: Fields with a gray background are display only and show calculated totals.

The screenshot shows a web browser window with the URL <https://safsedstst.ospi.k12.wa.us/SafsF196/Data>. The page title is "Input Data (F-196)". The navigation bar includes links for "Select Org", "NEW Enrollment", "Old F-195", "F-195", "F-195F", "OLD F-196", "F-196", "F-197", "Old F-200", "F-200", "Old F-203", "F-203", "Personnel", "ALE", "Reports", and "Info Center". The "Input Data" tab is selected. Below the navigation bar, there are links for "List Statements", "Input Data", "Import Data", "Run Edits", "Update Status", and "Print Reports". The main content area is titled "Input Data (F-196)" and "Seattle Public Schools (17001)". It includes a "Go" button and a "Statement of Revn, Expd, Chng (General Fund)" section. The table below shows the input data for the General Fund.

GL#	Sub-Fund 10	Sub-Fund 11	General Fund
Total Revenues and Other Financing Sources			0.00
Total Expenditures			0.00
OTHER FINANCING USES			
Other Financing Uses - transfers Out	536	0.00	0.00
Other Financing Uses	535	0.00	0.00

The bottom of the page includes a "Privacy Policy Disclaimer" link, "Save" and "Return" buttons, and a "Customer Support: 1.800.725.4311" link. The footer shows the date and time: "9:22 AM 4/13/2020".

The F-196 Input Data

On the Statement of Revenues, Expenditures and Changes in Fund Balance, enter or update other financing uses, and enter the beginning balance for each fund. For the General Fund enter the amounts for each sub-fund.

Note: Fields with a gray background are display only and show calculated totals.

List Statements

Input Data

Import Data

Run Edits

Update Status

Print Reports

Input Data (F-196)

Seattle Public Schools (Annual Financial Statement)

To view financial data, select the page then click "Go".

Page

Statement of Revn, Expd, Chng

Fund

General

Go

Statement of Revn, Expd, Chng (General Fund)

	GL#	Sub-Fund 10	Sub-Fund 11	General Fund
Total Revenues and Other Financing Sources				0.00
Total Expenditures				0.00

OTHER FINANCING USES

	GL#	Sub-Fund 10	Sub-Fund 11	General Fund
Other Financing Uses - transfers Out	536	0.00	0.00	0.00
Other Financing Uses	535	0.00	0.00	0.00
Total Other Financing Uses				0.00

The F-196 Input Data

On the Statement of Revenues, Expenditures and Changes in Fund Balance, enter or update other financing uses, and enter the beginning balance for each fund. For the General Fund enter the amounts for each sub-fund.

FUND BALANCE	GL#	Sub-Fund 10	Sub-Fund 11	General Fund
Prior Year August Total Fund Balance		<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Prior Year F-196 Manual Revision		<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Beginning Total Fund Balance				<input type="text" value="0.00"/>
Prior Year(s) Corrections or Restatements	898	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Ending Total Fund Balance				<input type="text" value="0.00"/>

[Privacy Policy](#)
[Disclaimer](#)

Note: Fields with a gray background are display only and show calculated totals.

The F-196 Input Data

On the Statement of Fiduciary Net Assets, enter the assets and liabilities for the Private Purpose and Other Trust Funds.

[List Statements](#) **Input Data** [Import Data](#) [Run Edits](#) [Update Status](#) [Print Reports](#) [Logout](#)

Input Data (F-196) Seattle Public Schools (17001)

Seattle Public Schools (Annual Financial Statement)
To view financial data, select the page then click "Go".

Page

Go

[Expand All](#) [Collapse All](#)

Statement of Fiduciary Net Position

⊖

PRIVATE PURPOSE TRUST - ASSETS

Description	GL#	Amount
Imprest Cash	200	<input type="text" value="0.00"/>
Cash on Hand	230	<input type="text" value="0.00"/>
Cash on Deposit with County Treasurer	240	<input type="text" value="0.00"/>

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[Disclaimer](#)

Save

Return

Customer Support: 1.800.725.4311

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The F-196 Input Data

On the Changes in Fiduciary Net Assets, enter any additions or deletions to the Private Purpose or Other Trust Funds.

[List Statements](#) [Input Data](#) [Import Data](#) [Run Edits](#) [Update Status](#) [Print Reports](#) [Logo](#)

Input Data (F-196) Seattle Public Schools (17001)

Seattle Public Schools (Annual Financial Statement)
To view financial data, select the page then click "Go".

Page ▼

PRIVATE PURPOSE TRUST - ADDITIONS

Description	Amount
Private Donations	<input type="text" value="0.00"/>
Other Contributions	<input type="text" value="0.00"/>
Net Appreciation (Depreciation) in Fair Value	<input type="text" value="0.00"/>

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<https://safsedstst.ospi.k12.wa.us/SafsF196/SelectOrganization>

[Customer Support: 1.800.725.431](#)
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The F-196 Input Data

On the Schedule of Long-Term Liabilities, enter amounts for any bonds or other long-term liabilities.

[List Statements](#) [Input Data](#) [Import Data](#) [Run Edits](#) [Update Status](#) [Print Reports](#)

Input Data (F-196)

Seattle Public Schools (Annual Financial Statement)

To view financial data, select the page then click "Go".

Page

Go

Schedule of Long-Term Liabilities

	Beginning Outstanding Debt 09/01/2017 (1)	Amount Issued/Increased (2)	Amount Redeemed/Decreased (3)	Ending Outstanding Debt 08/31/2018 (1) + (2) - (3)	Amount Due Within One Year (5)
VOTED DEBT					
Voted Bonds	0.00	0.00	0.00	0.00	0.00
LOCAL Program Proceeds Issued in Lieu of Bond	0.00	0.00	0.00	0.00	0.00
NON-VOTED DEBT AND LIABILITIES					
Non-Voted Bonds	0.00	0.00	0.00	0.00	0.00
LOCAL Program Proceeds	0.00	0.00	0.00	0.00	0.00
Capital Leases	0.00	0.00	0.00	0.00	0.00
Contracts Payable (GL 603)	0.00	0.00	0.00	0.00	0.00
Non-Cancellable Operating Leases	0.00	0.00	0.00	0.00	0.00
Claims & Judgments	0.00	0.00	0.00	0.00	0.00

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https://safsedstst.ospi.k12.wa.us/SafsF196/SelectOrganization](https://safsedstst.ospi.k12.wa.us/SafsF196/SelectOrganization)

Save **Return**



The F-196 Input Data

On the Revenues and Other Financing Sources, enter or update revenue amounts for each fund.

[List Statements](#) **Input Data** [Import Data](#) [Run Edits](#) [Update Status](#) [Print Reports](#) [Logout](#)

Input Data (F-196) Seattle Public Schools (17001)

Seattle Public Schools (Annual Financial Statement)
To view financial data, select the page then click "Go".

Page

Fund

Go

Revenue and Other Financing Sources (General Fund)

[Expand All](#) [Collapse All](#)

☐ **LOCAL TAXES**

Description	Rev#	Amount
Local Property Tax	1100	<input type="text" value="0.00"/>
Sale of Tax Title Property	1300	<input type="text" value="0.00"/>
Local in Lieu of Taxes	1400	<input type="text" value="0.00"/>
Timber Excise Tax	1500	<input type="text" value="0.00"/>
County-Administered Forests	1600	<input type="text" value="0.00"/>
Other Local Taxes	1900	<input type="text" value="0.00"/>
Total Local Taxes	1000	<input type="text" value="0.00"/>

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The F-196 Input Data

In the Program Matrices, enter or update the expenditures for each program activity and object/NCES in each location and sub-fund. To go to another program, use the dropdown to select the program, sub-fund, location and click Go.

Input Data (F-196)

Seattle Public Schools (Annual Financial Statement)
To view financial data, select the page then click "Go".

Page

Program Matrices by Sub-Fund and by Location

Program

01 - Basic Education

Sub Fund

General Fund - Sub Fund 10

Location

1002 - Non Instructional Location

Go

Export

Program Matrices by Sub-Fund and by Location
01 - Basic Education, General Fund - Sub Fund 10, 1002 - Non Instructional Location

	Program Total	21 - Supv Inst	22 - Lrn Resrc	23 - Princ Off	24 - Guid/Coun	25 - Pupil M/S	26 - Health	27 - Teaching	28 - Extracur	29 - Pmt to SD	31
Program Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Debit Transfer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0000 - Debit Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Cert. Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2110 - Salaries of Regular Employee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
2120 - Salaries of Temporary EEs & Subs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
2130 - Non contracted Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
2140 - Sabbatical Leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
2150 - Supplemental Contracts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

Privacy Policy

Disclaimer

Save

Return

Customer Support: 1.800.725.4311

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The F-196 Input Data

On the Supplemental Reports, enter or update data as appropriate.

List Statements

Input Data

Import Data

Run Edits

Update Status

Print Reports

Logout

Input Data (F-196)

Seattle Public Schools (17001)

Seattle Public Schools (Annual Financial Statement)

To view financial data, select the page then click "Go".

Page

Supplemental Reports

Go

Expand All

Collapse All

DATA REQUIREMENTS & CERTIFICATIONS

Supplemental Reports

Description	Amount
E-rate Amount ?	0.00
Impact Fees ?	0.00
Mitigation Fees ?	0.00
Education Job Funds ?	0.00
Program 55-Learning Assistance Program Regular Expenditures ?	0.00
Program 55-Learning Assistance-High Poverty Expenditures ?	0.00
Program 55-Learning Assistance Program Expenditures ?	0.00

DATA FOR JANUARY APPORTIONMENT

Privacy Policy

Disclaimer

Save

Return

Customer Support: 1.800.725.4311

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The F-196 Input Data

If you need more information about what data should be entered for an item, click the question mark next to the item description and a block of text will display with more details. Click the description again to hide the text.

The screenshot shows the 'Input Data (F-196)' web application. The browser address bar shows the URL: <https://safsedstst.ospi.k12.wa.us/Safsf196/Data>. The application header includes the OSPI logo and navigation links like 'Home', 'Help', and 'Feedback'. A top navigation bar lists various financial statement options, with 'F-196' selected. Below this, a sub-navigation bar includes 'List Statements', 'Input Data', 'Import Data', 'Run Edits', 'Update Status', and 'Print Reports'. The main content area is titled 'Input Data (F-196)' and 'Aberdeen School District (14005)'. It features a 'Page' dropdown menu set to 'Supplemental Reports' and a 'Go' button. There are also 'Expand All' and 'Collapse All' buttons. A section titled 'DATA REQUIREMENTS & CERTIFICATIONS' is expanded, showing a table of financial data. A tooltip is visible over the question mark icon next to 'E-rate Amount'. Below this, another section titled 'DATA FOR JANUARY APPORTIONMENT' is partially visible. The bottom of the page includes a footer with 'Privacy Policy' and 'Disclaimer' links, and a taskbar at the very bottom with various application icons and a search bar.

	Amount
E-rate Amount	12,000.00
Impact Fees	0.00
Mitigation Fees	0.00
Education Job Funds	0.00
Program 55-Learning Assistance Program Regular Expenditures	756,939.00
Program 55-Learning Assistance-High Poverty Expenditures	504,626.00
Program 55-Learning Assistance Program Expenditures	1,261,565.00

Description	Amount
Customer Support: 1.800.725.4311	
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The F-196 Input Data

In the Resource to Expenditure Report, enter the state, federal, and other resources for each program.

Note: When you enter state, federal, or other resources and click 'Save', the difference column is calculated. The difference must be zero to pass edits.

Input Data (F-196)

Aberdeen School District (Annual Financial Statement)

To view financial data, select the page then click "Go".

Page

Resource to Program Expenditure Report

Go

Resource to Program Expenditure Report

BASIC EDUCATION PROGRAMS	Program Expenditures (1)	State Resources (2)	Federal Resources (3)	Other Resources (4)	Difference (2) + (3) + (4) - (1)
01 - Basic Education	11,635,871.00	9,585,871.00	50,000.00	2,000,000.00	0.00
02 - Alternative Learning Experience	116,515.00	116,515.00	0.00	0.00	0.00
03 - Basic Education - Dropout Reengagement	326,330.00	326,330.00	0.00	0.00	0.00
31 - Vocational, Basic, State	987,322.00	822,768.00	0.00	164,554.00	0.00
34 - Middle School Career and Technical Education, State	255,488.00	255,488.00	0.00	0.00	0.00
45 - Skill Center, Basic, State	1,860,115.00	1,860,115.00	0.00	0.00	0.00
97 - District-wide Support	6,574,796.00	5,357,202.00	0.00	1,217,594.00	0.00
TOTAL BASIC EDUCATION PROGRAMS	21,756,437.00	18,324,289.00	50,000.00	3,382,148.00	0.00
OTHER INSTRUCTIONAL PROGRAMS	Program Expenditures (1)	State Resources (2)	Federal Resources (3)	Other Resources (4)	Difference (2) + (3) + (4) - (1)
https://safsedstst.ospi.k12.wa.us/SafsF196/SelectOrganization					
			Save	Return	



The F-196 Run Edits

To run edits, click the Run Edits button. It may take a few seconds for this process to run. After it does, the status column will show the number of information and error edits found. To see the results, click the View Report button. It may take another few seconds for the report to display

Note: You can run edits at any time. This can be done after importing data, or it can be done later.

[List Statements](#) [Input Data](#) [Import Data](#) [Run Edits](#) [Update Status](#) [Print Reports](#)

Run Edits (F-196)

Aberdeen School District (Annual Financial Statement)

Edits have been run. To generate a new edit report, click 'Run Edits'.

Run Edits

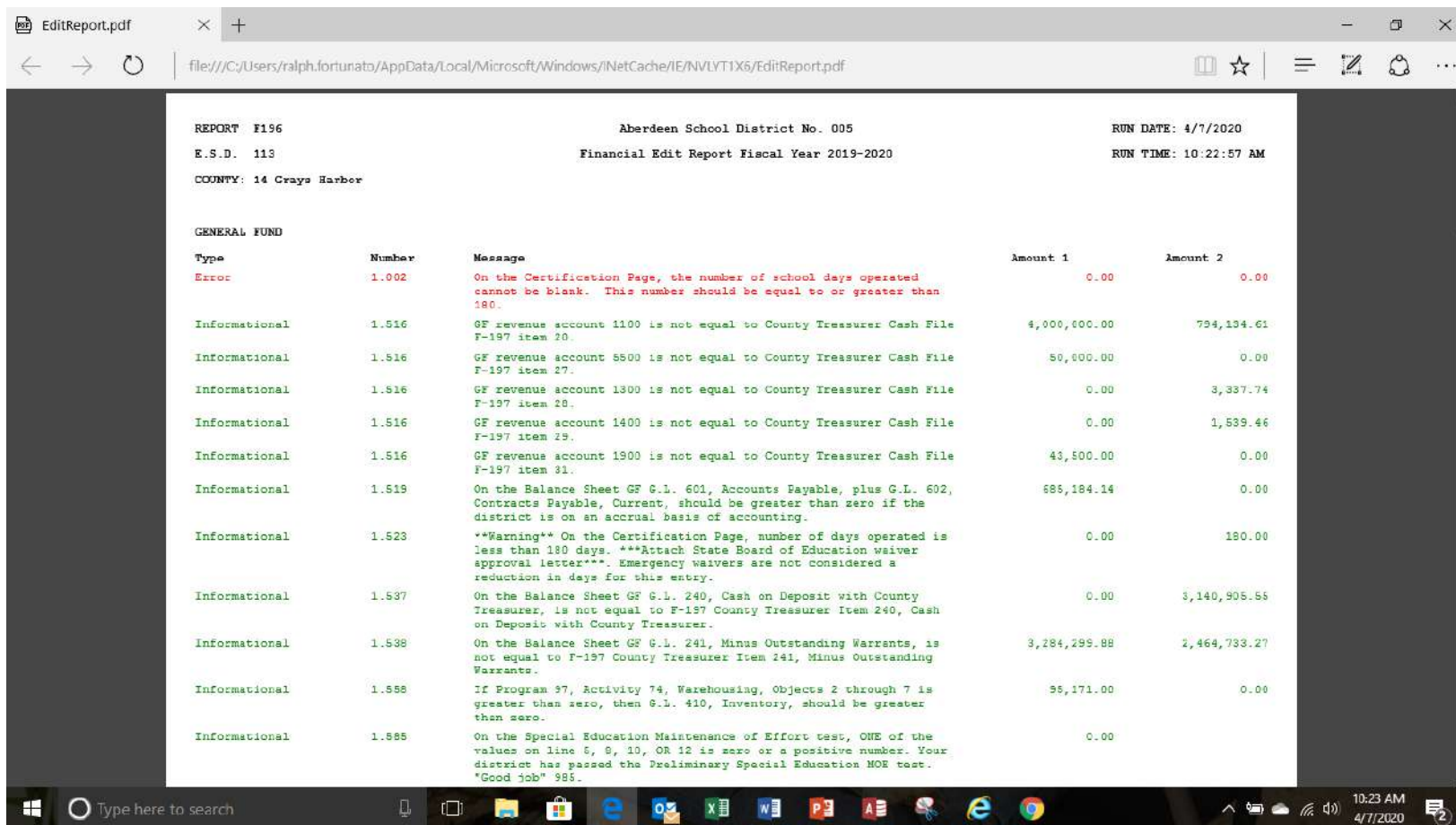
Edit Results: 1 error edit, 0 warning edits, 38 informational edits.

View Report



The F-196 Run Edits

The edit report displays within a report viewer frame. You can review the information online it will default to a pdf that can be printed.



REPORT F196
E.S.D. 113
COUNTY: 14 Grays Harbor

Aberdeen School District No. 005
Financial Edit Report Fiscal Year 2019-2020

RUN DATE: 4/7/2020
RUN TIME: 10:22:57 AM

GENERAL FUND	Type	Number	Message	Amount 1	Amount 2
	Error	1.002	On the Certification Page, the number of school days operated cannot be blank. This number should be equal to or greater than 180.	0.00	0.00
	Informational	1.516	GF revenue account 1100 is not equal to County Treasurer Cash File F-197 item 20.	4,000,000.00	794,134.61
	Informational	1.516	GF revenue account 5500 is not equal to County Treasurer Cash File F-197 item 27.	50,000.00	0.00
	Informational	1.516	GF revenue account 1300 is not equal to County Treasurer Cash File F-197 item 28.	0.00	3,337.74
	Informational	1.516	GF revenue account 1400 is not equal to County Treasurer Cash File F-197 item 29.	0.00	1,539.46
	Informational	1.516	GF revenue account 1900 is not equal to County Treasurer Cash File F-197 item 31.	43,500.00	0.00
	Informational	1.519	On the Balance Sheet GF G.L. 601, Accounts Payable, plus G.L. 602, Contracts Payable, Current, should be greater than zero if the district is on an accrual basis of accounting.	685,184.14	0.00
	Informational	1.523	**Warning** On the Certification Page, number of days operated is less than 180 days. ***Attach State Board of Education waiver approval letter***. Emergency waivers are not considered a reduction in days for this entry.	0.00	180.00
	Informational	1.537	On the Balance Sheet GF G.L. 240, Cash on Deposit with County Treasurer, is not equal to F-197 County Treasurer Item 240, Cash on Deposit with County Treasurer.	0.00	3,140,905.55
	Informational	1.538	On the Balance Sheet GF G.L. 241, Minus Outstanding Warrants, is not equal to F-197 County Treasurer Item 241, Minus Outstanding Warrants.	3,284,299.88	2,464,733.27
	Informational	1.558	If Program 37, Activity 74, Warehousing, Objects 2 through 7 is greater than zero, then G.L. 410, Inventory, should be greater than zero.	95,171.00	0.00
	Informational	1.585	On the Special Education Maintenance of Effort test, ONE of the values on line 5, 8, 10, OR 12 is zero or a positive number. Your district has passed the Preliminary Special Education MOR test. "Good job" 985.	0.00	



The F-196 Print Reports

To print the financial statement, click the Print Report tab in the secondary navigation bar. You can print all or portions of the financial statement. Check the box (or boxes) you want and click View Report. If you print the entire financial statement, it may take a few seconds for the report to display.

Note: The Certification page is grayed out and cannot be printed until the status is 'Ready for OSPI review'.

The screenshot shows a web browser window with the URL <https://safesdstat.ospi.k12.wa.us/SafF196/Report>. The page is titled "Print Reports (F-196)" and is for the "Aberdeen School District (14005)". The navigation bar includes "Select Org", "NEW Enrollment", "Old F-195", "F-195", "F-195F", "OLD F-196", "F-196", "F-197", "Old F-200", "F-200", "Old F-203", "F-203", "Personnel", "ALE", "Reports", and "Info Center". The "Print Reports" tab is selected. Below the navigation bar, there are sections for "Combined Reports" and "Individual Reports". Under "Combined Reports", the "Financial Statement & Supplemental Reports" checkbox is checked. Under "Individual Reports", the "Certification" checkbox is checked. There are also checkboxes for "Balance Sheet", "Statement of Revenues, Expenditures, Changes in Fund Balance", "Statement of Revenues, Expenditures, Changes in Fund Balance by Sub-Fund", "Budgetary Comparison Schedule (GF)", "Budgetary Comparison Schedule (ASB)", "Budgetary Comparison Schedule (DS)", "Budgetary Comparison Schedule (CP)", and "Budgetary Comparison Schedule (TVF)". A "Program:" dropdown menu is set to "-- All --". At the bottom, there is a "Format:" dropdown menu set to "PDF" and a "View Report" button. The footer includes "Privacy Policy", "Disclaimer", "Customer Support: 1.800.725.4311", and "© Copyright 2019 - 2020".

The F-196 Print Reports

To print the financial statement, click the Print Report tab in the secondary navigation bar. You can print all or portions of the financial statement. PDF is the default for printing, however, reports can be printed In Word and Excel formats.

The screenshot shows the 'Print Reports (F-196)' page in the SAFS system. The browser address bar shows the URL: <https://safsedstst.ospi.k12.wa.us/SafsF196/Report>. The page header includes the OSPI logo and 'School Apportionment & Financial Services'. The secondary navigation bar has tabs for 'Select Org', 'NEW Enrollment', 'Old F-195', 'F-195', 'F-195F', 'OLD F-196', 'F-196' (selected), 'F-197', 'Old F-200', 'F-200', 'Old F-203', 'F-203', 'Personnel', 'ALE', 'Reports', and 'Info Center'. Below this is a 'Print Reports' tab. The main content area is titled 'Print Reports (F-196)' and 'Aberdeen School District (14005)'. It contains instructions: 'To print all or portions of the financial statement, make your selections below and click \'View Report\'.' There are two sections: 'Combined Reports' and 'Individual Reports'. Under 'Combined Reports', there is a checkbox for 'Financial Statement' (unchecked) and a checked checkbox for 'Financial Statement & Supplemental Reports'. Under 'Individual Reports', there are checkboxes for 'Certification', 'Balance Sheet', 'Statement of Revenues, Expenditures, Changes in Fund Balance', 'Statement of Revenues, Expenditures, Changes in Fund Balance by Sub-Fund', 'Budgetary Comparison Schedule (GF)', 'Budgetary Comparison Schedule (ASB)', 'Budgetary Comparison Schedule (DS)', 'Budgetary Comparison Schedule (CP)', and 'Budgetary Comparison Schedule (TVE)'. On the right side, there are checkboxes for 'General Fund Program Matrix (by Program)', 'Data Requirements for Supplemental Reports', 'Data Requirements for End of Year Reporting', 'Federal Distorting Items and Indirect Expenditures', 'Schedule for Federal Restricted Indirect Cost Rate', 'Schedule for Federal Unrestricted Indirect Cost Rate', 'Resource to Program Expenditure Report', and 'Washington State Education Metrics of Effect'. A 'Program:' dropdown menu is set to '-- All --'. At the bottom, there is a 'Format:' dropdown menu with options for 'PDF' (selected), 'Word', and 'Excel'. A 'View Report' button is visible. The footer includes 'Privacy Policy', 'Disclaimer', 'Customer Support: 1.800.725.4311', and '©Copyright 2019 - 2020'.

The F-196 Print Reports

To print a paper report, select the printer, orientation, and number of copies. Click OK to print the report. Go to more settings if you want to print on both sides of the page to save paper.

The screenshot displays the 'Balance Sheet.pdf - Print' dialog box. On the left, the 'Printer' dropdown is set to 'P070 on SRV-PRT03.k12.interr'. The 'Orientation' is set to 'Landscape'. The 'Copies' field is set to '1'. The 'Pages' dropdown is set to 'All'. A 'More settings' link is visible below the 'Pages' dropdown. The 'Print' and 'Cancel' buttons are at the bottom. The main area shows a preview of the report, which is a balance sheet for the year 2020. The report includes a table with columns for 'Balance Sheet', 'Total', 'Transportation Vehicle Fund', 'Permanent Fund', and 'Total'. The data is organized into sections for 'Balance Sheet', 'Total', 'Transportation Vehicle Fund', 'Permanent Fund', and 'Total'. The report is dated 4/7/2020 and has a run time of 10:35:49 AM.

Balance Sheet	Total	Transportation Vehicle Fund	Permanent Fund	Total
1,525.46	154,072.02	0.00	5,496,017.20	
8,925.46	0.00	0.00	-2,299,538.77	
0.00	0.00	0.00	2,338,163.77	
0.00	0.00	0.00	0.00	
0.00	0.00	0.00	465,789.51	
250.00	0.00	0.00	22,482.39	
0.00	0.00	0.00	0.00	
0.00	0.00	0.00	0.00	
0.00	0.00	0.00	7,032.00	
0.00	0.00	0.00	354,242.72	
0.00	240,982.00	0.00	2,987,260.11	
7,676.35	0.00	0.00	2,317,676.35	
0.00	0.00	0.00	0.00	
0.00	0.00	0.00	0.00	
0,526.35	394,954.02	0.00	11,271,528.37	
0.00	0.00	0.00	0.00	
0.00	0.00	0.00	0.00	
0,526.35	394,954.02	0.00	11,271,528.37	

The F-196 Update Status

Click the Update Status tab in the secondary navigation bar to go to the Update Status screen. From the drop down arrow select the status change and click update. The screen displays a history of changes – each prior status, the date the status was changed, and the user who made the change.

The screenshot shows the 'Update Status (F-196)' interface for the Aberdeen School District (14005). The page includes a navigation bar with tabs for various financial statement types, with 'F-196' selected. Below the navigation bar, there is a section for 'Update Status (F-196)' with a dropdown menu to select a status and an 'Update' button. A 'Status History' table is displayed, showing a list of status changes with columns for Status, Update Date, and Updated By. A green success message box is overlaid on the table, indicating that the data was saved successfully.

Status	Update Date	Updated By
Ready for ESD Review	04/07/2020 10:41 AM	safs test
In Process at District	04/06/2020 2:53 PM	safs test
Ready for ESD Review	04/06/2020 2:53 PM	safs test
In Process at District	03/30/2020 12:34 PM	safs test
Return to School District	03/30/2020 12:34 PM	safs test
Under Review by ESD	03/30/2020 11:17 AM	safs test

The F-196 Update Status

The F-196 may be submitted to the ESD with errors, however, all error edits must be cleared before submission to OSPI.

The screenshot shows the 'Update Status (F-196)' page for the Aberdeen School District (14005). The page header includes the OSPI logo and navigation links. The main content area has a green header with 'Update Status (F-196)' and a dropdown menu for 'Aberdeen School District (14005)'. Below this, there is a section for 'Aberdeen School District (Annual Financial Statement)' with instructions on how to update the status. A red error message states: 'There is 1 edit error. You may submit to ESD with edit errors, but they must be resolved before submitting to OSPI.' Below the error message is a dropdown menu with '-- Select --' and an 'Update' button. A 'Status History' table is also present, showing the status of the financial statement over time.

Status	Update Date	Updated By
In Process at District	04/07/2020 11:28 AM	safs test
Return to School District	04/07/2020 11:27 AM	safs test
Under Review by ESD	04/07/2020 11:27 AM	safs test
Return to ESD	04/07/2020 11:25 AM	safs test
Under Review by OSPI	04/07/2020 11:25 AM	safs test

The F-196 Certification Process

- When status is changed to “Ready for OSPI Review” the certification is ready for the electronic signature via DocuSign.
- There is a new role for those who can sign the certification page. An organization should have more than one person authorized to sign.
- The certification page will be visible to SD and ESD users who have that role.

The F-196 Certification Process

- Email Notifications:
 - When status is changed to "Ready for OSPI Review" SD users with certify role will be notified.
 - ESD users with certify role will be notified when status is "Ready for OSPI Review" and SD had signed.
- District will sign the page before ESD.
- ESD signs then F-196 goes to OSPI
- Certification must start over every time financial statement status is changed (Return to ESD, Return to District)

The F-196 Certification Process

- Signed certification page is frozen/locked when status is changed to "Accepted by OSPI."
- For any revisions to the F-196 a paper signed certification page will be submitted.

The F-196 Certification Process

✓ Click on certification tab in the secondary navigation bar to begin the process, then click Begin Certification

The screenshot shows a web browser window with the URL <https://safsedstst.ospi.k12.wa.us/SafsF196/Certifica>. The browser's address bar shows the title "Certification (F-196)". The application has a green header with the OSPI logo and "School Apportionment & Financial Services". A secondary navigation bar contains tabs: "Select Org", "Enrollment", "F-195", "F-195F", "F-196" (selected), "F-197", "F-200", "F-203", "Personnel", "ALE", "Reports", "Info Center", and "Old". Below this is a list of actions: "List Statements", "View Data", "Import Data", "Run Edits", "Update Status", "Print Reports", and "Certification" (selected). A "Logout" link is in the top right. The main content area is titled "Certification (F-196)" and shows "Aberdeen School District (14005)". It includes the text "Aberdeen School District (Annual Financial Statement)" and "To begin the certification process, click 'Begin Certification'." with a green "Begin Certification" button. The footer contains "Privacy Policy", "Disclaimer", "Customer Support: 1.800.725.4311", and "©Copyright 2019 - 2020". The Windows taskbar at the bottom shows the search bar and various application icons.

The F-196 Certification Process

- ✓ Authorized signer will then click on continue

The screenshot shows a web browser window with the URL <https://safsedstst.ospi.k12.wa.us/SafsF196/Certifica>. The page title is "Certification (F-196)". The user is logged in as "SAFS F198 KNW".

The main content area has a blue header with the text "Please review the documents below." and two buttons: "CONTINUE" and "OTHER ACTIONS".

Below the header, there is a section for document review. It contains the text: "The school district Annual Financial Statement has been reviewed and submitted to OSPI in accordance with WAC 392-117-035 for the fiscal year September 1, 2019-August 31, 2020".

There are two signature lines:

- Approved: [Signature Line] Date: 5/29/2020
- Reviewed: [Signature Line] Date: [Blank]

Below the signature lines is a table titled "REPORT F-196 SUMMARY".

	General Fund	ASB Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund	Permanent Fund	Total
Total Revenues and Other Financing Sources	34,846,859.00	417,062.25	2,801,146.27	2,550,584.53	189,242.65	0.00	40,804,894.70
Total Expenditures	33,729,135.00	391,013.91	2,642,077.50	1,452,181.24	141,056.20	0.00	38,355,463.85
Other Financing Uses	0.00	0.00	0.00	1,000,000.00	10,500.00	0.00	1,010,500.00
Excess of Revenues/Other Financing Sources Over/(Under) Expenditures and Other Financing Uses	1,117,724.00	26,048.34	159,068.77	98,403.29	37,686.45	0.00	1,438,930.85
Beginning Total Fund Balance	2,468,715.73	228,256.97	2,387,973.67	1,222,123.06	346,767.57	0.00	6,653,837.00
Prior Year(s) Corrections or Restatements	0.00	0.00	0.00	0.00	0.00	0.00	0.00

At the bottom of the page, there are links for "Privacy Policy" and "Disclaimer". On the right, it says "Customer Support: 1.800.725.4311" and "©Copyright 2019 - 2020".



The F-196 Certification Process

- ✓ Authorized signer will then click start and then sign the certification page

The screenshot shows a web browser window with the URL <https://safsedstst.ospi.k12.wa.us/SafsF196/Certifica>. The page title is "Certification (F-196)". The main heading is "Aberdeen School District (Annual Financial Statement)". Below this is a blue bar with the text "Select the sign field to create and add your signature." and buttons for "FINISH" and "OTHER ACTIONS".

The form content includes:

- DocuSign Envelope ID: 6C55D901-3B6D-4ACA-A798-73BBFBA094D0
- REPORT F196
- Aberdeen School District No. 005
- E.S.D. 113
- F-196 ANNUAL FINANCIAL STATEMENTS FOR FISCAL YEAR 2019-2020
- COUNTY: 14 Grays Harbor
- DEMONSTRATION DOCUMENT ONLY PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE 999 3rd Ave, Suite 1700 • Seattle • Washington 98101 • (206) 219-0200 www.docusign.com RUN DATE: 5/29/2020 RUN TIME: 10:35:59 AM
- The Annual Financial Statements (Report F-196) for Aberdeen School District of Grays Harbor County for the fiscal year ended August 31, 2020, were prepared on the cash basis of accounting in accordance with the appropriate accounting principles as stated in the Accounting Manual for Public School Districts in the State of Washington. School was conducted for 180 days. (If school was operated fewer than 180 days, please include a statement covering the reasons and effort to make up days lost.) The indirect cost rate proposal has been reviewed and the data reflects allowable costs in accordance with federal requirements and 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: Subpart E.
- The school district Annual Financial Statement has been reviewed and submitted to OSPI in accordance with WAC 392-117-035 for the fiscal year September 1, 2019-August 31, 2020.
- Approved: [Signature Line] 5/29/2020 Date
- School District Superintendent or Authorized Official
- Reviewed: [Signature Line] Date
- ESD Superintendent or Authorized Official

At the bottom of the form, there are links for "Privacy Policy" and "Disclaimer", and a "SIGN" button. The footer includes "Debt Service", "Capital", "Transportation Vehicle", "Permanent", "Customer Support: 1.800.725.4311", and "©Copyright 2019 - 2020".



The F-196 Certification Process

- ✓ Authorized signer signature will appear on the signature line, then click finish

The screenshot shows a web browser window with the URL <https://safsedstst.ospi.k12.wa.us/SafsF196/Certifica>. The page title is "Certification (F-196)". The main heading is "Aberdeen School District (Annual Financial Statement)". Below this, a blue bar contains the text "Done! Select Finish to send the completed document." and a yellow "FINISH" button. The form content includes:

- DocuSign Envelope ID: 6C55D901-3B6D-4ACA-A798-73BBFBA094D0
- REPORT F196
- Aberdeen School District No. 005
- E.S.D. 113
- F-196 ANNUAL FINANCIAL STATEMENTS FOR FISCAL YEAR 2019-2020
- COUNTY: 14 Grays Harbor
- DEMONSTRATION DOCUMENT ONLY
- PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
- 999 3rd Ave, Suite 1700 • Seattle • Washington 98101-3199
- RUN DATE: 5/29/2020
- RUN TIME: 10:35:59 AM
- The Annual Financial Statements (Report F-196) for Aberdeen School District of Grays Harbor County for the fiscal year ended August 31, 2020, were prepared on the cash basis of accounting in accordance with the appropriate accounting principles as stated in the Accounting Manual for Public School Districts in the State of Washington. School was conducted for 180 days. (If school was operated fewer than 180 days, please include a statement covering the reasons and effort to make up days lost.) The indirect cost rate proposal has been reviewed and the data reflects allowable costs in accordance with federal requirements and 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: Subpart E.
- The school district Annual Financial Statement has been reviewed and submitted to OSPI in accordance with WAC 392-117-035 for the fiscal year September 1, 2019-August 31, 2020
- Approved: safs test (Signature) 5/29/2020 (Date)
- School District Superintendent or Authorized Official
- Reviewed: _____ (Signature) _____ (Date)
- ESD Superintendent or Authorized Official

At the bottom, there are links for "Privacy Policy" and "Disclaimer", and a "Customer Support: 1.800.725.4311" link. The footer also includes "© Copyright 2019 - 2020".

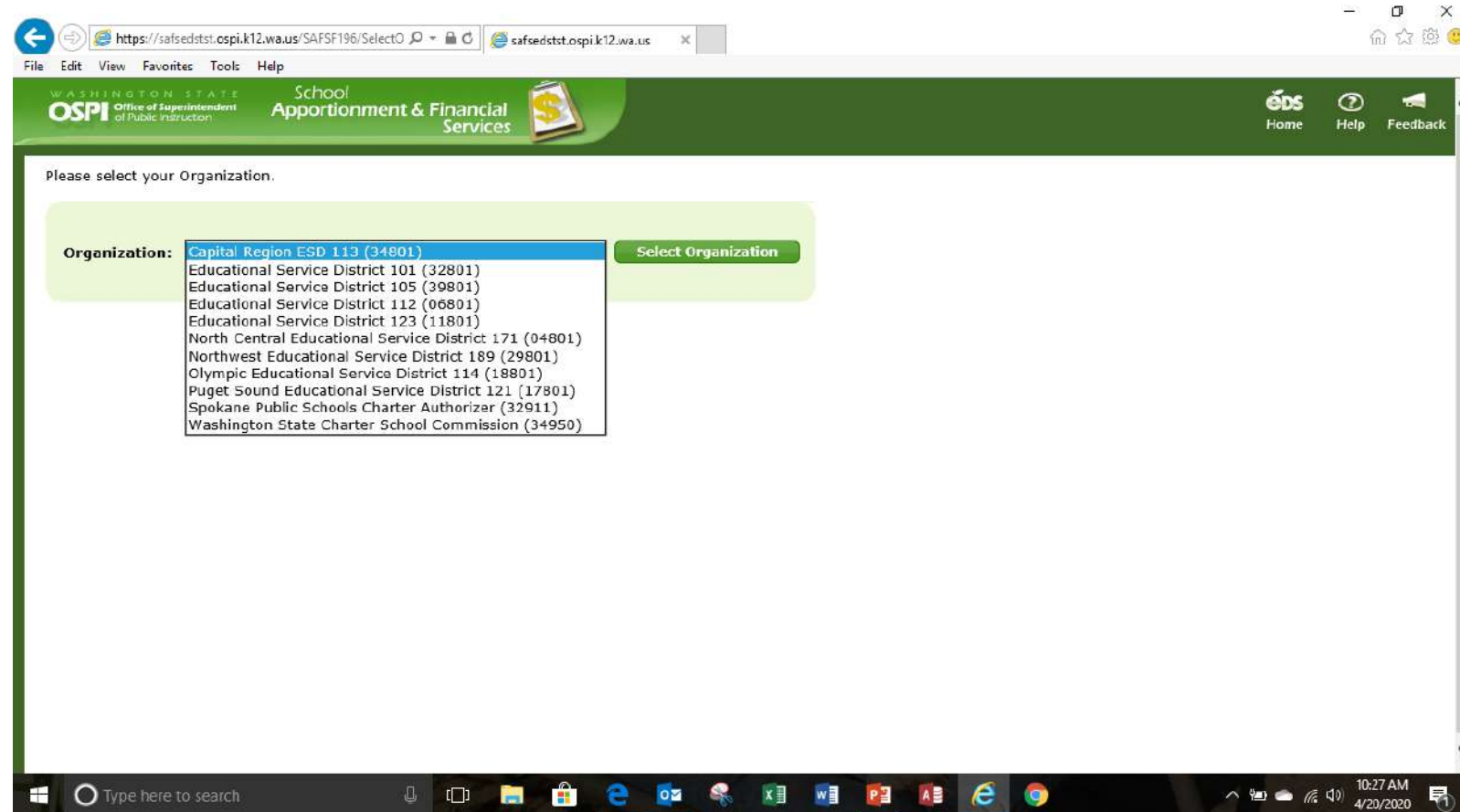
The F-196 Certification Process

- ✓ The certification process is complete for the district, the ESD now will certify.

The screenshot shows a web browser window with the URL <https://safsedstst.ospi.k12.wa.us/SafsF196/Certifica>. The page header includes the OSPI logo and "School Apportionment & Financial Services". A navigation bar contains links like "Select Org", "Enrollment", "F-195", "F-195F", "F-196" (selected), "F-197", "F-200", "F-203", "Personnel", "ALE", "Reports", "Info Center", and "Old". Below this is a secondary navigation bar with "List Statements", "View Data", "Import Data", "Run Edits", "Update Status", "Print Reports", "Certification" (selected), and "Logout". The main content area is titled "Certification (F-196)" and "Aberdeen School District (14005)". It displays the message "Aberdeen School District (Annual Financial Statement)" and "Your certification has been updated with a status of Signed By District." with a green "View Document" button. The footer includes "Privacy Policy", "Disclaimer", "Customer Support: 1.800.725.4311", and "©Copyright 2019 - 2020". The Windows taskbar at the bottom shows the time as 10:45 AM on 5/29/2020.

The F-196 ESD Users

- After the district user has set the status to 'Ready for ESD review', ESD users can review the financial statement. After logging in, click the F-196 (new). The first screen you will see is the Select Organization screen.
- Note: ESD users can view financial statements only for those districts within their ESD.



The F-196 ESD Users

To see financial statements that are ready for ESD review, select 'All' in the school district dropdown and 'Ready for ESD review' in the status dropdown. Click List Statements. The districts with financial statements in that status will display.

The screenshot shows a web browser window with the URL <https://safsedstst.ospi.k12.wa.us/SafsF196/>. The page title is "List Financial Statements (F-196)". The header includes the OSPI logo and "School Apportionment & Financial Services". A navigation bar contains links: Select Org, NEW Enrollment, Old F-195, F-195, F-195F, OLD F-196, **F-196**, F-197, Old F-200, F-200, Old F-203, F-203, Personnel, ALE, Reports, Info Center, and Logout. The main content area is titled "List Financial Statements (F-196)" and shows filters for "School District" (set to "-- All --"), "Statement Status" (set to "Ready for ESD Review"), and "Certification Status" (set to "-- All --"). Below the filters are buttons for "List Statements", "Export", and "Reset". The footer includes "Privacy Policy", "Disclaimer", "Customer Support: 1.800.725.4311", and "©Copyright 2019 - 2020".

The F-196 ESD Users

To see all financial statements which have been started in your ESD, select 'All' in the school district dropdown and 'All' in the status dropdown. Click List Statements.

Note: You will see a Go button for a district if the status is 'Ready for ESD review' or higher.

The screenshot shows the 'List Financial Statements (F-196)' page in the OSPI School Apportionment & Financial Services application. The page has a green header with the OSPI logo and navigation links. Below the header, there are tabs for different financial statement types, with 'F-196' selected. The main content area contains three dropdown filters: 'School District' (set to '-- All --'), 'Statement Status' (set to 'In Process at District'), and 'Certification Status' (set to '-- All --'). Below these filters are buttons for 'List Statements', 'Export', and 'Reset'. A 'Show 10 entries' dropdown and a search bar are also present. The results are displayed in a table with columns: Action, School District, Title, Statement Status, Certification Status, and Fiscal Year. Two entries are shown: 'Aberdeen School District' and 'Adna School District', both with 'Annual Financial Statement' as the title and 'In Process at District' as the status. A 'Go' button is visible next to the first entry. The page footer includes a privacy policy disclaimer, customer support information, and a copyright notice for 2019-2020.

Action	School District	Title	Statement Status	Certification Status	Fiscal Year
Go	Aberdeen School District	Annual Financial Statement	In Process at District	Not Started	2019-2020
	Adna School District	Annual Financial Statement	In Process at District	Not Started	2019-2020

The F-196 ESD Users

To review a financial statement, click the Go button for that district. You will be taken to the View Data screen. You can view data, run edits, update the status and print reports.

Note: When you go into a financial statement that is 'Ready for ESD review', the status changes automatically to 'Under review by ESD'. In this status, a district cannot change the status back to 'In process'.

https://safsedstst.ospi.k12.wa.us/SafsF196/Data View Data (F-196)

File Edit View Favorites Tools Help

WASHINGTON STATE OSPI Office of Superintendent of Public Instruction School Apportionment & Financial Services

Home Help Feedback

Select Org NEW Enrollment Old F-195 F-195 F-195F OLD F-196 **F-196** F-197 Old F-200 F-200 Old F-203 F-203 Personnel ALE Reports Info Center

List Statements **View Data** Import Data Run Edits Update Status Print Reports Logout

View Data (F-196) Capital Region ESD 113 (34801)

Aberdeen School District (Annual Financial Statement)

To view financial data, select the page then click "Go".

Page -- Select Page --

Go

Privacy Policy Disclaimer

Customer Support: 1.800.725.4311 ©Copyright 2019 - 2020

Type here to search 10:42 AM 4/20/2020

The F-196 ESD Users

To view data entered by the district, use the page dropdown to select the page, then click Go.

Note: For some pages, you must also select the fund.

The screenshot shows a web browser window with the URL <https://safsedstst.ospi.k12.wa.us/SafsF196/Data>. The page title is "View Data (F-196)". The header includes the OSPI logo and "School Apportionment & Financial Services". The navigation bar has tabs for "Select Org", "NEW Enrollment", "Old F-195", "F-195", "F-195F", "OLD F-196", "F-196", "F-197", "Old F-200", "F-200", "Old F-203", "F-203", "Personnel", "ALE", "Reports", and "Info Center". The "F-196" tab is selected. Below the navigation bar, there are links for "List Statements", "View Data", "Import Data", "Run Edits", "Update Status", and "Print Reports". The "View Data" link is highlighted. The main content area is titled "View Data (F-196)" and shows "Aberdeen School District (Annual Financial Statement)". It instructs the user to "To view financial data, select the page then click 'Go'". A dropdown menu is open, showing a list of pages: "Certification", "Balance Sheet", "Statement of Revn, Expd, Chng", "Statement of Fiduciary Net Position", "Changes in Fiduciary Net Position", "Schedule of Long-Term Liabilities", "Revenue and Other Financing Sources", "Program Matrices by Sub-Fund and by Location", "Supplemental Reports", and "Resource to Program Expenditure Report". A "Go" button is visible below the dropdown. The footer includes "Privacy Policy", "Disclaimer", "Customer Support: 1.800.725.4311", and "©Copyright 2019 - 2020".



The F-196 ESD Users

You will be taken to the page selected. The screen will look just like the screen used by the district. However, you cannot make any changes to the data.

Note: Use the page dropdown and click the Go button to navigate to any other data screen

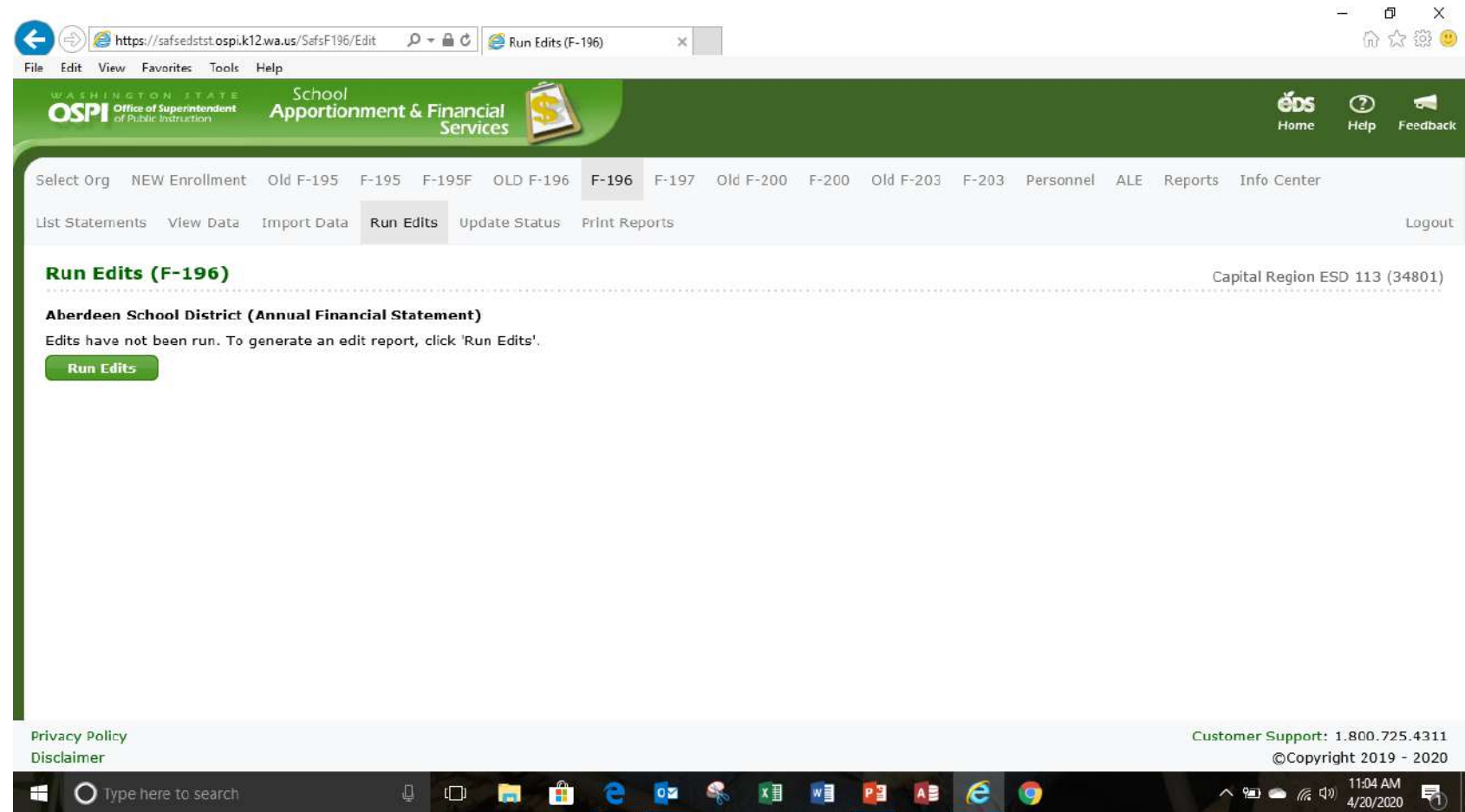
The screenshot shows a web browser window with the URL <https://safsedstst.ospi.k12.wa.us/SafsF196/Data>. The page title is "View Data (F-196)". The user is logged in as "Capital Region ESD 113 (34801)". The page has a navigation bar with "List Statements", "View Data", "Import Data", "Run Edits", "Update Status", and "Print Reports". The "View Data" section is active, showing "Aberdeen School District (Annual Financial Statement)". Below this, there is a message: "To view financial data, select the page then click 'Go'." There are two dropdown menus: "Page" set to "Balance Sheet" and "Fund" set to "General". A green "Go" button is below these. Below the "Go" button are "Expand All" and "Collapse All" buttons. The main content area is titled "Balance Sheet (General Fund)" and shows a table of assets. The table has three columns: "Description", "GL#", and "Amount". The data is as follows:

Description	GL#	Amount
Imprest Cash	200	100,724.00
Cash on Hand	230	5,127,920.96
Cash on Deposit with County Treasurer	240	0.00
Minus Warrants Outstanding	241	3,284,299.88
Cash with Fiscal Agent	250	0.00

At the bottom of the page, there is a "Privacy Policy" link, a "Disclaimer" link, and "Customer Support: 1.800.725.4311 ©Copyright 2019 - 2020". The Windows taskbar is visible at the bottom of the browser window.

The F-196 ESD Users

To run edits, click the Run Edits tab in the secondary navigation bar. This screen functions just like it does for the district user.



The F-196 ESD Users

To run edits, click the Run Edits button. It may take a few seconds for this process to complete. After it does, the status column will show the number of information and error edits found. To see the results, click the View Report button. It may take another few seconds for the report to display.

The screenshot shows a web browser window with the URL <https://safsedstst.ospi.k12.wa.us/SafsF196/Edit>. The page is titled "Run Edits (F-196)" and is part of the "WASHINGTON STATE OSPI Office of Superintendent of Public Instruction School Apportionment & Financial Services" application. The user is logged in as "Capital Region ESD 113 (34801)". The page displays the "Run Edits (F-196)" section for "Aberdeen School District (Annual Financial Statement)". It states: "Edits have been run. To generate a new edit report, click 'Run Edits'." Below this, it shows "Edit Results: 0 error edits, 0 warning edits, 37 informational edits." There are two buttons: "Run Edits" and "View Report". The footer includes "Privacy Policy", "Disclaimer", "Customer Support: 1.800.725.4311", and "©Copyright 2019 - 2020". The Windows taskbar at the bottom shows the time as 11:08 AM on 4/20/2020.

The F-196 ESD Users

The edit report displays as a PDF. You can review the information online, save as a PDF or print the report.

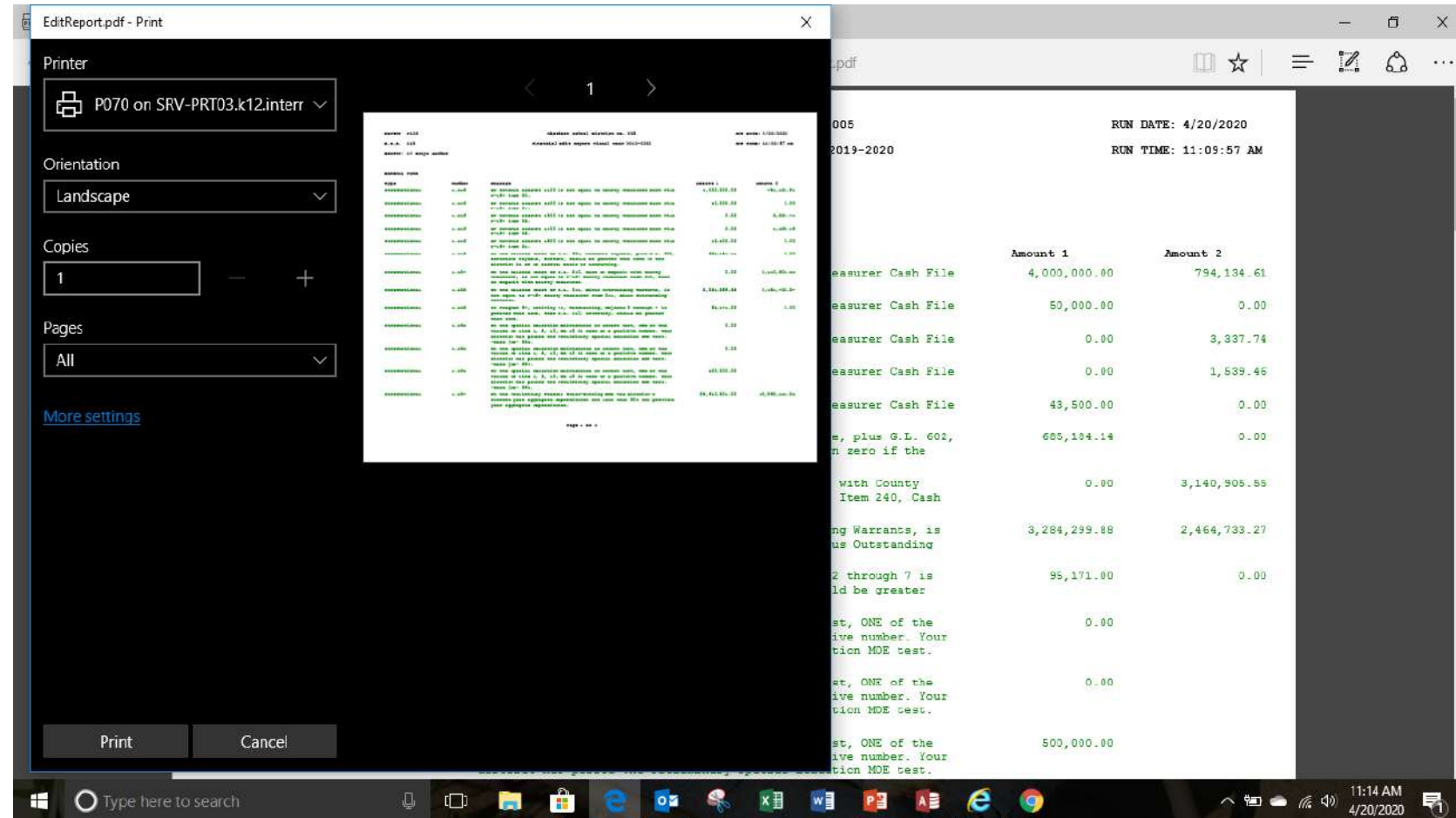


REPORT F196		Aberdeen School District No. 005		RUN DATE: 4/20/2020	
E.S.D. 113		Financial Edit Report Fiscal Year 2019-2020		RUN TIME: 11:09:07 AM	
COUNTY: 14 Grays Harbor					
GENERAL FUND					
Type	Number	Message	Amount 1	Amount 2	
Informational	1.516	GF revenue account 1100 is not equal to County Treasurer Cash File F-197 item 20.	4,000,000.00	794,134.61	
Informational	1.516	GF revenue account 5500 is not equal to County Treasurer Cash File F-197 item 27.	50,000.00	0.00	
Informational	1.516	GF revenue account 1300 is not equal to County Treasurer Cash File F-197 item 28.	0.00	2,237.74	
Informational	1.516	GF revenue account 1400 is not equal to County Treasurer Cash File F-197 item 29.	0.00	1,539.46	
Informational	1.516	GF revenue account 1900 is not equal to County Treasurer Cash File F-197 item 31.	43,500.00	0.00	
Informational	1.519	On the Balance Sheet GF G.L. 601, Accounts Payable, plus G.L. 602, Contracts Payable, Current, should be greater than zero if the district is on an accrual basis of accounting.	685,194.14	0.00	
Informational	1.527	On the Balance Sheet CF G.L. 240, Cash on Deposit with County Treasurer, is not equal to F-197 County Treasurer Item 240, Cash on Deposit with County Treasurer.	0.00	2,140,905.65	
Informational	1.538	On the Balance Sheet CF G.L. 241, Minus Outstanding Warrants, is not equal to F-197 County Treasurer Item 241, Minus Outstanding Warrants.	2,284,295.88	2,464,733.27	
Informational	1.558	If Program 97, Activity 74, Warehousing, Objects 2 through 7 is greater than zero, then G.L. 410, Inventory, should be greater than zero.	95,171.00	0.00	
Informational	1.585	On the Special Education Maintenance of Effort test, ONE of the values on line 8, 8, 10, OR 12 is zero or a positive number. Your district has passed the Preliminary Special Education MOE test. "Good job" 985.	0.00		
Informational	1.585	On the Special Education Maintenance of Effort test, ONE of the values on line 8, 8, 10, OR 12 is zero or a positive number. Your district has passed the Preliminary Special Education MOE test. "Good job" 987.	0.00		
Informational	1.585	On the Special Education Maintenance of Effort test, ONE of the values on line 8, 8, 10, OR 12 is zero or a positive number. Your district has passed the Preliminary Special Education MOE test.	500,000.00		



The F-196 ESD Users

To print a paper report, select the printer, orientation, and number of copies. Click OK to print the report. Go to more settings if you want to print on both sides of the page to save paper.



The F-196 ESD Users

Click the Update Status tab in the secondary navigation bar to go to the Update Status screen. From the drop down arrow select the status change and click update. The screen displays a history of changes – each prior status, the date the status was changed, and the user who made the change.

The screenshot shows the 'Update Status (F-196)' screen for the Aberdeen School District (14005). The page includes a navigation bar with tabs for 'NEW Enrollment', 'Old F-195', 'F-195', 'F-195F', 'OLD F-196', 'F-196', 'F-197', 'Old F-200', 'F-200', 'Old F-203', 'F-203', 'Personnel', 'ALE', 'Reports', and 'Info Center'. The 'F-196' tab is selected. Below the navigation bar, there are links for 'List Statements', 'Input Data', 'Import Data', 'Run Edits', 'Update Status', and 'Print Reports'. The 'Update Status' link is highlighted. The main content area shows the 'Update Status (F-196)' screen for the Aberdeen School District (Annual Financial Statement). It includes a dropdown menu for selecting a status change, an 'Update' button, and a 'Status History' table. A success message 'Your data saved successfully!' is displayed in a green box.

Status	Update Date	Updated By
Ready for ESD Review	04/07/2020 10:41 AM	safs test
In Process at District	04/06/2020 2:53 PM	safs test
Ready for ESD Review	04/06/2020 2:53 PM	safs test
In Process at District	03/30/2020 12:34 PM	safs test
Return to School District	03/30/2020 12:34 PM	safs test
Under Review by ESD	03/30/2020 11:17 AM	safs test

The F-196 ESD Users

The F-196 may be submitted to the ESD with errors, however, all error edits must be cleared before submission to OSPI.

Washington State OSPI Office of Superintendent of Public Instruction School Apportionment & Financial Services

Select Org NEW Enrollment Old F-195 F-195 F-195F OLD F-196 **F-196** F-197 Old F-200 F-200 Old F-203 F-203 Personnel ALE Reports Info Center

List Statements Input Data Import Data Run Edits **Update Status** Print Reports Logout

Update Status (F-196)

Aberdeen School District (14005)

Aberdeen School District (Annual Financial Statement)

To update the status of the financial statement, use the selection box to change the status then click "update".

There is 1 edit error. You may submit to ESD with edit errors, but they must be resolved before submitting to OSPI.

-- Select --

Status History

Status	Update Date	Updated By
In Process at District	04/07/2020 11:28 AM	safs test
Return to School District	04/07/2020 11:27 AM	safs test
Under Review by ESD	04/07/2020 11:27 AM	safs test
Return to ESD	04/07/2020 11:25 AM	safs test
Under Review by OSPI	04/07/2020 11:25 AM	safs test

Privacy Policy Disclaimer

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The F-196 ESD Users

To update the status, select 'Ready for OSPI review' in the status dropdown and click the Update button. After the status is updated, a new row will display with the updated status information.

Note: You can send a financial statement back to the district if changes are needed. To do so, select 'Return to district' in the status dropdown, then click Update.

The screenshot shows the 'Update Status (F-196)' page for Aberdeen School District (14005). The page has a green header with the OSPI logo and navigation links. Below the header, there are tabs for 'Select Org', 'NEW Enrollment', 'Old F-195', 'F-195', 'F-195F', 'OLD F-196', 'F-196', 'F-197', 'Old F-200', 'F-200', 'Old F-203', 'F-203', 'Personnel', 'ALE', 'Reports', and 'Info Center'. The 'F-196' tab is selected. Below the tabs, there are links for 'List Statements', 'Input Data', 'Import Data', 'Run Edits', 'Update Status', and 'Print Reports'. The 'Update Status' link is highlighted. The main content area is titled 'Update Status (F-196)' and includes instructions on how to update the status. A dropdown menu is set to '-- Select --' and an 'Update' button is visible. Below this is a 'Status History' table with columns for Status, Update Date, and Updated By.

Status	Update Date	Updated By
In Process at District	04/07/2020 11:28 AM	safs test
Return to School District	04/07/2020 11:27 AM	safs test
Under Review by ESD	04/07/2020 11:27 AM	safs test
Return to ESD	04/07/2020 11:25 AM	safs test
Under Review by OSPI	04/07/2020 11:25 AM	safs test

The F-196 ESD Users

- When status is changed to “Ready for OSPI Review” the certification is ready for the electronic signature via DocuSign.
- There is a new role for those who can sign the certification page. An organization should have more than one person authorized to sign.
- The certification page will be visible to SD and ESD users who have that role.

The F-196 ESD Users

- Email Notifications:
 - When status is changed to "Ready for OSPI Review" SD users with certify role will be notified.
 - ESD users with certify role will be notified when status is "Ready for OSPI Review" and SD had signed.
- District will sign the page before ESD.
- ESD signs then F-196 goes to OSPI
- Certification must start over every time financial statement status is changed (Return to ESD, Return to District)

The F-196 ESD Users

- Signed certification page is frozen/locked when status is changed to "Accepted by OSPI."
- For any revisions to the F-196 a paper signed certification page will be submitted.

The F-196 ESD Users

- ✓ ESD user will select ESD region and select certification status-Signed by District to see those ready for ESD certification

The screenshot shows a web browser window with the URL <https://safsedstst.ospi.k12.wa.us/SafsF196/>. The page is titled "List Financial Statements (F-196)" and is part of the "Washington State OSPI Office of Superintendent of Public Instruction" website. The page has a green header with the OSPI logo and "School Apportionment & Financial Services" text. Below the header is a navigation bar with links: Select Org, Enrollment, F-195, F-195F, F-196 (selected), F-197, F-200, F-203, Personnel, ALE, Reports, Info Center, and Old. There is also a "Logout" link in the top right corner. The main content area is titled "List Financial Statements (F-196)" and includes a sub-header "Capital Region ESD 113 (34801)". Below this are three dropdown menus: "School District" (set to "-- All --"), "Statement Status" (set to "-- All --"), and "Certification Status" (set to "Signed By District"). There are three buttons: "List Statements", "Export", and "Reset". Below these is a "Show 10 entries" dropdown and a "Search:" input field. A table with one entry is displayed, showing the "Annual Financial Statement" for "Aberdeen School District" for the fiscal year "2019-2020". The table has columns for "Action", "School District", "Title", "Statement Status", "Certification Status", and "Fiscal Year". The "Action" column has a "Go" button. Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom of the page, there is a footer with "Privacy Policy" and "Disclaimer" links, and "Customer Support: 1.800.725.4311" and "©Copyright 2019 - 2020". The Windows taskbar is visible at the bottom of the browser window.

Washington State
OSPI Office of Superintendent of Public Instruction

School Apportionment & Financial Services

Select Org Enrollment F-195 F-195F **F-196** F-197 F-200 F-203 Personnel ALE Reports Info Center Old

List Statements Logout

List Financial Statements (F-196) Capital Region ESD 113 (34801)

School District -- All --

Statement Status -- All --

Certification Status Signed By District

List Statements Export Reset

Show 10 entries Search:

Action	School District	Title	Statement Status	Certification Status	Fiscal Year
Go	Aberdeen School District	Annual Financial Statement	Ready for OSPI Review	Signed By District	2019-2020

Showing 1 to 1 of 1 entries Previous 1 Next

Privacy Policy Disclaimer

Customer Support: 1.800.725.4311
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The F-196 Certification Process

- ✓ Click on certification tab in the secondary navigation bar to begin the process, then click sign document

The screenshot shows a web browser window with the URL <https://safsedstst.ospi.k12.wa.us/SafsF196/Certifica>. The page header includes the OSPI logo and "School Apportionment & Financial Services". The secondary navigation bar has tabs for "Select Org", "Enrollment", "F-195", "F-195F", "F-196" (selected), "F-197", "F-200", "F-203", "Personnel", "ALE", "Reports", "Info Center", and "Old". Below this, a "Certification" tab is selected in the tertiary navigation bar. The main content area displays "Certification (F-196)" for "Capital Region ESD 113 (34801)". It shows the "Aberdeen School District (Annual Financial Statement)" and a message: "The document has been signed by the district." A green "Sign Document" button is visible. The footer includes "Privacy Policy", "Disclaimer", "Customer Support: 1.800.725.4311", and "©Copyright 2019 - 2020". The Windows taskbar at the bottom shows the time as 11:04 AM on 5/29/2020.



The F-196 Certification Process

- ✓ Authorized signer will then click on continue

https://safsedstst.ospi.k12.wa.us/SafsF196/Certifica Certification (F-196)

File Edit View Favorites Tools Help

Please Review & Act on These Documents

SAFS F196
KNW

Please review the documents below.

[CONTINUE](#) [OTHER ACTIONS](#)

The school district Annual Financial Statement has been reviewed and submitted to OSPI in accordance with WAC 392-117-035 for the fiscal year September 1, 2019-August 31, 2020

DocuSigned by:

Approved: saft test 5/29/2020
School District Superintendent or Authorized Official Date

Reviewed: saft test 5/29/2020
ESD Superintendent or Authorized Official Date

REPORT F-196 SUMMARY	General Fund	ASB Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund	Permanent Fund	Total
Total Revenues and Other Financing Sources	34,846,859.00	417,062.25	2,801,146.27	2,550,584.53	189,242.65	0.00	40,804,894.70
Total Expenditures	33,729,135.00	391,013.91	2,642,077.50	1,452,181.24	141,056.20	0.00	38,355,463.85
Other Financing Uses	0.00	0.00	0.00	1,000,000.00	10,500.00	0.00	1,010,500.00
Excess of Revenues/Other Financing Sources Over/(Under) Expenditures	1,117,724.00	26,048.34	159,068.77	98,403.29	37,686.45	0.00	1,438,930.85

Privacy Policy
Disclaimer

Customer Support: 1.800.725.4311
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Type here to search

11:06 AM
5/29/2020

The F-196 Certification Process

- ✓ Authorized signer will then click start and then sign the certification page

DocuSign Envelope ID: 6C55D901-3B6D-4ACA-A798-73BBFBA094D0

REPORT F196

Aberdeen School District No. 005

E.S.D. 113

F-196 ANNUAL FINANCIAL STATEMENTS FOR FISCAL YEAR 2019-2020

COUNTY: 14 Grays Harbor

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
www.docusign.com

RUN DATE: 5/29/2020
RUN TIME: 10:35:59 AM

The Annual Financial Statements (Report F-196) for Aberdeen School District of Grays Harbor County for the fiscal year ended August 31, 2020, were prepared on the cash basis of accounting in accordance with the appropriate accounting principles as stated in the Accounting Manual for Public School Districts in the State of Washington. School was conducted for 180 days. (If school was operated fewer than 180 days, please include a statement covering the reasons and effort to make up days lost.) The indirect cost rate proposal has been reviewed and the data reflects allowable costs in accordance with federal requirements and 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: Subpart E.

The school district Annual Financial Statement has been reviewed and submitted to OSPI in accordance with WAC 392-117-035 for the fiscal year September 1, 2019-August 31, 2020

Approved: safs test 5/29/2020
School District Superintendent or Authorized Official Date

Reviewed: Sign 5/29/2020
ESD Superintendent or Authorized Official Date

REPORT F-196 SUMMARY	General Fund	ASB Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund	Permanent Fund	Total
Total Revenues and Other Earnings	34,846,850.00	417,850.25	3,801,146.03	3,550,584.53	100,342.65	0.00	40,804,804.76

Privacy Policy Disclaimer

Customer Support: 1.800.725.4311
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The F-196 Certification Process

- ✓ Authorized signer will then click start and then sign the certification page

The screenshot shows a web browser window with the URL <https://safsedstst.ospi.k12.wa.us/SafsF196/Certifica>. The page title is "Certification (F-196)". The form is titled "Select the sign field to create and add your signature." and has a "FINISH" button and an "OTHER ACTIONS" dropdown. The form content includes:

DocuSign Envelope ID: 6C55D901-3B6D-4ACA-A798-73BBFBA094D0
REPORT F196
Aberdeen School District No. 005
E.S.D. 113
F-196 ANNUAL FINANCIAL STATEMENTS FOR FISCAL YEAR 2019-2020
COUNTY: 14 Grays Harbor

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle • Washington 98101-3200
www.docusign.com
RUN DATE: 5/29/2020
RUN TIME: 10:35:59 AM

The Annual Financial Statements (Report F-196) for Aberdeen School District of Grays Harbor County for the fiscal year ended August 31, 2020, were prepared on the cash basis of accounting in accordance with the appropriate accounting principles as stated in the Accounting Manual for Public School Districts in the State of Washington. School was conducted for 180 days. (If school was operated fewer than 180 days, please include a statement covering the reasons and effort to make up days lost.) The indirect cost rate proposal has been reviewed and the data reflects allowable costs in accordance with federal requirements and 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: Subpart E.

The school district Annual Financial Statement has been reviewed and submitted to OSPI in accordance with WAC 392-117-035 for the fiscal year September 1, 2019-August 31, 2020

Approved: safs test 5/29/2020
School District Superintendent or Authorized Official Date

Reviewed: Sign 5/29/2020
ESD Superintendent or Authorized Official Date

REPORT F-196 SUMMARY

	General Fund	ASB Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund	Permanent Fund	Total
Total Revenues and Other Financing Sources	34,846,859.00	417,062.25	2,801,146.27	2,550,584.53	189,242.65	0.00	40,804,894.70

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The F-196 Certification Process

- ✓ Authorized signer signature will appear on the signature line, then click finish

Done! Select Finish to send the completed document.

FINISH **OTHER ACTIONS**

DocuSign Envelope ID: 6C55D901-3B6D-4ACA-A798-73BBFA094D0
REPORT F196 Aberdeen School District No. 005
 E.S.D. 113 F-196 ANNUAL FINANCIAL STATEMENTS FOR FISCAL YEAR 2019-2020
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The school district Annual Financial Statement has been reviewed and submitted to OSPI in accordance with WAC 392-117-035 for the fiscal year September 1, 2019-August 31, 2020

Approved: safs test 5/29/2020
 Required - Signature Applied
 School District Superintendent or Authorized Official Date

Reviewed: For Opa 5/29/2020
 DocuSigned by:
 ESD Superintendent or Authorized Official Date

REPORT F-196 SUMMARY	General Fund	ASB Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund	Permanent Fund	Total
Total Revenues and Other Financing Sources	34,846,859.00	417,062.25	2,801,146.27	2,550,584.53	189,242.65	0.00	40,804,894.70

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The F-196 Certification Process

- ✓ The certification process is now complete. OSPI will now review the file.

The screenshot shows a web browser window with the URL <https://safsedstst.ospi.k12.wa.us/SafsF196/Certifica>. The page header includes the OSPI logo and 'School Apportionment & Financial Services'. A navigation bar contains links like 'Select Org', 'Enrollment', 'F-195', 'F-195F', 'F-196' (selected), 'F-197', 'F-200', 'F-203', 'Personnel', 'ALE', 'Reports', 'Info Center', and 'Old'. Below this, a secondary navigation bar has 'List Statements', 'View Data', 'Import Data', 'Run Edits', 'Update Status', 'Print Reports', and 'Certification' (selected). The main content area displays 'Certification (F-196)' for 'Capital Region ESD 113 (34801)'. It shows 'Aberdeen School District (Annual Financial Statement)' and a message: 'Your certification has been updated with a status of Complete.' with a 'View Document' button. The footer includes 'Privacy Policy', 'Disclaimer', 'Customer Support: 1.800.725.4311', and '©Copyright 2019 - 2020'. The Windows taskbar at the bottom shows the search bar and various application icons.

F-196 User Guide

Ralph Fortunato
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Email: Ralph.Fortunato@k12.wa.us



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