

ANNUAL FINANCIAL STATEMENT (F-196) AND DATA COLLECTION CALENDAR

STATUTORY CITATION: WAC 392-117-035

PURPOSE: This section provides the calendar for preparation and submission of the school district's F-196 Annual Financial Statement and data collection process.

Notice is hereby given to school districts and ESDs, in accordance with WAC 392-117-035, that failure to adhere to the due dates below shall result in a delay of apportionment payments. The final date for filing or forwarding will be considered as having been met if the postmark or other evidence indicates shipment prior to the due date or the next workday if the due date falls on a weekend.

<u>Final Action Date</u>	<u>Action</u>
October 25	Final date for submission of completed F-196 data from the school district to the local ESD. The data will be electronically submitted, or on the F-196 manual form, in the OSPI prescribed format. Districts not able to submit by the October 25 due date, may request a waiver by email or written notice to the ESD.
November 1	Final date for the ESD to review the F-196. The ESD may return the file to the district to make necessary changes. If the ESD approves the F-196 and changes the status to 'Ready for OSPI Review,' the District and ESD are able to print the Certification Page.
November 8	The signed Certification Page is due from the school district to the ESD.
November 15	Final date the signed Certification Page is due at OSPI, School Financial Services, from the ESD.

<u>Effective Date</u> 9/1/09	<u>Supersedes</u> 9/1/08	<u>Form</u>	<u>Chapter</u> F-196	<u>Section</u> 1	<u>Due Date</u> Calendar
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