Education Service Center Reporting Requirements

[Chapter 123](http://www.mainelegislature.org/legis/statutes/20-A/title20-Ach123sec0.html)

Due to MDOE by August 15th -

□ Q1 Budget Revenue Upload to MEFS

□ Q1 Budget Expenditure Upload to MEFS

□ Copy of budget meeting minutes emailed to [denise.towers@maine.gov](mailto:denise.towers@maine.gov).

□ Copy of budget presented at time of vote emailed to [denise.towers@maine.gov](mailto:denise.towers@maine.gov).

Due to MDOE by August 30th –

□ Q4 Actual Revenue Upload to MEFS

□ Q4 Actual Expenditure Upload to MEFS

□ Q4 Actual Balance Sheet Upload to MEFS

□ Q4 Fund 6750 Trial Balance emailed to [denise.towers@maine.gov](mailto:denise.towers@maine.gov). (Fund 1000 for those ESCs reporting as a standalone entity in MEFS)

□ Q4 Progress Notes emailed to [denise.towers@maine.gov](mailto:denise.towers@maine.gov).

\*\*Due to MDOE when annual audit is complete – This is required only if there are adjusting entries required by the Auditor that change what was reported in the Q4 actual uploads.

□ Q4 Audited Actual Revenue Upload to MEFS

□ Q4 Audited Actual Expenditure Upload to MEFS

□ Q4 Audited Actual Balance Sheet Upload to MEFS

□ Q4 Fund 6750 Trial Balance emailed to [denise.towers@maine.gov](mailto:denise.towers@maine.gov). (Fund 1000 for those ESCs reporting as a standalone entity in MEFS)

Due to MDOE by October 30th -

□ Q1 Actual Revenue Upload to MEFS

□ Q1 Actual Expenditure Upload to MEFS

□ Q1 Actual Balance Sheet Upload to MEFS

□ Q1 Fund 6750 Trial Balance emailed to [denise.towers@maine.gov](mailto:denise.towers@maine.gov). (Fund 1000 for those ESCs reporting as a standalone entity in MEFS)

□ Q1 Progress Notes emailed to [denise.towers@maine.gov](mailto:denise.towers@maine.gov).

□ Current school year staff reported in NEO - staff reporting requirements will vary based on services being offered, please contact [charlotte.ellis@maine.gov](mailto:charlotte.ellis@maine.gov) to determine any applicable reporting requirements.

Due to MDOE by November 1st –

□ Initial Report to the Commissioner – [Maine DOE Website – Initial Report](https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/Initial%20Report%20to%20the%20Commissioner%20Defined.pdf)

Due to MDOE by December 1st –

□ Annual Member Certification Roster for Next FY

□ Anticipated Direct State Funding Worksheet for Next FY

Due to MDOE by December 31st –

□ Prior Year Annual Audit - [Maine DOE Website – Audit Requirements](https://www.maine.gov/doe/funding/fiscalreview/audit)

□ Prior Year Annual Year End Survey

Due to MDOE by January 31st –

□ Q2 Actual Revenue Upload to MEFS

□ Q2 Actual Expenditure Upload to MEFS

□ Q2 Actual Balance Sheet Upload to MEFS

□ Q2 Fund 6750 Trial Balance emailed to [denise.towers@maine.gov](mailto:denise.towers@maine.gov). (Fund 1000 for those ESCs reporting as a standalone entity in MEFS)

□ Q2 Progress Notes emailed to [denise.towers@maine.gov](mailto:denise.towers@maine.gov).

Due to MDOE by April 30th –

□ Q3 Actual Revenue Upload to MEFS

□ Q3 Actual Expenditure Upload to MEFS

□ Q3 Actual Balance Sheet Upload to MEFS

□ Q3 Fund 6750 Trial Balance emailed to [denise.towers@maine.gov](mailto:denise.towers@maine.gov). (Fund 1000 for those ESCs reporting as a standalone entity in MEFS)

□ Q3 Progress Notes emailed to [denise.towers@maine.gov](mailto:denise.towers@maine.gov).