



COLORADO

Department of Education

Field Analyst Support Team (FAST) School Finance Division

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About US

The School Finance Division's Field Analyst Support Team (FAST) ensures that all Colorado public school districts receiving funds pursuant to the Public School Finance Act of 1994 and the Public School Transportation Fund are in compliance with the rules of both.

The FAST consists of 5 team members including:

- Operations Lead
- Field Analysts

Audit Programs

Pupil and At-Risk Counts

Public School Finance Act of 1994

In order to receive funding pursuant to this act, all Colorado public school districts must participate in the Student October Count data submission.

- This Data Pipeline submission is open from early September through mid-November
- Reported data should reflect known information as of 10/1 (or official pupil enrollment count date)
- This data submission includes both the pupil and at-risk counts, and is used to determine each district's Total Program Funding

Audit Programs Transportation

Public School Transportation Fund

All public school districts that provide directly, or contract for, pupil transportation are eligible to receive partial reimbursement from this fund.

- This web-based data collection (CDE-40 claim form) is open from early July through August
- Data submitted by districts should reflect correct information for the corresponding entitlement period (July 1 – June 30)

Audit Process



Overview

In order to ensure compliance and to secure funding, all districts must be prepared to provide supporting documentation for their Student October Count and Transportation submissions, to the FAST at the time of audit.

- *Districts provide supporting documentation to FAST*

Historical Approach

The FAST (previously referred to as the “Audit Team”) conducted compliance audits for each district:

- Primarily at district offices
- Every 1-5 years
- Reviewed hard-copy documentation
- 100% review of students submitted for funding

Current Approach

Given technological advancements, current district compliance audits are conducted:

- **Remotely from CDE offices**
- **Transitioning to every 1-3 years**
- **Reviews electronic documentation uploaded by the district to Syncplicity**
- **Reviews sampled population of students submitted for funding using a risk-based audit approach**

Future Enhancements

Over the next 2 years, FAST will be working towards increasing the frequency of district audits which should:

- Less time spent by district and CDE staff in the completion of these audits
- Result in fewer audit adjustments and exceptions
 - “Real time” feedback and guidance

Audit Process

- 1. Engagement Letter**
- 2. Audit District Contact Form (NEW)**
 - a. Syncplicity Folder (0100_Mapleton 1_Audit_FAST) (NEW)
- 3. Audit Scheduling**
 - a. Audit Questionnaire (NEW)
 - b. Document Upload (NEW)
- 4. Document Review**
- 5. Request for Additional Documentation**
- 6. Draft Audit Report**
 - a. Opportunity to address and remediate audit findings
- 7. Final Audit Report**

FAST Website

<http://www.cde.state.co.us/cdefinance/auditunit>

Questions?

Instructional Hours



Funding Hours

In order to be eligible for funding, students must be scheduled, as of the pupil enrollment count date, for a minimum number of instructional hours:

- **Full-time funding**

- Minimum of 360 hours of teacher-pupil instruction and contact time in the semester of the pupil enrollment count date

- **Part-time funding**

- Minimum of 90, but less than 360, hours of teacher-pupil instruction and contact time in the semester of the pupil enrollment count date

Statutory Requirements

Pursuant to 1 CCR 301-39-2.06 and 2.09, all schools must have a minimum of 160 student contact days, unless a waiver is granted to allow for fewer days, as well as provide for a minimum number of teacher-pupil instructional hours during the given school year.

These hours vary by school type:

Instructional Hours

■ Secondary Schools	1,080 hours
■ Middle, Junior High, and High Schools	
■ Elementary Schools	990 hours
■ Full-Day Kindergarten Programs	900 hours
■ Half-Day Kindergarten Programs	450 hours
■ Colorado Preschool Program (CPP)	360 hours

Instructional Hours

These hours can be reduced for (1) parent-teacher conferences, (2) staff in-service programs and (3) closings deemed by the board to be necessary for the health, safety, or welfare of pupils.

■ Secondary Schools	1,056 hours
■ Elementary Schools	968 hours
■ Full-Day Kindergarten Programs	870 hours
■ Half-Day Kindergarten Programs	435 hours
■ Colorado Preschool Program (CPP)	351 hours

Instructional Hours

When determining the length of the instructional day, the following apply:

- **Lunch is not part of the instructional day.**
- **The passing period between two classes and between a class and lunch can be included in the instructional day**
 - The passing period following lunch into a class is not part of the instructional day
- **Recess may be part of the instructional day, unless the district's board has a policy that excludes it**

School Levels

For purposes of determining instructional hours, the following applies:

- **Elementary School:** Kindergarten through 5th grade
- **Secondary School:** Grades 6 through 12

School Levels

If a school serves grades that include both levels, then the following criteria apply:

- No grade can stand alone
- 5th grade must always be elementary
- 8th grade must always be secondary

These criteria are consistent with Accountability

School Levels- Examples

- **K-6 school:**
 - All grades would be held to the elementary hours requirement
- **K-7 school:**
 - Grades K-5 would be held to the elementary hours requirement
 - Grades 6-7 would be held to the secondary hours requirement
- **K-8 school:**
 - Grades K-5 would be held to the elementary hours requirement
 - Grades 6-8 would be held to the secondary hours requirement
- **4-8 school:**
 - Grades 4-5 would be held to the elementary hours requirement
 - Grades 6-8 would be held to the elementary hours requirement
- **5-8 school:**
 - Grades 5-6 would be held to the elementary hours requirement
 - Grades 7-8 would be held to the secondary hours requirement

Calculation Guidance

In Spring 2017, FAST will provide written guidance on how to determine the number of instructional hours each school is scheduled to provide for a given school year.

Further, FAST will provide updated guidance on funding hours calculations that will align more closely with the instructional hours calculations by providing consistency and simplification of both.

Look for this written guidance to be posted to the FAST website.

Questions?

Contact Information

Field Analyst Support Team

Website:

- <http://www.cde.state.co.us/cdefinance/auditunit>

Email:

- audit@cde.state.co.us