

# The F-196 Annual Financial Statement

## User Guide



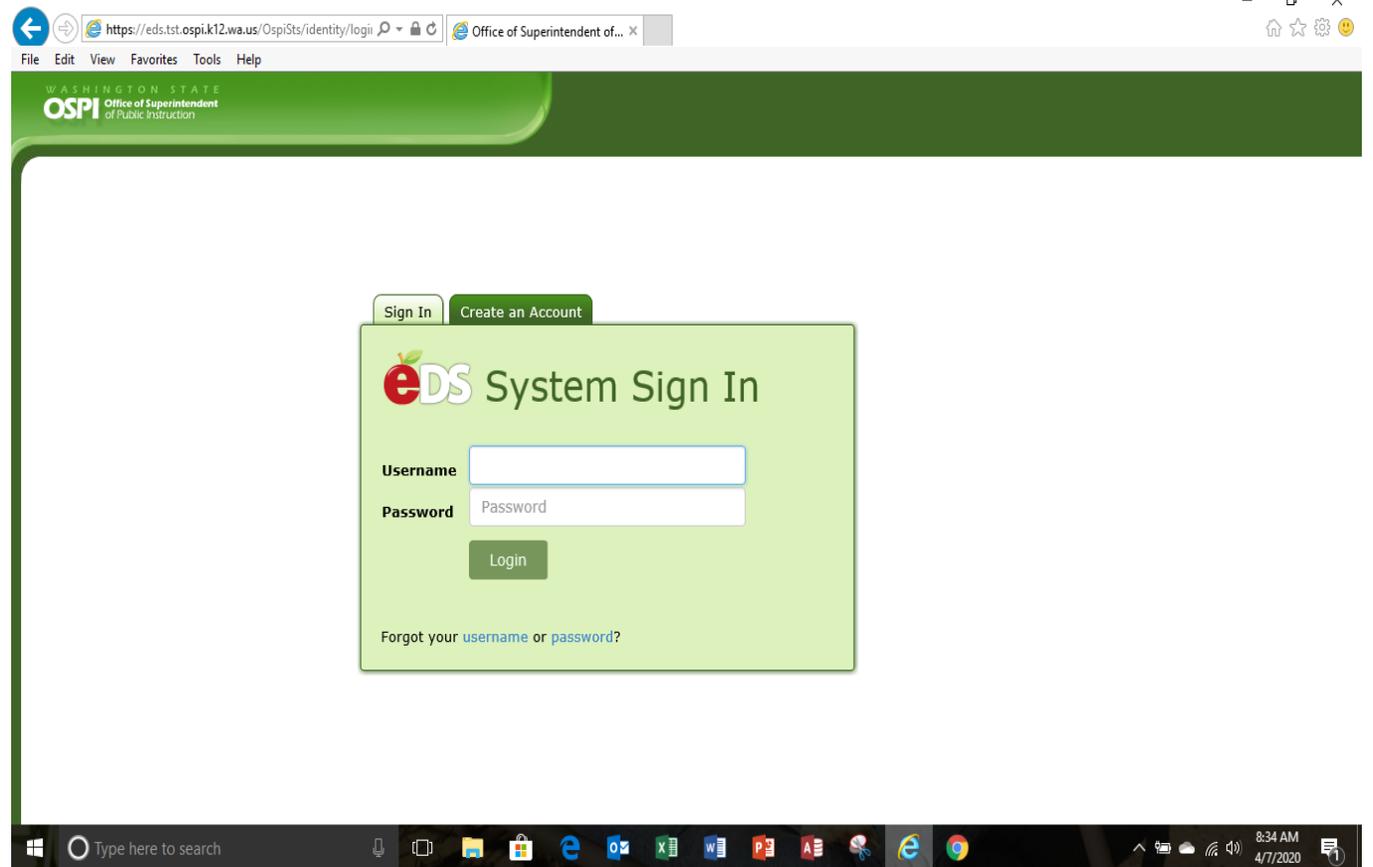
# The F-196-Log In

## Logging Into SAFS (All Users)

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

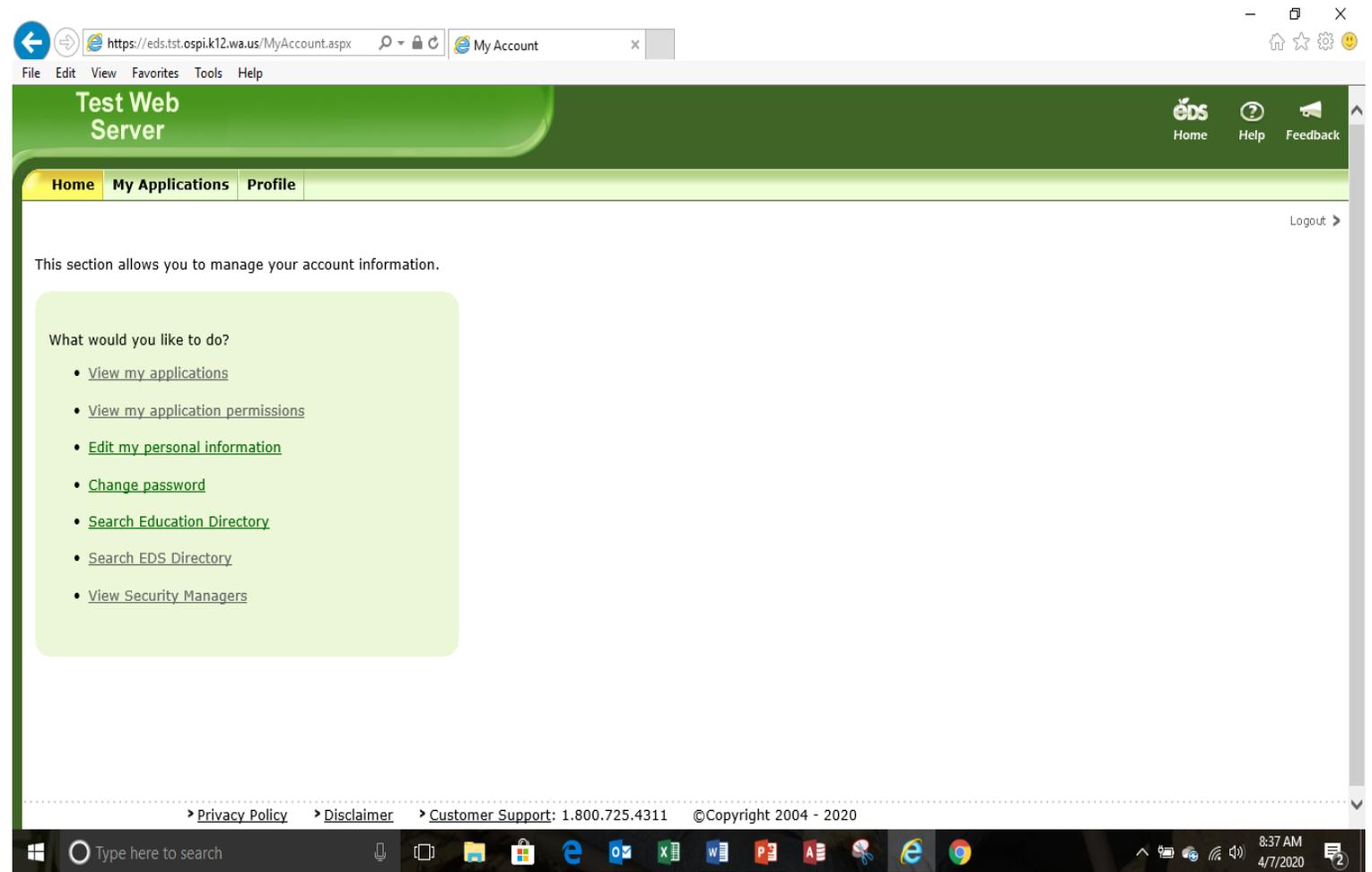
**Note:** The URL to use is:

<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**

Washington State  
OSPI  
Office of Superintendent  
of Public Instruction

eds Home Help Feedback

Home My Applications Profile

Print Friendly Logout

> Application List  
> Application Roles  
> Education Directory  
> EDS Directory  
> Security Manager List

### My Applications

#### My Application List

You have access to the applications listed below. Click on the application you want to access.

If you need access to more applications, please contact your [District Security Manager](#).

Application
<a href="#">E-Certification</a>
<a href="#">Education Data System</a>
<a href="#">Education Data System Administration</a>
<a href="#">K-3 Class Size</a>
<a href="#">NBPTS Scholarship</a>
<a href="#">pdEnroller</a>
<a href="#">SAFS</a>
<a href="#">SAFS - F196 (new)</a>
<a href="#">Safs Budget Projection</a>
<a href="#">Staff Hiring Projections</a>

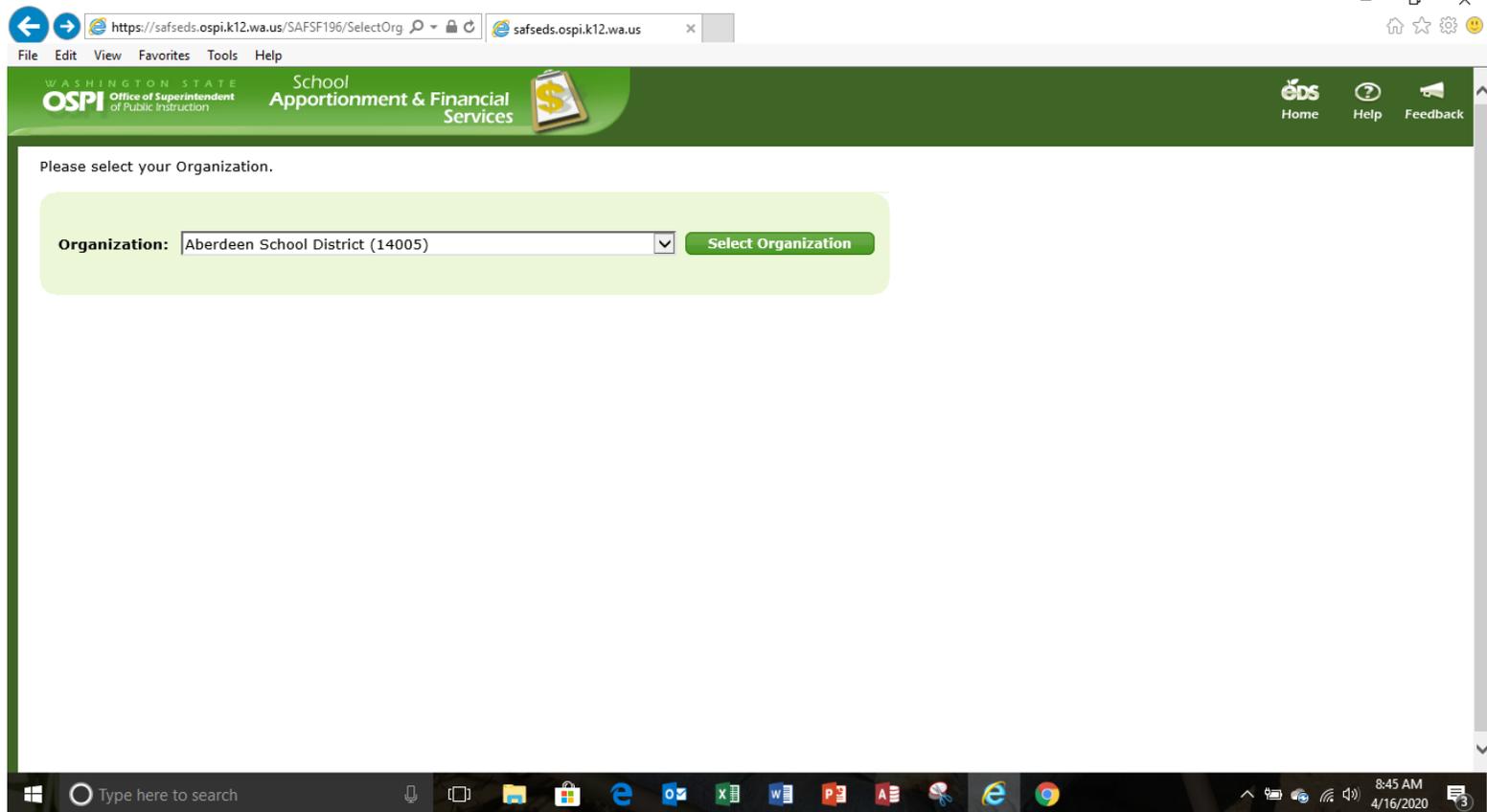
> Privacy Policy > Disclaimer > Customer Support: 1.800.725.4311 ©Copyright 2004 - 2020

Type here to search 8:43 AM 4/16/2020

# The F-196-Log In

Select your district or organization by clicking select organization.

**Note:** The EDS applications are designed to use Microsoft Edge 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://safseeds.ospi.k12.wa.us/SafsF196/>. The page header includes the OSPI logo and navigation links for Home, Help, and Feedback. The main navigation bar contains links for Select Org, NEW Enrollment, F-195, F-195F, OLD F-196, F-196, F-197, F-200, Old F-203, F-203, Personnel, ALE, Reports, and Info Center. The current page is titled "List Financial Statements (F-196)" and is for "Aberdeen School District (14005)".

Action	School District	Title	Statement Status	Certification Status	Fiscal Year
<a href="#">Create</a>	Aberdeen School District	Annual Financial Statement	Not Started	Not Started	2019-2020

Showing 1 to 1 of 1 entries

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# 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 header includes the Washington State OSPI logo and the text "School Apportionment & Financial Services". A navigation menu at the top lists various options: 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 a table for "Almira School District (22017)".

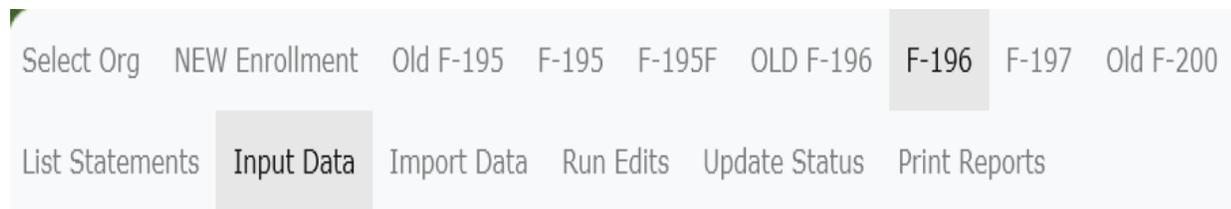
Action	School District	Title	Statement Status	Certification Status	Fiscal Year
<a href="#">Go</a>	Almira School District	Annual Financial Statement	In Process at District	Not Started	2019-2020

Showing 1 to 1 of 1 entries

At the bottom of the page, there are links for "Privacy Policy" and "Disclaimer", and "Customer Support: 1.800.725.4311 ©Copyright 2019 - 2020". The Windows taskbar at the bottom shows the time as 9:20 AM on 4/16/2020.

# 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



## Input Data (F-196)

### Adna School District (Annual Financial Statement)

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

Page

-- Select Page --

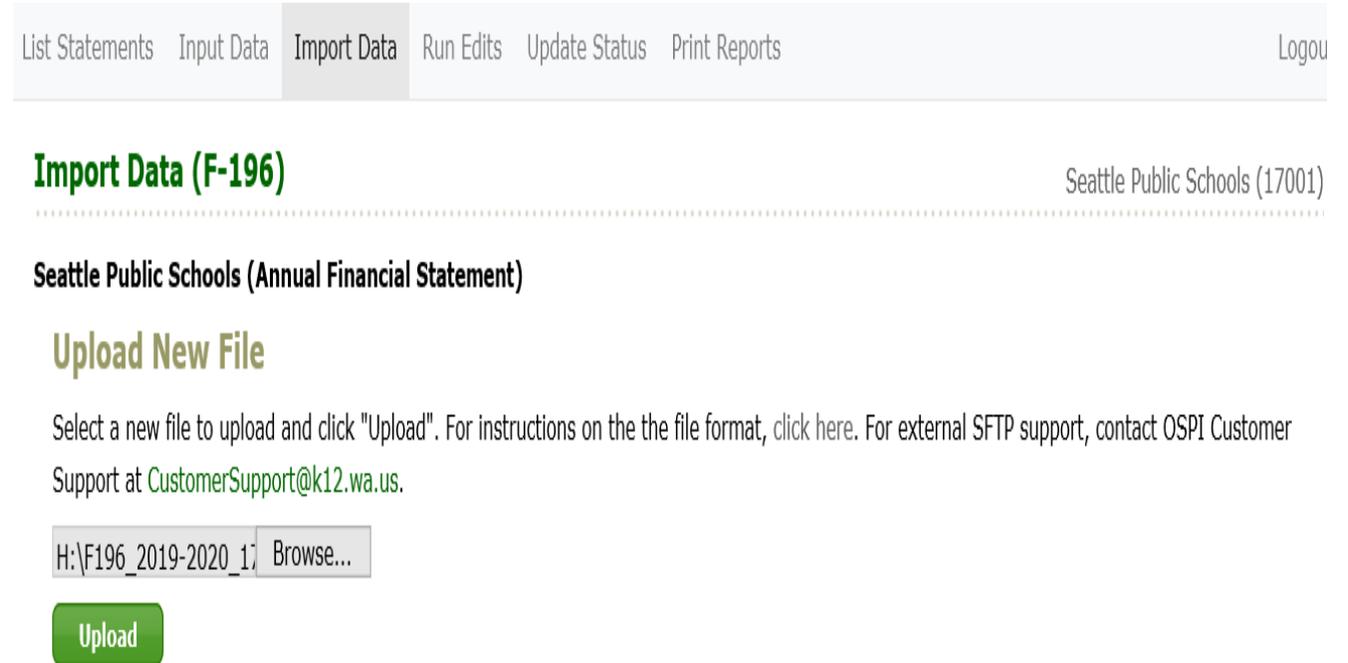


Go

# 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.



The screenshot shows a web application interface for importing F-196 data. At the top is a navigation bar with tabs: "List Statements", "Input Data", "Import Data" (which is highlighted), "Run Edits", "Update Status", "Print Reports", and "Logout". Below the navigation bar, the page title is "Import Data (F-196)" in green, with "Seattle Public Schools (17001)" on the right. A dotted line separates the title from the main content. The main content area is titled "Seattle Public Schools (Annual Financial Statement)" and features a section for "Upload New File". This section includes a text box with the file path "H:\F196\_2019-2020\_1" and a "Browse..." button. Below the text box is a green "Upload" button. A paragraph of instructions follows: "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](mailto:CustomerSupport@k12.wa.us)."

# 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
<a href="#">Import Data</a>	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	<a href="#">View File</a>

# The F-196 Import Data

It was discovered during the 19–20 F-196 process, when a file is uploaded and locations and or sub-fund values are changed or corrected and a new file is uploaded the original values are retained the F-196 application causing the amounts to be doubled. OSPI IT developed a solution to this situation.

If there is not a lot of data, a manual entry correction to the program matrix in the application can be made. However, if there is a large amount of data the manual process is just about impossible.

OSPI IT developed a new zero out process. This can be accessed by selecting the zero out tab on the secondary tool bar. Once there you can choose the program, sub-fund and or locations that should be zero out. When this process is complete a new corrected GF import file can be uploaded from the accounting records and the program matrix will now have the corrected values.

# The F-196 Import Data-Zero Out Option

The screenshot shows a web browser window with the URL <https://safsedstst.ospi.k12.wa.us/SafsF196/ZeroOut>. The page header includes the OSPI logo and "School Apportionment & Financial Services". The navigation menu is set to "F-196" and "Zero Out". The main content area is titled "Zero Out Amounts (F-196)" for "Aberdeen School District (14005)". Below the title, there is a section for "Aberdeen School District (Annual Financial Statement)" with a brief instruction: "If you inadvertently loaded data into the wrong program coding, you can zero it out in bulk using this page. To zero out program data, select your criteria and click 'Zero Out'. After data is zeroed out, import the corrected GF data file." Three dropdown menus are provided for "Program", "Sub Fund", and "Location", each currently set to "-- All --". A green "Zero Out" button is located below the dropdowns. The footer contains a "Privacy Policy Disclaimer" link, "Customer Support: 1.800.725.4311", and "© Copyright 2019 - 2021". The Windows taskbar at the bottom shows the time as 8:18 AM on 7/29/2021.



# 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
<a href="#">Import Data</a>	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	<a href="#">View File</a>
<a href="#">Import Data</a>	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	<a href="#">View File</a>
	Error in file		03/25/2020 6:09 PM	F196_2019-2020_17001_2020-03-25_18-09-09.txt	<a href="#">View Error Report</a>
	Error in file		03/25/2020 6:06 PM	F196_2019-2020_17001_2020-03-25_18-06-20.txt	<a href="#">View Error Report</a>
	Error in file		03/25/2020 6:00 PM	F196_2019-2020_17001_2020-03-25_18-00-25.txt	<a href="#">View Error Report</a>
<a href="#">Import Data</a>	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	<a href="#">View File</a>

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: 12127403L1448010976574100000003714G

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

Line 9224: 12127403L1448010976574200000001522C

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

Line 9225: 12127403L1448010976576220000001621F

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.

Chart of Accounts.' Below this text are three expandable sections: 'Regulatory Reporting Project', 'Accounting Tools', and 'School Locations'. The 'School Locations' section is expanded and contains three bullet points: 1. '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).' 2. '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.' 3. '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).' On the left side of the page is a navigation menu with categories: 'POLICY & FUNDING', 'School Apportionment', 'Budget Preparations', 'District Allocation of State Resources Portal', 'Election Results for School Financing', 'ESD Reports and Resources', 'Instructions and Tools', and 'Accounting Manual'. On the right side is a 'Contact Information' box with details for School Apportionment: 360-725-6300, SAFS@k12.wa.us, TTY: 360-664-3631, and Staff Contacts. The Windows taskbar at the bottom shows the time as 9:10 AM on 4/13/2020."/>

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

## 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**
  - [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).

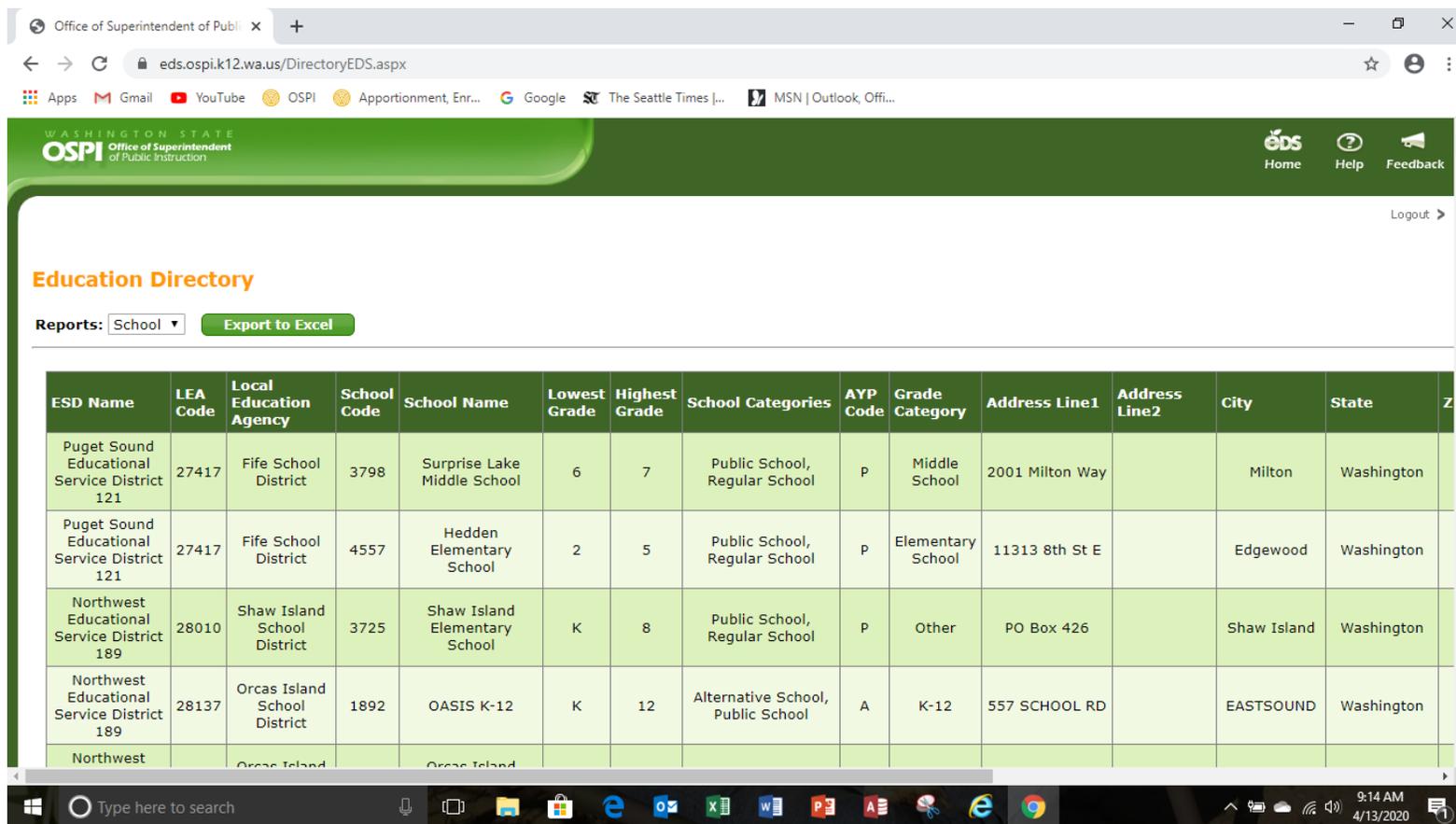
**CONTACT INFORMATION**

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

# 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 title is "Education Directory" and it includes a "Reports:" dropdown menu set to "School" and an "Export to Excel" button. The table below lists approved instructional locations with columns for 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 Z.

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 Accounting Changes webpage and select Valid COA lookup tool.

Chart of Accounts.' Below this text is a list of links: '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 sidebar on the left contains a navigation menu with categories like 'POLICY & FUNDING', 'School Apportionment', and 'Instructions and Tools'. A 'Contact Information' box on the right provides details for School Apportionment, including the phone number 360-725-6300 and email SAFS@k12.wa.us. The Windows taskbar at the bottom shows the time as 11:44 AM on 5/29/2020."/>

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

## 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](#).

- [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.

**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

**Contact Information**

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

11:44 AM  
5/29/2020

# 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.

The screenshot shows an Excel spreadsheet titled 'validcoalookuptool (6) - Excel'. The spreadsheet is used for looking up valid COA combinations. The data is as follows:

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

Below the table, the digit lengths are specified: Program (2 digits), Activity (2 digits), Object (1 digit), and NCES (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.

Valid Program - Activity - Object - NCES Combinations									
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 Benefit	Group Insurance-Certificat	Basic Education-Supervision-Instruction-Taxes and Benefits-Group Insurance-Certific
01-21-4-213	01	21	4	213	Basic Education	Supervision-Instr	Taxes and Benefit	Group Insurance-Classified	Basic Education-Supervision-Instruction-Taxes and Benefits-Group Insurance-Classifi

# 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)

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**Seattle Public Schools (Annual Financial Statement)**

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

Page

**Go**

# The F-196 Input Data

On the Certification page, indicate the number of school days operated 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 a web browser window with the URL <https://safsedstst.ospi.k12.wa.us/SafsF196/Data>. The page title is "Input Data (F-196)". The 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", "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", and "Logout". The main content area is titled "Input Data (F-196)" for "Seattle Public Schools (17001)". Below this, it says "Seattle Public Schools (Annual Financial Statement)" and "To view financial data, select the page then click 'Go'". There is a dropdown menu for "Page" set to "Certification" and a "Go" button. Below the "Go" button, the word "Certification" is displayed in orange. A table with two columns, "Description" and "Amount", is shown. The first row has "Number of School Days Operated" in the "Description" column and "0.00" in the "Amount" column. At the bottom of the page, there are "Save" and "Return" buttons, a "Privacy Policy Disclaimer" link, and "Customer Support: 1.800.725.4311 ©Copyright 2019 - 2020". The Windows taskbar at the bottom shows the time as 9:15 AM on 4/7/2020.

# 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)

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

**Page**

**Fund**

**Balance Sheet (General Fund)**

**ASSETS**

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

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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 the SAFS F-196 Input Data web application. The browser address bar displays <https://safsedstst.ospi.k12.wa.us/SafsF196/Data>. The application interface includes a navigation menu 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 active. Below the navigation, 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 includes a sub-header 'Seattle Public Schools (Annual Financial Statement)'. Below this, there are dropdown menus for 'Page' (set to 'Statement of Revn, Expd, Chng') and 'Fund' (set to 'General'), followed by a green 'Go' button. The main content area displays a table titled 'Statement of Revn, Expd, Chng (General Fund)'. The table has columns for 'GL#', 'Sub-Fund 10', 'Sub-Fund 11', and 'General Fund'. Rows include 'Total Revenues and Other Financing Sources', 'Total Expenditures', and 'OTHER FINANCING USES' with sub-rows for 'Other Financing Uses - transfers Out' and 'Other Financing Uses'. The 'General Fund' column for these rows is grayed out, indicating they are display-only fields. At the bottom, there are 'Save' and 'Return' buttons, and a footer with 'Customer Support: 1.800.725.4311' and '©Copyright 2019 - 2020'.

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

**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:

Fund:

#### 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
<b>OTHER FINANCING USES</b>				
	GL#	Sub-Fund 10	Sub-Fund 11	General Fund
Other Financing Uses - transfers Out	536	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00
Other Financing Uses	535	<input type="text" value="0.00"/>	<input type="text" value="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"/>

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**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 Trust Funds and Custodial 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:  ▼

**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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# The F-196 Input Data

On the Changes in Fiduciary Net Assets, enter any additions or deletions to the Private Purpose Trust Funds and Custodial 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:  ▼

**Changes in Fiduciary Net Position**

⊖ **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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# 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:

**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)
<b>VOTED DEBT</b>					
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
<b>NON-VOTED DEBT AND LIABILITIES</b>					
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>

# 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** Revenue and Other Financing Sources

**Fund** General

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"/>
<b>Total Local Taxes</b>	<b>1000</b>	<input type="text" value="0.00"/>

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# The F-196 Input Data

On 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 (17001)

**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

**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
<b>Program Totals</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Debit Transfer</b>	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	0.00	
<b>Cert. Salaries</b>	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	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	0.00	
2130 - Non contracted Salaries	0.00	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	0.00	
2150 - Supplemental Contracts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

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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:  ▼

**DATA REQUIREMENTS & CERTIFICATIONS**

Description	Amount
E-rate Amount <input type="button" value="?"/>	<input type="text" value="0.00"/>
Impact Fees <input type="button" value="?"/>	<input type="text" value="0.00"/>
Mitigation Fees <input type="button" value="?"/>	<input type="text" value="0.00"/>
Education Job Funds <input type="button" value="?"/>	<input type="text" value="0.00"/>
Program 55-Learning Assistance Program Regular Expenditures <input type="button" value="?"/>	<input type="text" value="0.00"/>
Program 55-Learning Assistance-High Poverty Expenditures <input type="button" value="?"/>	<input type="text" value="0.00"/>
Program 55-Learning Assistance Program Expenditures <input type="button" value="?"/>	<input type="text" value="0.00"/>

**DATA FOR JANUARY APPORTIONMENT**

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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 displays the 'Input Data (F-196)' interface for Aberdeen School District (14005). The page title is 'Aberdeen School District (Annual Financial Statement)'. A dropdown menu is set to 'Supplemental Reports'. Below this, there are buttons for 'Go', 'Expand All', and 'Collapse All'. The main content area is titled 'DATA REQUIREMENTS & CERTIFICATIONS' and contains a table with the following data:

Description	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

A tooltip is displayed over the 'E-rate Amount' field, stating: 'The amount of e-rate received by the school district either as the total discount or as a reimbursement amount which was coded in Revenue 2910. This amount may be a combination of both and should be displayed on the award by the utility.'

Below the table, there is a section for 'DATA FOR JANUARY APPORTIONMENT'. At the bottom of the page, there are 'Save' and 'Return' buttons, a search bar, and system information including 'Customer Support: 1.800.725.4311' and '©Copyright 2019 - 2020'. The taskbar at the bottom shows the time as 10:07 AM on 4/7/2020.

# The F-196 Input Data

On 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

Go

### Resource to Program Expenditure Report

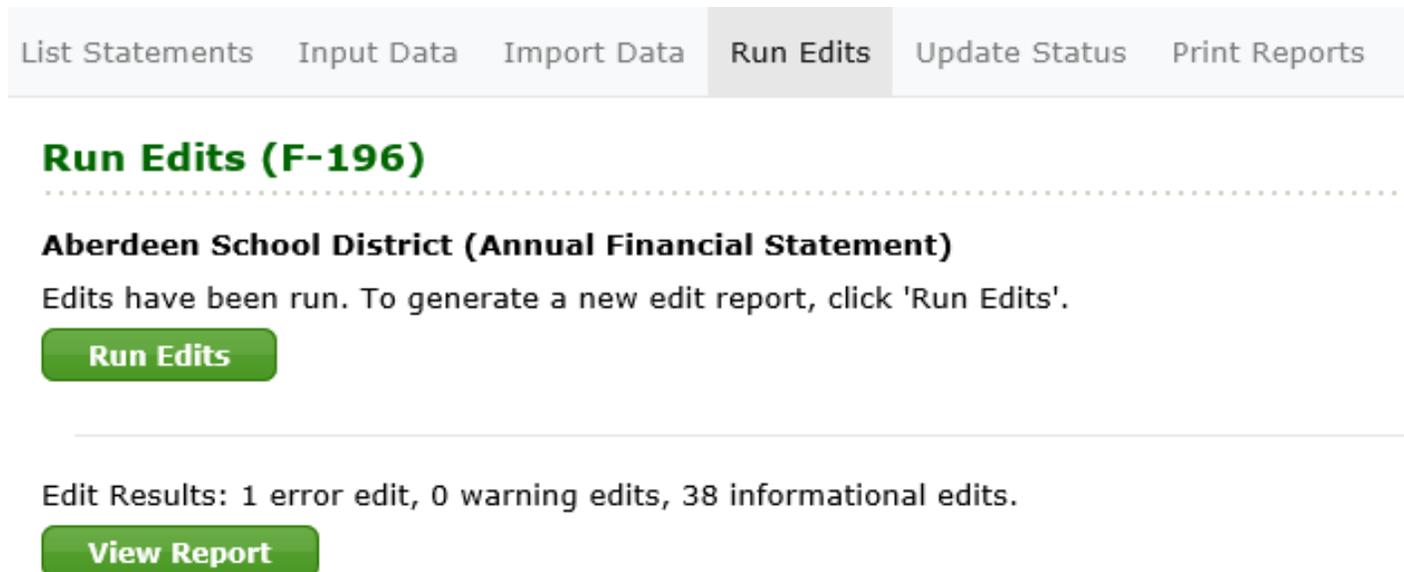
BASIC EDUCATION PROGRAMS	Program Expenditures (1)	State Resources (2)	Federal Resources (3)	Other Resources (4)	Difference (2) + (3) + (4) - (1)
01 - Basic Education	11,635,871.00	9,585,871.00	50,000.00	2,000,000.00	0.00
02 - Alternative Learning Experience	116,515.00	116,515.00	0.00	0.00	0.00
03 - Basic 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
<b>TOTAL BASIC EDUCATION PROGRAMS</b>	<b>21,756,437.00</b>	<b>18,324,289.00</b>	<b>50,000.00</b>	<b>3,382,148.00</b>	<b>0.00</b>
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>

# 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.



The screenshot shows a navigation bar with the following items: List Statements, Input Data, Import Data, Run Edits (highlighted), Update Status, and Print Reports. Below the navigation bar, the heading "Run Edits (F-196)" is displayed in green. A dotted line separates this heading from the sub-heading "Aberdeen School District (Annual Financial Statement)". Below the sub-heading, a message states: "Edits have been run. To generate a new edit report, click 'Run Edits'." A green button labeled "Run Edits" is positioned below the message. A horizontal line is below the button. Below the line, the text "Edit Results: 1 error edit, 0 warning edits, 38 informational edits." is shown. A green button labeled "View Report" is positioned below the text.

# 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 Aberdeen School District No. 005 RUN DATE: 4/7/2020  
E.S.D. 113 Financial Edit Report Fiscal Year 2019-2020 RUN TIME: 10:22:57 AM  
COUNTY: 14 Grays Harbor

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 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 5, 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	

# 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 the OSPI School Apportionment & Financial Services website. The browser address bar displays the URL: <https://safsedstst.ospi.k12.wa.us/SafsF196/Report>. The page title is "Print Reports (F-196)". 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 secondary navigation bar includes "List Statements", "Input Data", "Import Data", "Run Edits", "Update Status", "Print Reports", and "Logout". The main content area is titled "Print Reports (F-196)" and is for "Aberdeen School District (14005)". Below the title, it says "Aberdeen School District (Annual Financial Statement)" and "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 are two checkboxes: "Financial Statement" (unchecked) and "Financial Statement & Supplemental Reports" (checked). Under "Individual Reports", there are several checkboxes: "Certification" (unchecked), "Balance Sheet" (unchecked), "Statement of Revenues, Expenditures, Changes in Fund Balance" (unchecked), "Statement of Revenues, Expenditures, Changes in Fund Balance by Sub-Fund" (unchecked), "Budgetary Comparison Schedule (GF)" (unchecked), "Budgetary Comparison Schedule (ASB)" (unchecked), "Budgetary Comparison Schedule (DS)" (unchecked), "Budgetary Comparison Schedule (CP)" (unchecked), "Budgetary Comparison Schedule (TVF)" (unchecked), "General Fund Program Matrix (by Program)" (unchecked), "Data Requirements for Supplemental Reports" (unchecked), "Data Requirements for End of Year Reporting" (unchecked), "Federal Distorting Items and Indirect Expenditures" (unchecked), "Schedule for Federal Restricted Indirect Cost Rate" (unchecked), "Schedule for Federal Unrestricted Indirect Cost Rate" (unchecked), "Resource to Program Expenditure Report" (unchecked), and "Preliminary Special Education Maintenance of Effort" (unchecked). At the bottom right, 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 displays the OSPI School Apportionment & Financial Services web application. The browser address bar shows the URL: <https://safsedstst.ospi.k12.wa.us/SafsF196/Report>. The page title is "Print Reports (F-196)". 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 secondary navigation bar includes "List Statements", "Input Data", "Import Data", "Run Edits", "Update Status", "Print Reports", and "Logout". The main content area is titled "Print Reports (F-196)" and is for "Aberdeen School District (14005)". It contains the heading "Aberdeen School District (Annual Financial Statement)" and the instruction: "To print all or portions of the financial statement, make your selections below and click 'View Report'". There are two sections of checkboxes: "Combined Reports" and "Individual Reports". Under "Combined Reports", "Financial Statement" is unchecked, and "Financial Statement & Supplemental Reports" is checked. Under "Individual Reports", "Certification" is checked, and all other options are unchecked. A "Program:" dropdown menu is set to "-- All --". At the bottom, there is a "Format:" dropdown menu with "PDF" selected, and a "View Report" button. The footer includes "Privacy Policy Disclaimer", "Customer Support: 1.800.725.4311", and "©Copyright 2019 - 2020".



# 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 Aberdeen School District (14005). The page title is 'Update Status (F-196)'. 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', 'Info Center', 'Home', 'Help', and 'Feedback'. The secondary navigation bar includes 'List Statements', 'Input Data', 'Import Data', 'Run Edits', 'Update Status', 'Print Reports', and 'Logout'. The main content area is titled 'Update Status (F-196)' and 'Aberdeen School District (Annual Financial Statement)'. It contains a dropdown menu with '-- Select --' and an 'Update' button. Below this is a 'Status History' table with the following data:

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

A success message 'Success! Your data saved successfully!' is displayed in a green box. The footer includes 'Privacy Policy', 'Disclaimer', 'Customer Support: 1.800.725.4311', and '©Copyright 2019 - 2020'. The system tray shows the time as 10:42 AM on 4/7/2020.

# 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 a web browser window with the URL <https://safsedstst.ospi.k12.wa.us/SafsF196/Status>. The page header includes the OSPI logo and navigation links for Home, Help, and Feedback. The main navigation bar contains various menu items such as 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 'Update Status' option is highlighted in the sub-navigation bar. The page title is 'Update Status (F-196)' and it is for 'Aberdeen School District (14005)'. The main content area displays the 'Update Status (F-196)' section for the 'Aberdeen School District (Annual Financial Statement)'. It includes instructions: 'To update the status of the financial statement, use the selection box to change the status then click "update".' Below this, 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.' A dropdown menu is set to '-- Select --' and an 'Update' button is visible. The 'Status History' section contains a table with the following data:

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

At the bottom of the page, there are links for 'Privacy Policy' and 'Disclaimer', and a 'Customer Support: 1.800.725.4311' contact number. The footer of the browser window shows the Windows taskbar with the date and time as 9:53 AM on 4/13/2020.

# The F-196 DocuSign Certification Process



# 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

✓ 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 page header includes the OSPI logo and 'School Apportionment & Financial Services'. A secondary navigation bar contains tabs for 'Select Org', 'Enrollment', 'F-195', 'F-195F', 'F-196', 'F-197', 'F-200', 'F-203', 'Personnel', 'ALE', 'Reports', 'Info Center', and 'Old'. The 'F-196' tab is selected. Below this, a 'Certification' sub-tab is active, and a 'Logout' link is visible. The main content area is titled 'Certification (F-196)' and shows 'Aberdeen School District (14005)'. It contains the text 'Aberdeen School District (Annual Financial Statement)' and 'To begin the certification process, click 'Begin Certification''. A green button labeled 'Begin Certification' is prominently displayed. The footer includes a 'Privacy Policy Disclaimer' link, 'Customer Support: 1.800.725.4311', and '© Copyright 2019 - 2020'. The Windows taskbar at the bottom shows the time as 10:31 AM on 5/29/2020.

# The F-196 Certification Process

- ✓ Authorized signer will check the agreement box and then click on continue

Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures. 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

Approved:  \_\_\_\_\_ 10/21/2020  
School District Superintendent or Authorized Official Date

Reviewed: \_\_\_\_\_  
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Excess of Revenues/Other Financing Sources Over/(Under) Expenditures and Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Total Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prior Year(s) Corrections or Restatements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Total Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Not Locked

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

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# The F-196 Certification Process

✓ Authorized signer will then click start.

DocuSign Envelope ID: 4C76BE90-1E76-4243-BA2A-61A83DE89FAD  
REPORT F196  
Adna School District No. 226  
E.S.D. 113  
F-196 ANNUAL FINANCIAL STATEMENTS FOR FISCAL YEAR 2019-2020  
COUNTY: 21 Lewis

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999 3rd Ave, Suite 1700 • Seattle, WA 98101-3207 • Phone: 206.467.219-0200  
www.docusign.com  
RUN DATE: 10/21/2020  
RUN TIME: 8:29:46 AM

The Annual Financial Statements (Report F-196) for Adna School District of Lewis 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: SubpartE.

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: \_\_\_\_\_ 10/21/2020  
School District Superintendent or Authorized Official Date

Reviewed: \_\_\_\_\_  
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Privacy Policy Disclaimer  
Customer Support: 1.800.725.4311  
©Copyright 2019 - 2020

# The F-196 Certification Process

✓ Authorized signer will then click on the box with sign and the arrow in the certification page

The screenshot shows a web browser window with the URL <https://safesdstst.ospi.k12.wa.us/SafsF196/Certifica>. The page title is "Aberdeen School District (Annual Financial Statement)". The main content area displays the following information:

- 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 98101-3209
- www.docusign.com
- RUN DATE: 5/29/2020
- RUN TIME: 10:35:59 AM

The main text of the certification reads: "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."

A yellow "SIGN" button is positioned to the left of a signature box. The signature box contains the following 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

Approved: \_\_\_\_\_ 5/29/2020  
School District Superintendent or Authorized Official Date

Reviewed: \_\_\_\_\_  
ESD Superintendent or Authorized Official Date

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

# The F-196 Certification Process

✓ "District Signer" is the default signature, the authorized signer will type in their name in the Full Name box. The script signature will appear in the preview box. If ok click on Adopt and Sign.

https://safsedev.ospi.k12.wa.us/SafsF196/Certific

Certification (F-196)

Select the sign field to create and add your signature

### Adopt Your Signature

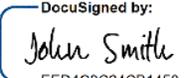
Confirm your name, initials, and signature.

\* Required

Full Name\*  Initials\*

[SELECT STYLE](#) [DRAW](#)

PREVIEW [Change Style](#)

DocuSigned by:  DS   
EED4C3C24CB1450...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

[ADOPT AND SIGN](#) [CANCEL](#)

REPORT F-196 SUMMARY

	General Fund	ASB Fund	Fund	Projects Fund	Fund	Fund	Total
Total Revenues and Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Privacy Policy Disclaimer

Customer Support: 1.800.725.4311  
©Copyright 2019 - 2020

Type here to search

8:50 AM  
10/21/2020

# The F-196 Certification Process

- ✓ Authorized signer signature will appear on the signature line, then click finish.
- ✓ This signature becomes the default signature. If you want to change the signer see next slide.

The screenshot shows a web browser window displaying the F-196 Certification Process. The browser address bar shows the URL: <https://safseedsdev.ospi.k12.wa.us/SafsF196/Certific>. The page title is "Certification (F-196)".

The main content area displays the following information:

- DocuSign Envelope ID: 4C76BE90-1E76-4243-BA2A-61A83DE89FAD
- REPORT F196
- Adna School District No. 226
- E.S.D. 113
- F-196 ANNUAL FINANCIAL STATEMENTS FOR FISCAL YEAR 2019-2020
- COUNTY: 21 Lewis

The text below the header reads: "The Annual Financial Statements (Report F-196) for Adna School District of Lewis 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."

A signature line is visible with the following text: "The school district **Required - Signature Applied** 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".

The signature line includes the following fields:

- DocuSigned by:
- Approved: John Smith (with a signature) \_\_\_\_\_
- School District Superintendent or Authorized Official
- Date: 10/21/2020 \_\_\_\_\_
- Reviewed: \_\_\_\_\_
- ESD Superintendent or Authorized Official
- Date: \_\_\_\_\_

At the bottom of the page, there is a table titled "REPORT F-196 SUMMARY" with the following columns: General Fund, ASB Fund, Debt Service Fund, Capital Projects Fund, Transportation Vehicle Fund, Permanent Fund, and Total. The values for all these columns are 0.00.

The footer of the page includes: "Privacy Policy", "Disclaimer", "Customer Support: 1.800.725.4311", and "©Copyright 2019 - 2020".

# The F-196 Certification Process

✓ To change the signature click on the script signature and select change

DocuSign Envelope ID: 4C76BE90-1E76-4243-BA2A-61A83DE89FAD  
REPORT F196 Adna School District No. 226  
E.S.D. 113 F-196 ANNUAL FINANCIAL STATEMENTS FOR FISCAL YEAR 2019-2020  
COUNTY: 21 Lewis RUN DATE: 10/21/2020

DEMONSTRATION DOCUMENT ONLY  
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE  
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200  
www.docusign.com RUN TIME: 8:29:46 AM

The Annual Financial Statements (Report F-196) for Adna School District of Lewis 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 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: John Smith 10/21/2020  
Superintendent or Authorized Official Date  
Change  
Reviewed: Clear  
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Privacy Policy Disclaimer Customer Support: 1.800.725.4311 ©Copyright 2019 - 2020

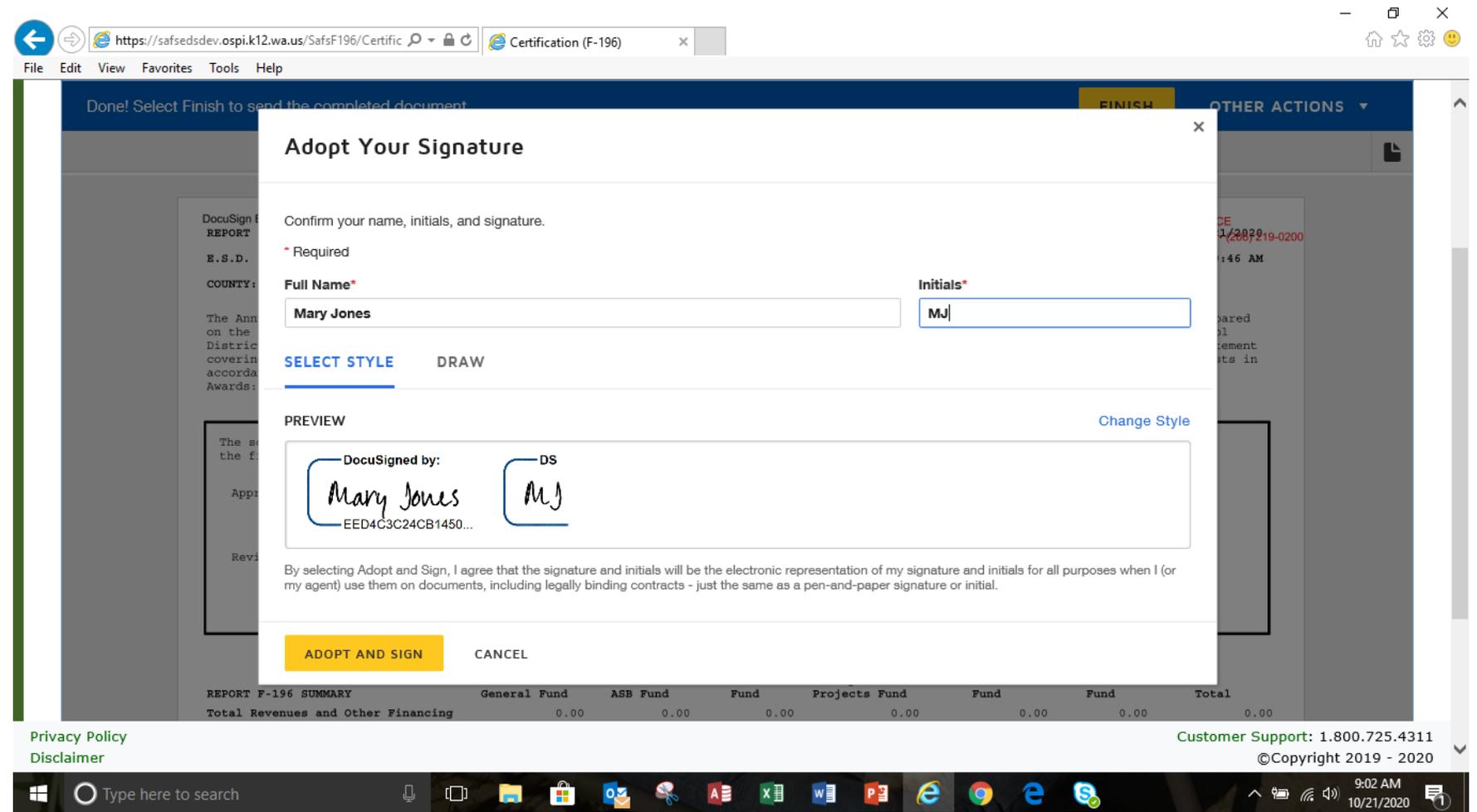
# The F-196 Certification Process

✓ To change the signature click add and a new signature box will appear.

The screenshot shows a web browser window with the URL <https://safseedsdev.ospi.k12.wa.us/SafsF196/Certific>. The page title is "Certification (F-196)". A modal dialog box titled "My Signatures and Initials" is open, displaying a list of signatures. The first entry is "John Smith" with a handwritten signature and initials "JS". Below the list are "ADOPT" and "CANCEL" buttons. The background page shows a document with a signature line for "Approved: John Smith" dated "10/21/2020". At the bottom of the page, there is a table with columns: "REPORT F-196 SUMMARY", "General Fund", "ASB Fund", "Debt Service Fund", "Capital Projects Fund", "Transportation Vehicle Fund", "Permanent Fund", and "Total". The table shows "Total Revenues and Other Financing" with values of 0.00 for each category. The footer includes "Privacy Policy Disclaimer", "Customer Support: 1.800.725.4311", and "© Copyright 2019 - 2020".

# The F-196 Certification Process

- ✓ Type the new signer's name and initials in the boxes and then click adopt and sign.



# The F-196 Certification Process

✓ Type the new signer's name and initials in the boxes and then click adopt and sign. To replace the original signature click on replace.

The screenshot shows a web browser window with the URL <https://safsedstdev.ospi.k12.wa.us/SafsF196/Certific>. The page title is "Certification (F-196)". The main content area displays a "DocuSign" interface for signing a document. A dialog box titled "Replace Signed Fields" is open, asking: "Adopting a new signature replaces all previously signed fields with the new signature. Do you want to replace the signed fields in this envelope?". The dialog has two buttons: "REPLACE" (highlighted in yellow) and "CANCEL".

In the background, the "ADOPT AND SIGN" dialog is visible, showing the following information:

- Confirm your name, initials, and email address.
- \* Required
- Full Name\*  
Mary Jones
- SELECT STYLE | DRAW
- PREVIEW  
DocuSigned by:  
Mary Jones  
EED4C3C24CB1450...  
DS  
MJ
- By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.
- ADOPT AND SIGN | CANCEL

At the bottom of the page, there is a "REPORT F-196 SUMMARY" table with columns: General Fund, ASB Fund, Fund, Projects Fund, Fund, Fund, and Total. The values for all these columns are 0.00. There is also a "Privacy Policy Disclaimer" link on the left and "Customer Support: 1.800.725.4311 ©Copyright 2019 - 2020" on the right.

# The F-196 Certification Process

✓ The new signature will appear in the certification page. If everything is ok and ready to certify click on finish.

The screenshot shows a web browser window with the URL <https://safedsdev.ospi.k12.wa.us/SafsF196/Certific>. The page title is "Certification (F-196)". At the top, there is a blue banner with the text "Done! Select Finish to send the completed document." and two buttons: "FINISH" and "OTHER ACTIONS". Below the banner is a toolbar with various icons. The main content area displays the following information:

DocuSign Envelope ID: 4C76BE90-1E76-4243-BA2A-61A83DE89FAD  
REPORT F196 Adna School District No. 226  
E.S.D. 113 F-196 ANNUAL FINANCIAL STATEMENTS FOR FISCAL YEAR 2019-2020  
COUNTY: 21 Lewis

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www.docuSign.com  
RUN DATE: 10/21/2020  
RUN TIME: 8:29:46 AM

The Annual Financial Statements (Report F-196) for Adna School District of Lewis 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 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: Mary Jones 10/21/2020  
School District Superintendent or Authorized Official Date

Reviewed: \_\_\_\_\_  
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Privacy Policy  
Disclaimer

Customer Support: 1.800.725.4311  
©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://safsedsdev.ospi.k12.wa.us/SafsF196/Certific>. The page header includes the OSPI logo and "School Apportionment & Financial Services". The main navigation bar has tabs for "Select Org", "Enrollment", "F-195", "F-195F", "F-196", "F-197", "F-200", "F-203", "Personnel", "ALE", "Reports", "Info Center", and "Old". The "F-196" tab is selected. Below the navigation bar, there are links for "List Statements", "View Data", "Import Data", "Run Edits", "Update Status", "Print Reports", and "Certification". The "Certification" link is highlighted. The main content area displays "Certification (F-196)" for "Adna School District (21226)". A message states: "Adna School District (Annual Financial Statement) Your certification has been updated with a status of Signed By District." Below the message is a green button labeled "View Document". The footer contains "Privacy Policy", "Disclaimer", "Customer Support: 1.800.725.4311", and "©Copyright 2019 - 2020".

# The F-196 Certification Process

ESD users will follow the same process as school districts.

The screenshot shows a web browser window with the URL <https://safsdev.ospi.k12.wa.us/SafsF196/Certific>. The page title is "Certification (F-196)". The header includes the OSPI logo and "School Apportionment & Financial Services". The navigation menu includes "Select Org", "Enrollment", "F-195", "F-195F", "F-196", "F-197", "F-200", "F-203", "Personnel", "ALE", "Reports", "Info Center", and "Old". The "Certification" tab is active. The main content area displays "Certification (F-196)" for "Capital Region ESD 113 (34801)". Below this, it says "Adna School District (Annual Financial Statement)" and "The document has been signed by the district." A green "Sign Document" button is visible. The footer contains "Privacy Policy", "Disclaimer", "Customer Support: 1.800.725.4311", and "©Copyright 2019 - 2020".

# The F-196 Certification Process

ESD users will click continue

The screenshot shows a web browser window with the URL <https://safsedsdev.ospi.k12.wa.us/SafsF196/Certific>. The page title is "Certification (F-196)". At the top, there is a blue header with the text "Please review the documents below." and two buttons: "CONTINUE" (highlighted in yellow) and "OTHER ACTIONS". Below the header, there is a document preview area with the following 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

DocuSigned by:  
Approved: Mary Jones 10/21/2020  
School District Superintendent or Authorized Official Date  
Reviewed: [Signature] 10/21/2020  
ESD Superintendent or Authorized Official Date

Below the document preview 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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Excess of Revenues/Other Financing Sources Over/(Under) Expenditures and Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Total Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prior Year(s) Corrections or Restatements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Total Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00

At the bottom of the document preview area, it says "Not Locked".

At the bottom of the browser window, there is a footer with "Privacy Policy Disclaimer" on the left and "Customer Support: 1.800.725.4311 ©Copyright 2019 - 2020" on the right.

# The F-196 Certification Process

✓ Authorized signer will then click start.

DocuSign Envelope ID: 4C76BE90-1E76-4243-BA2A-61A83DE89FAD  
REPORT F196 Adna School District No. 226  
E.S.D. 113 F-196 ANNUAL FINANCIAL STATEMENTS FOR FISCAL YEAR 2019-2020  
COUNTY: 21 Lewis

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www.docusign.com  
RUN DATE: 10/21/2020  
RUN TIME: 8:29:46 AM

The Annual Financial Statements (Report F-196) for Adna School District of Lewis 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

DocuSigned by:  
Approved: Mary Jones 10/21/2020  
School District Superintendent or Authorized Official Date

Reviewed: [Sign] 10/21/2020  
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Privacy Policy Disclaimer Customer Support: 1.800.725.4311 ©Copyright 2019 - 2020

# The F-196 Certification Process

✓ Authorized signer will then click on the box with sign and the arrow in the certification page

DocuSign Envelope ID: 4C76BE90-1E76-4243-BA2A-61A83DE89FAD  
REPORT F196 Adna School District No. 226  
E.S.D. 113 F-196 ANNUAL FINANCIAL STATEMENTS FOR FISCAL YEAR 2019-2020  
COUNTY: 21 Lewis

DEMONSTRATION DOCUMENT ONLY  
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999 3rd Ave, Suite 1700 • Seattle, WA 98101-3200  
www.docuSign.com  
RUN DATE: 10/21/2020  
RUN TIME: 8:29:46 AM

The Annual Financial Statements (Report F-196) for Adna School District of Lewis 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

DocuSigned by:  
Approved: Maria Jones 10/21/2020  
Required - Sign Here  
School District Superintendent or Authorized Official Date  
Reviewed: [Signature] 10/21/2020  
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Privacy Policy  
Disclaimer

Customer Support: 1.800.725.4311  
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# The F-196 Certification Process

✓ Authorized signer will then click on the box with sign and the arrow in the certification page

DocuSign Envelope ID: 4C76BE90-1E76-4243-BA2A-61A83DE89FAD  
REPORT F196 Adna School District No. 226  
E.S.D. 113 F-196 ANNUAL FINANCIAL STATEMENTS FOR FISCAL YEAR 2019-2020  
COUNTY: 21 Lewis

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www.docuSign.com  
RUN DATE: 10/21/2020  
RUN TIME: 8:29:46 AM

The Annual Financial Statements (Report F-196) for Adna School District of Lewis 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: Mary Jones 10/21/2020  
School District Superintendent or Authorized Official Date

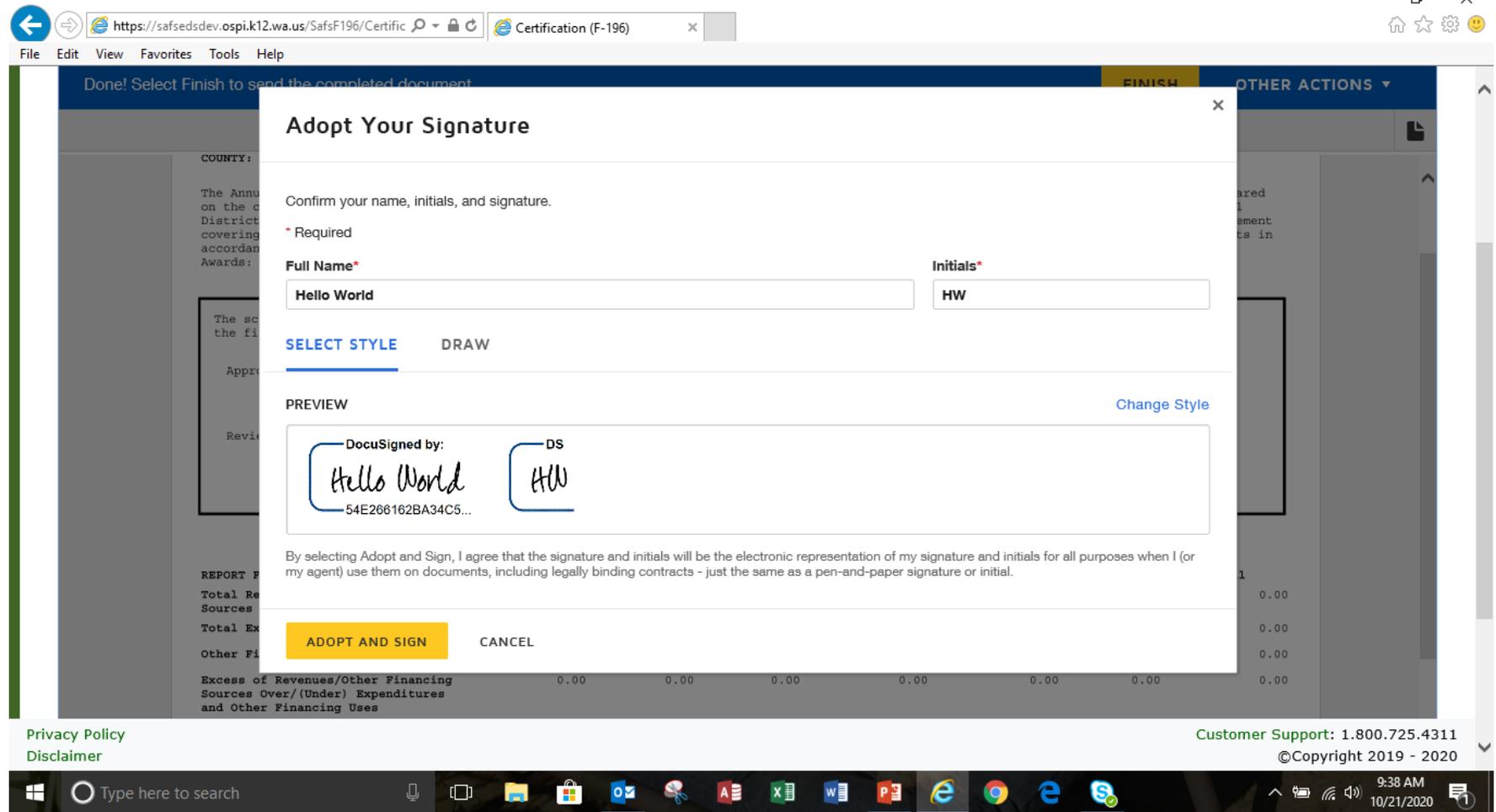
Reviewed: Hells World 10/21/2020  
ESD Superintendent or Authorized Official Date

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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Privacy Policy Disclaimer Customer Support: 1.800.725.4311 ©Copyright 2019 - 2020

# The F-196 Certification Process

- ✓ The authorized signer will change the default signature. Click add in the dialog box and type the new signature and initials and script signature will appear in the preview box. If ok click on Adopt and Sign. See slides 12-16.



# The F-196 Certification Process

✓ The new signature will appear in the certification page. If everything is ok and ready to certify click on finish.

Done! Select Finish to send the completed document. **FINISH** OTHER ACTIONS ▾

COUNTY: 21 Lewis

The Annual Financial Statements (Report F-196) for Adna School District of Lewis 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

DocuSigned by:  
Approved: Mara Jones 10/21/2020  
Required - Signature Applied  
SCHOOL DISTRICT Superintendent or Authorized Official Date

DocuSigned by:  
Reviewed: Bob Jackson 10/21/2020  
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Excess of Revenues/Other Financing Sources Over/(Under) Expenditures and Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Privacy Policy Disclaimer Customer Support: 1.800.725.4311 ©Copyright 2019 - 2020

# The F-196 Certification Process

✓ The certification process is complete.

The screenshot shows a web browser window with the URL <https://safsedev.ospi.k12.wa.us/SafsF196/Certific>. The page header includes the OSPI logo and "School Apportionment & Financial Services". The navigation menu is set to "F-196". The main content area displays "Certification (F-196)" for "Capital Region ESD 113 (34801)". Below this, it shows "Adna School District (Annual Financial Statement)" and a message: "Your certification has been updated with a status of Complete." A green button labeled "View Document" is visible. The footer contains "Privacy Policy Disclaimer" and "Customer Support: 1.800.725.4311 ©Copyright 2019 - 2020". The Windows taskbar at the bottom shows the time as 9:47 AM on 10/21/2020.

# 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.

# F-196 Certification Process

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