

Education Service Center Reporting Requirements

Chapter 123

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.
- ☐ Copy of budget presented at time of vote emailed to 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. (Fund 1000 for those ESCs reporting as a standalone entity in MEFS)
- ☐ Q4 Progress Notes emailed to 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 previous 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. (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

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](#)

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

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