

Senate Bill 250 Data Dictionary

Education Service Districts (ESD) Transparency Reporting

Version 4.3

August 2021



Annual Expenditures

(Provided in Microsoft Excel Format)

<u>Field Name</u> <i>Data Element</i>	<u>Definition</u>	<u>Field Type</u>	<u>Max Length</u>	<u>Example</u>	<u>Comments</u>	<u>Data Source</u>
ESD #	Unique identifier for the ESD.	Text	55	ESD #3		ESD
ESD NAME	Full name of the ESD.	Text	110	Grant County Education Service District		ESD
FUND NAME	The Fund Name as it appears it the ESD's Chart of Accounts	Text	55	Services and Supplies	Fund A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities, and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.	ESD
COMPT_OBJ	Number of the Comptroller Object as it appears it the ESD's Chart of Accounts	Text	55	55401 ¹	The comptroller object is the statewide "revenue object" or "expenditure object" classification. Agency Objects will reference this comptroller object.	ESD
COMPT_OBJ_TITLE	Title of the Comptroller Object	Text	55	Office Supplies ¹		ESD
VENDOR_NAME	The Name of the Vendor (Or Recipient) of the Expense	Text	55	Microsoft		ESD
VENDOR_STREET _ADDRESS	The address of the Vendor (or Recipient)	Text	55	5555 N Center Street		ESD
VENDOR_CITY	The City of the Vendor (or Recipient) address	Text	55	Salem		ESD

VENDOR_STATE	The State of the Vendor (Or Recipient) of the Expense	Text	Must be 2 characters	OR		ESD
VENDOR_ZIP CODE	The zip code of the Vendor (or Recipient) address	Text	Must be at least 5 characters	97301		ESD
CASH_EXPENSE ²	The Cash amount of the individual cash expense.	Numeric (Currency format)	18 Digits 2 Decimal Places	\$124.56	This is a summary or aggregate total of cash expense to a particular recipient <i>or</i> an individual transaction.	ESD

1: Note: For purposes of this reporting, please use the existing Chart of Accounts provided by the Oregon Department of Education

2: For the purposes of this reporting, "CASH_EXPENSE" *does not* include payroll data. (e.g. PERS or 401K Contributions)

Annual Salary Report

(Provided in Microsoft Excel Format)

<u>Field Name</u> <i>Data Element</i>	<u>Definition</u>	<u>Field Type</u>	<u>Max Length</u>	<u>Example</u>	<u>Comments</u>	<u>Data Source</u>
ESD #	Unique identifier for the ESD.	Text	55	ESD #3		ESD
ESD NAME	Name of the ESD.	Text	55	Grant County ESD		ESD
Classification	The classification of the position.	Text	55	Office Specialist 2	This <i>is not</i> the "working title" of the position.	ESD
Service Type	The type of service type of the classification.	Text	55	Management Service	Oregon State Agencies use service types including: Represented, Management Service, Unrepresented, Agency Head, etc.	ESD
Full/Part Time	Indicate whether position is full time or part time.	Text	55	Full Time	Typically, "full time" is defined as 40 hours/week.	ESD
Number of Employees*	* The number of employees who are in the same classification /service type/ and full or part time designation.	Text	10 characters	<u>Examples:</u> 1, 28, 68 Number of employees	Note: Some EDS's report this instead of a Full or Part-time. Leave this field Blank if information is not available.	ESD

Total FTE *	* The total number of FTE	Text	10 characters	<u>Examples:</u> 1, .075, 7.8 (for larger number of employees)	Note: Some EDS's report this along with Number of Employees. Leave this field Blank if information is not available.	ESD
Annual Salary/Wages	Annual compensation of the position.	Numeric (Currency format)	18 Digits 2 Decimal Places	\$42,458.00	This field is salary compensation information only. It does not include Other Payroll Expenses (OPE).	ESD

Note: This report is not 'transactional' – the salaries reported here would be the annualized salary of employees (not necessarily the amount paid to each employee). Example: Consider an employee hired for a full year, who only works from March 1, 2020 through September 1, 2020, at an annual salary of \$52,000. If they are paid \$30,200 in salary while working as an employee, the annual salary would be listed as \$52,000.

<u>Annual Contract/Subcontract Report</u> (Provided in Microsoft Excel Format)						
<u>Field Name</u> <i>Data Element</i>	<u>Definition</u>	<u>Field Type</u>	<u>Max Length</u>	<u>Example</u>	<u>Comments</u>	<u>Data Source</u>
ESD #	Unique identifier for the ESD.	Text	55	ESD #3		ESD
ESD NAME	Full name of the ESD.	Text	110	Grant County Education Service District		ESD
Award Number w/Amendments	A unique identifier for an award or contract.	Text	55	585987		ESD
Award Title	The information provided on the document title line of the document.	Text	55	Janitorial Services		ESD
Award Type ¹	The specific type of award /contract/opportunity (Price Agreement, One Time Contract etc.)	Text	55	Price Agreement	The available award types include, but are not limited to: Price Agreement, Personal Services, Work Order, and Trade Services.	ESD

Type of Contract/ Subcontract	Specify contract as Professional, Personal or Material	Text	55	Professional		ESD
Contractor_Name	Name of the contractor or vendor providing services	Text	55	ABC Consulting, Inc.	This can be the name of the vendor, contractor, or school district, State Agency, etc.	ESD
Contractor_ Street_Address	Physical address of the contractor's place of business	Text	55	5555 N Center St.		ESD
Contractor_City	City of contractor's place of business	Text	55	Salem		ESD
Contractor_State	State of contractor's place of business	Text	Must be 2	OR		ESD
Contractor_Zip	Zip code of contractor's address	Text	Must be at least 5 characters	97301		ESD
Original Start/Amendment Date/Expiration Date	Date of the start of services / Date of Recent (if Any Amendment) / Expiration Date of the Contract	Text	55	01/01/2010 / 02/01/211 / 05/01/2015		ESD
Original Award Value	Original contract value listed on the face of the original award document	Numeric (Currency format)	18 Digits 2 Decimal Places	\$43,000.00		ESD
Amendment Value	Financial Value of the Amendment	Numeric (Currency format)	18 Digits 2 Decimal Places	\$2,00.00	There are a number of non- financial reasons to amend a contract. This field can be "0" if this is the case.	ESD
Total Award Value w/Amendments	The latest total value of the award including amendments /revisions	Numeric (Currency format)	18 Digits 2 Decimal Places	\$45,000.00	This field should be a <u>total</u> of the original contract plus the value of any amendments.	ESD
1: The contracts listed should represent an acquisition of goods or services by the ESD. Contracts that ESD enter into that generate revenue for the ESD should not be listed here.						

ESD - Required Links & Reports

<u>ESD – Required Links</u>	<u>What to Provide</u>	<u>Data Source</u>
1) Link to ESD – Website	<p>Each ESD should provide a link to the Home page of their website.</p> <p><i>Note: A description of the mission, function, and program categories of the ESD should be included on the website.</i></p>	ESD
2) Link to ESD – Local Service Plan	<p>Provide a link to the page on the ESDs website where the local service plan is posted.</p> <p><i>Note: If this information is not posted on the ESD website, attach a copy in PDF to the online submission form.</i></p>	ESD
3) Link to ESD - Reports required by statute	<p>Provide a link to the page on the ESD’s website where these types of reports are listed.</p> <p><i>Note: If this information is not posted on the ESD website, attach a copy in PDF to the online submission form.</i></p>	ESD
4) Link to ESD – Audit Reports	<p>Provide a link to the page(s) on the ESD’s website where audit reports¹; or a link to the most recent report posted on the Secretary of State’s website. If a link is not available, forward a copy of the report in pdf format.</p> <p>1: Refers to a copy of any audit report issued by the Secretary of State for the ESD, or any audit reports issued for the education service district.</p>	ESD
5) ESDs – to post - ESD Public Meetings using the Oregon Public Meeting Manager application. Note: The Public Meeting Manager application is used to post public meetings, and has been in place now for many years.	<p>Per statute, use the Oregon Public Meeting Manager to post ESD public meetings.</p> <p>If an ESD is not currently set-up to post public meetings using the Oregon Public Meeting Manager, begin by visiting Public Meetings on the Oregon Transparency website. https://www.oregon.gov/transparency/Pages/Public-Meetings.aspx</p> <p>Then, email Oregon.transparency@oregon.gov for access and log-in information.</p>	ESD