



West Virginia DEPARTMENT OF
EDUCATION

HELPFUL RESOURCES

A QUICK REFERENCE GUIDE
OF WEBSITE LINKS

presented by Lori Elliott, Coordinator

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West Virginia DEPARTMENT OF
EDUCATION

Office of School Finance
Home Page

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Office of School Finance Home Page

- <https://wvde.us/finance-and-administration/school-finance/>

Federal Programs & Support Support & Accountability Teaching & Learning Data Management & Information Systems School Operations & Finance Technical and Adult Education

School Finance

Home > Finance & Administration > School Finance

Data Forms, Checklists & Templates Manuals & Policies Workshops Resources Financial & Certified List Reports

About Us

The Office of School Finance calculates and distributes legislative funding to the West Virginia school districts, including the state aid to schools through the Public School Support Program, provides guidance for the preparation of school district annual financial statements, promulgates rules concerning school finance issues, delivers professional learning and assists school district finance officers with countless questions each year.

Contact Us

Building 6, Room 215
1900 Kanawha Boulevard East
Charleston, West Virginia 25305-0330

Phone: 1-833-627-2833
Fax: (304) 558-8867

[Office Directory](#)

West Virginia DEPARTMENT OF EDUCATION

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Office of School Finance Home Page Data tab

Data

Home > Finance & Administration > School Finance > Data

2010 - 2011 2011 - 2012 2012 - 2013 2013 - 2014

2014 - 2015 2015 - 2016 2016 - 2017 2017 - 2018

West Virginia DEPARTMENT OF EDUCATION

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Office of School Finance Home Page Data tab

2021-2022
🏠 > Finance & Administration > School Finance > Data > 2021-2022

- State Aid (PSSP)
 - State Salary Schedules
 - County Salary Schedules
 - Average Contracted Salaries
- [COMPS22](#)
 - [Comps Summary 22 Final](#)
 - [Detailed Comps Summary 22 Final](#)
 - [Comps on a Pct Basis 22 Final](#)
 - [PSSP 22 Executive Summary – Final Comps](#)
 - [PSSP Abbreviated Summary 22 – Final Comps](#)
 - [MCVC22 Final Comps](#)
 - [MCVC Allocation Factors 22 Final](#)
 - [LOCAL SHARE 22 at 19.40 Final](#)

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Office of School Finance Home Page Data tab

2021-2022
🏠 > Finance & Administration > School Finance > Data > 2021-2022

- State Aid (PSSP)
 - State Salary Schedules
 - County Salary Schedules
 - Average Contracted Salaries
- [Service Salary Schedules by County 22](#)
 - [Service Salary Schedules \(Summary\) 22](#)
 - [Professional Salary Schedules by County 22](#)
 - [Professional Salary Schedules \(Summary\) 22](#)
 - [Average of the Service Salary Schedules by County 22](#)
 - [Average of the Professional Salary Schedules by County 22](#)

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Office of School Finance Home Page Forms, Checklists, & Templates

Forms, Checklists & Templates

🏠 > Finance & Administration > School Finance > Forms, Checklists & Templates

Budget Instructions and Forms

📄 [Budget Carryover Instructions and Tips \(5-21\)](#)

LEA Annual Financial Statement Instructions & Forms

📄 [Budget Revision Procedures – WOW](#)

School Financial Statements Forms

📄 [Bond-Excess Levy Rate Worksheet 23](#)

Treasurer's Monthly Financial Report Template

📄 [Levy Order and Rate Sheet 23](#)

PEIA Reallocation Estimate Template

📄 [Proposed Budget Calendar 23](#)

📄 [Proposed Budget Packet 23](#)



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Office of School Finance Home Page Forms, Checklists, & Templates

Forms, Checklists & Templates

🏠 > Finance & Administration > School Finance > Forms, Checklists & Templates

Budget Instructions and Forms

📄 [Signature Statement](#)

LEA Annual Financial Statement Instructions & Forms

📄 [MDA](#)

School Financial Statements Forms

📄 [Financial Statement Instructions](#)

Treasurer's Monthly Financial Report Template

📄 [Supplemental Schedule of Debt for Publication](#)

PEIA Reallocation Estimate Template

📄 [Financial Statement Template](#)

📄 [Financial Statement Template \(non GASB84\)](#)



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Office of School Finance Home Page Manuals & Policies

Manuals & Policies

Home > Finance & Administration > School Finance > Manuals & Policies

Manuals



Capital Asset Manual



Chart of Accounts



FLSA Compliance Guide



Record Retention
Schedule



State Compliance Audit
Supplement



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Office of School Finance Home Page Manuals & Policies

Policies



Policy 1224.1

Accounting Procedures Manual
for Public Schools in West Virginia



Policy 8100

Public School Finance (Handbook
for School Finance in West
Virginia)



Policy 8200

Purchasing Policies and
Procedures Manual for Local
Education Agencies (Official Copy)



Policy 8200

Purchasing Policies and
Procedures Manual for Local
Education Agencies (Searchable
Copy)



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Office of School Finance Home Page Workshops

Workshops

🏠 > Finance & Administration > School Finance > Workshops



2013



2014



2015



2016



2017



2018



2019



2020



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Office of School Finance Home Page Workshops

2021 Workshop

🏠 > Finance & Administration > School Finance > Workshops > 2021 Workshop

Certified List

The Finance Games

Spring ASBO

Fall ASBO

Documents

- [Certification Updates 8.5.21](#)
- [Certified List Edit Explanations](#)
- [Certified List Errors 2021-22](#)
- [Certified List](#)
- [CL_WoW](#)
- [Classroom Teachers Positions 22](#)
- [HMS UPDATE](#)
- [Professional Certified List Instructions 22](#)
- [Service Certified List Instructions 22](#)

Videos

- [Morning Session](#)
- [Afternoon Session](#)



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Office of School Finance Home Page Resources

Resources

Home > Finance & Administration > School Finance > Resources

Current Excess Levies

- [Berkeley BOE – 2025](#)
- [Boone BOE – 2025](#)
- [Brooke BOE – 2024](#)
- [Cabell BOE – 2025](#)
- [Calhoun BOE – 2022](#)
- [Clay BOE – 2022](#)
- [Harrison BOE – 2025](#)
- [Jackson BOE – 2024](#)
- [Jefferson BOE – 2025](#)
- [Kanawha BOE Library – 2025](#)
- [Kanawha BOE School – 2024](#)
- [Mercer BOE – 2025](#)
- [Mineral BOE – 2025](#)
- [Mingo BOE – 2024](#)
- [Monongalia BOE – 2022](#)
- [Monroe BOE – 2025](#)
- [Morgan BOE – 2023](#)



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Office of School Finance Home Page Resources

Sourcebooks

- [Source Book – 2008](#)
- [Source Book – 2009](#)
- [Source Book – 2010](#)
- [Source Book – 2011](#)
- [Source Book – 2012](#)
- [Source Book – 2013](#)
- [Source Book – 2014](#)



West Virginia DEPARTMENT OF
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Office of School Finance Home Page Financial & Certified List Reports

Financial & Certified List Reports

🏠 > Finance & Administration > School Finance > Financial & Certified List Reports



Certified List of
Personnel Summary Form



Project Financial Report



Proposed Budget
Reported by County



Transmittal Inquiry by
Vendor



Transmittal Inquiry by
Grant



West Virginia DEPARTMENT OF
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West Virginia DEPARTMENT OF
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WVEIS Resources

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WOW Resources – maintained by Kim Harvey

- <https://wweis.k12.wv.us/index.cfm>

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WOW Resources – maintained by Kim Harvey

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WOW Resources – maintained by Kim Harvey

Home	Calendar	Support	WVEIS Web	Contact Us
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FINANCE SUPPORT PAGE

Welcome to the WVEIS Finance Support Center. This section of the WVEIS Web is dedicated to providing answers to Frequently Asked Questions (FAQs), sharing ideas, distributing PC based software for use with WVEIS, training materials and documentation, and allowing end users of the WVEIS to submit enhancement requests and problem reports to state WVEIS staff. Many of the handouts were done in Power Point. When printing, be sure to print the Notes Pages to get the instructions along with the screen samples.

Finance Training Materials

- [Office 365 WVEIS Finance Videos](#)
- [1099 power point](#)
- [1099 tips](#)
- [ACA 1095C](#)
- [W2 power point](#)
- [W2 tips](#)
- [Compensated Leave File](#)
- [FMS Budgeting power point](#)
- [FMS Budgeting tips](#)

Finance Documentation

- [ACH DD for Vendors](#)
- [CONTROL ACCOUNTS](#)
- [Annual Retirement Reports](#)
- [EARNED INCOME CREDIT](#)
- [SICK LEAVE BANK](#)
- [Invoice Carryover from Prior Year](#)
- [PP Carryover of 2 Days](#)
- [PP Carryover 3 Days](#)
- [AOS 565 Download](#)
- [download](#)
- [PURGING VENDORS](#)

CIMS Release Manuals

Support Contact

WVDE School Finance,
304-558-6300

Kim Harvey, WVEIS Finance Support
419.202.9898

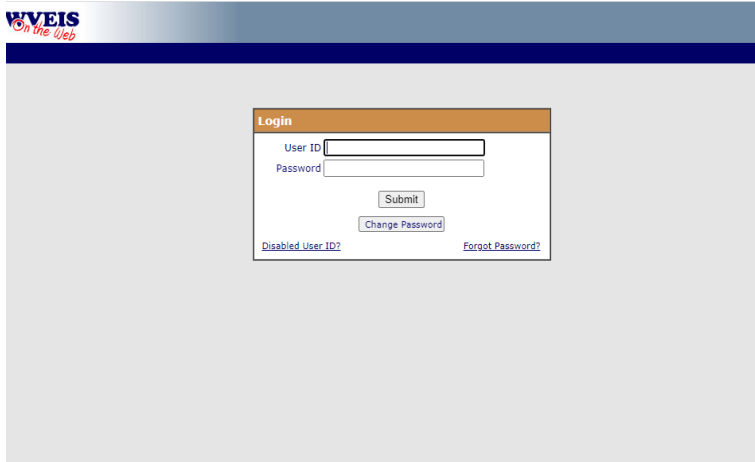


Federal Grant Award Acceptance Process

- <https://wveis.k12.wv.us/index.cfm>



Federal Grant Award Acceptance Process



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Federal Grant Award Acceptance Process



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Federal Grant Award Acceptance Process

West Virginia Department of Education
WVDE Grant Awards WOW

- Budget Revisions
- ESR Routings
- ESR Report All
- Requests Processed
- WVDE Approved
- WVDE not Required
- Requests Unprocessed
 - Requests Unprocessed-all
 - Requests Unprocessed-07
 - Requests Unprocessed-08
 - Requests Unprocessed-09
 - Requests Unprocessed-10
 - Requests Unprocessed-11
 - Requests Unprocessed-12
 - Requests Unprocessed-01
 - Requests Unprocessed-02
 - Requests Unprocessed-03
 - Requests Unprocessed-04
 - Requests Unprocessed-05
 - Requests Unprocessed-06
- Grant Award Acceptance**
 - Awards Not Accepted All
 - Awards Accepted FY
 - Grant Award Cabinet Oasis

It is important to note that the WVDE electronic grant award process determines the fiscal year based on the year that WVDE received the funding (from a federal grant, legislative appropriations, etc.), not the year that the funds are being sent to the county board of education/MCVC. For example, if WVDE issues a grant to a county in FY18 but the funds are from a FY13 legislative appropriation that re-appropriates annually, the grant will ultimately show up in FY13 in the electronic grant system in WOW.

Awards Not Accepted All lists all grant awards which have been sent to the county, but which have not been fully accepted by both the CSBO and the Superintendent, regardless of the year that WVDE received the funding.

Awards Not Accepted FY lists all grant awards which have not been accepted for the **current fiscal year** (assuming that is the year in which you are logged into in WOW). Awards Accepted FY lists all grant awards which have been accepted for which the current fiscal year was the year that WVDE received the funding.

****The best option is to click on "Awards Not Accepted All" in order to see any unaccepted grant award regardless of fiscal year.****



Federal Grant Award Acceptance Process

Year	Grant	commitment	Grant Award	Project Code	CFD Approval (Funds)	CFD Approval (Project)	Superintendent Approval
X9999	07COCERT	GRTAW0402200003631	Grant07COCERT_GRTAW0402200003631_000000211770_all	000000	Fund Code 01 equals	Project Code 01 equals	Not approved as yet
F2022	T4STRACT	GRTAW0402200000087	GrantF4STRACT_GRTAW0402200000087_000000211770_all	422000	Fund Code 01 equals	Project Code 01 equals	Not approved as yet
S2022	04COCV1	GRTAW0402200000144	GrantS4COCV1_GRTAW0402200000144_000000211770_all	882100	Fund Code 01 equals	Project Code 01 equals	Not approved as yet
X9999	07COCERT	GRTAW0402200000329	Grant07COCERT_GRTAW0402200000329_000000211770_all	000000	Fund Code 01 equals	Project Code 01 equals	Not approved as yet

It is important that great care be exercised when entering the project number and fund. Do not just automatically assume the project code suggested by WVDE is accurate – compare the grant award with the LEA Chart of Accounts to ensure proper coding was included on the grant award. If there was an error in the WVDE coding, the project number entered by the CSBO overrides that erroneous coding. If a mistake is made when entering the project number or fund during the acceptance process, the WVDE Office of Internal Operations can re-set the acceptance.

Enter the Fund and Project Number Here.



Federal Grant Award Acceptance Process

Click here to select a different fiscal year.

The screenshot shows the WVDE Grant Awards system interface. At the top, it displays 'West Virginia Department of Education' and '96 Boone County'. A dropdown menu for the fiscal year is set to '2018'. Below this is a navigation bar with tabs for 'Home', 'Messages', 'Active', 'Recent', 'Support', 'Contact', 'Reports', and 'Print'. The main content area is divided into a sidebar menu on the left and a table of grant awards on the right. The sidebar menu includes categories like 'Budget Revisions', 'BGR Report All', 'Requests Processed', 'WVDE Approved', 'WVDE not Required', 'Requests Unprocessed', and 'Grant Award Acceptance'. The 'Grant Award Acceptance' category is expanded, showing sub-items like 'Awards Not Accepted All', 'Awards Not Accepted FY', 'Awards Accepted FY', and 'Grant Award Cabinet Oasis'. The table on the right lists individual grant awards with columns for Year, Grant, Commitment, Grant Award, Project Code, CFA Approval (Amount), CFA Approval (Project), and Superintendent Approval. The 'Awards Accepted FY' item in the sidebar is circled in red.



Federal Grant Award Cabinet

This screenshot shows the same WVDE Grant Awards system interface as above, but with the 'Grant Award Cabinet Oasis' option in the sidebar menu highlighted with a red circle. The rest of the interface, including the navigation bar and the table of grant awards, is identical to the previous screenshot.



Federal Grant Award Cabinet

Barbour County
Berkeley County
Boone County
Braxton County
Brooke County
Cabell County
Calhoun County
Clay County
Doddridge County
Fayette County
Gilmer County
Grant County
Greenbrier County
Hampshire County
Hancock County
Hardy County
Harrison County
Jackson County
Jefferson County
Kanawha County
Lewis County
Lincoln County
Logan County
Marion County
Marshall County
Mason County
McDowell County
Mercer County

Mineral County
Mingo County
Monongalia County
Monroe County
Morgan County
Nicholas County
Ohio County
Pendleton County
Pleasants County
Pocahontas County
Preston County
Putnam County
Raleigh County
Randolph County
Ritchie County
Roane County
Summers County
Taylor County
Tucker County
Tyler County
Upshur County
Wayne County
Webster County
Wetzel County
Wirt County
Wood County
Wyoming County

EASTERN PANHANDLE
INSTRUCTIONAL COOPERATIVE
MOUNTAIN STATE EDUCATIONAL
SERVICES COOPERATIVE
Southern Educational Services Cooperative
Calhoun Gilmer (Calhoun)
Fred W. Eberle (Upshur)
James Rumsey (Berkeley)
Mid-Ohio Valley (Pleasants)
Roane-Jackson (Jackson)
South Branch (Grant)
United Tech Center (Harrison)
RESA I (Raleigh)
RESA II (Cabell)
RESA III (Kanawha)
RESA IV (Nicholas)
RESA V (Wood)
RESA VI (Ohio)
RESA VII (Harrison)
RESA VIII (Berkeley)



Federal Grant Award Cabinet

Barbour County
Berkeley County
Boone County
Braxton County
Brooke County
Cabell County
Calhoun County
Clay County
Doddridge County
Fayette County
Gilmer County
Grant County
Greenbrier County
Hampshire County
Hancock County
Hardy County
Harrison County
Jackson County
Jefferson County
Kanawha County
Lincoln County
Logan County
Marion County
Marshall County
Mason County
McDowell County
Mercer County

Mineral County
Mingo County
Monongalia County
Monroe County
Morgan County
Nicholas County
Ohio County
Pendleton County
Pleasants County
Pocahontas County
Preston County
Putnam County
Raleigh County
Randolph County
Ritchie County
Roane County
Summers County
Taylor County
Tucker County
Tyler County
Upshur County
Wayne County
Webster County
Wetzel County
Wirt County
Wood County
Wyoming County

EASTERN PANHANDLE
INSTRUCTIONAL COOPERATIVE
MOUNTAIN STATE EDUCATIONAL
SERVICES COOPERATIVE
Southern Educational Services Cooperative
Calhoun Gilmer (Calhoun)
Fred W. Eberle (Upshur)
James Rumsey (Berkeley)
Mid-Ohio Valley (Pleasants)
Roane-Jackson (Jackson)
South Branch (Grant)
United Tech Center (Harrison)
RESA I (Raleigh)
RESA II (Cabell)
RESA III (Kanawha)
RESA IV (Nicholas)
RESA V (Wood)
RESA VI (Ohio)
RESA VII (Harrison)
RESA VIII (Berkeley)

Jackson County
SY F2014
GR TAWD04021500001531 Project-4353X IDEA-SA Discretionary Accepted 10/20/2014
GR TAWD04021500002915 Project-4541x Accepted 05/18/2015
GR TAWD04021500003287 Project-4353X IDEA-SA Discretionary Accepted 01/27/2015
GR TAWD04021500004029 Project-4353X IDEA-SA Discretionary Accepted 04/19/2015
GR TAWD04021500004385 Project-4353X IDEA-SA Discretionary Accepted 05/18/2015
SY F2015
GR TAWD04021500001037 Project-5051X Accepted 10/20/2014
GR TAWD04021500001269 Project-43510 Accepted 10/07/2014
GR TAWD04021500001373 Project-4352X Accepted 10/07/2014
GR TAWD04021500001573 Project-6172x Accepted 01/27/2015
GR TAWD04021500001665 Project-4353X IDEA-SA Discretionary Accepted 10/20/2014
GR TAWD04021500001703 Project-4151X Accepted 11/06/2014
GR TAWD04021500001770 Project-4051X Accepted 11/06/2014
GR TAWD04021500001835 Project-5951X Accepted 01/05/2015
GR TAWD04021500002824 Project-4363X IDEA-SA Discretionary Accepted 12/28/2015
GR TAWD04021500004128 Project-4363X IDEA-SA Discretionary Accepted 03/03/2016
SY F2016
GR TAWD04021500003895 Project-4174x Title I School Improvement 1003 (a) Accepted 12/28/2015
GR TAWD04021500002279 Project-4371X Accepted 11/16/2015
GR TAWD04021500003269 Project-4372X Accepted 11/16/2015
GR TAWD04021500004048 Project-4151x Accepted 10/27/2015
GR TAWD04021500007558 Project-4061X Accepted 03/03/2016
GR TAWD04021500001094 Project-5071X Accepted 08/06/2015
GR TAWD04021500003184 Project-5981X Accepted 12/21/2015
GR TAWD04021500004211 Project-4373X IDEA-SA Discretionary Accepted 03/15/2016
GR TAWD04021700003581 Project-4373X IDEA-SA Discretionary Accepted 01/23/2017
GR TAWD04021700003589 Project-4373X Accepted 01/23/2017
GR TAWD04021700005520 Project-8871X Accepted 06/26/2017

Search using Ctrl + F



Requests Unprocessed – Budget Journal Entries

West Virginia Department of Education
39 Kanawha County
GRA.NTA: WVDE Grant Awards

Home | Menus | Active | Recent | Support | Contact

WVDE Grant Awards WVDE

- West Virginia Department of Education
- Budget Revisions
 - BSR Routings
 - BSR Report All
 - Requests Processed
 - WVDE Approved
 - WVDE not Required
 - Requests Unprocessed**
 - Requests Unprocessed-all
 - Requests Unprocessed-07
 - Requests Unprocessed-08
 - Requests Unprocessed-09
 - Requests Unprocessed-10
 - Requests Unprocessed-11
 - Requests Unprocessed-12
 - Requests Unprocessed-01
 - Requests Unprocessed-02
 - Requests Unprocessed-03
 - Requests Unprocessed-04
 - Requests Unprocessed-05
 - Requests Unprocessed-06
 - Grant Award Acceptance
 - Awards Not Accepted All
 - Awards Not Accepted FY
 - Awards Accepted FY
 - Grant Award Cabinet Oasis

JE Month	JE Number	JE Title	Balanced
0	20052		provide details
0	20054		provide details
2	10032		provide details
4	10012	SAFE SCHOOLS	provide details
5	10000	CURRENT EXPENSE SUPPLEMENT PROJECTS	provide details
5	10001	CURRENT EXPENSE SUPPLEMENT	provide details
5	10002	FUND 41 011	provide details
5	10010	INNOVATION ZONES	provide details
5	10011	OSAR PD	provide details
5	10012	LOCAL PROJECTS	provide details
5	10013	CHILD NUTRITION	provide details
5	10014	CHILD NUTRITION SUMMER PROGRAM	provide details
5	10015	OSAS MATH	provide details
5	10016	TITLE 4	provide details
5	10017	PRESCHOOL	provide details
5	10018	ADULT EDUCATION LOCAL	provide details
5	10019	REHAB GRANT	provide details
5	20000	CURRENT EXPENSE TRANSFERS	provide details
5	20001	CURRENT EXPENSE TRANSFERS STEP VII	update details

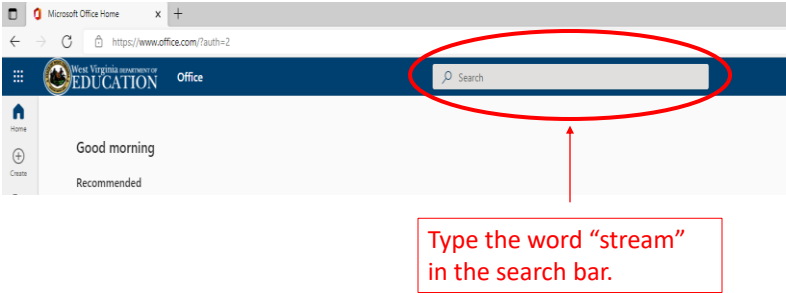
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Microsoft Stream
WVDEIS Financial Training Videos

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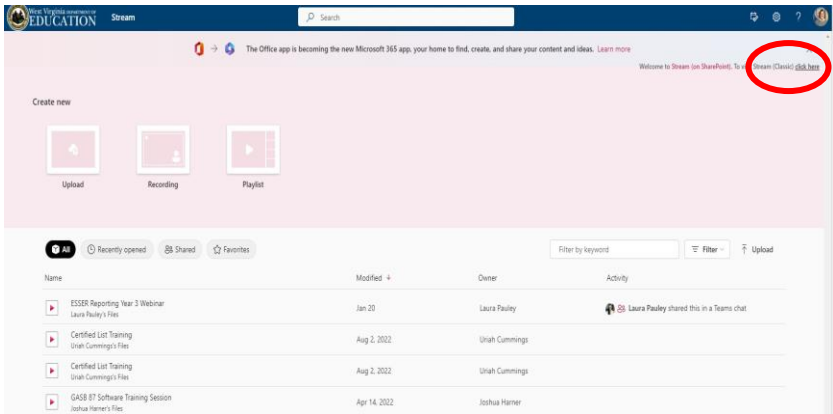
Microsoft Stream – WVEIS Financial Videos

- [Microsoft Office Home](#)



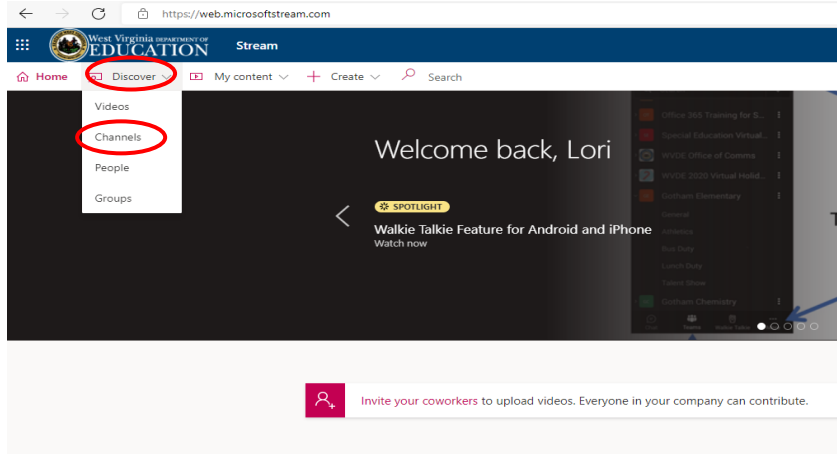
31

Microsoft Stream – WVEIS Financial Videos



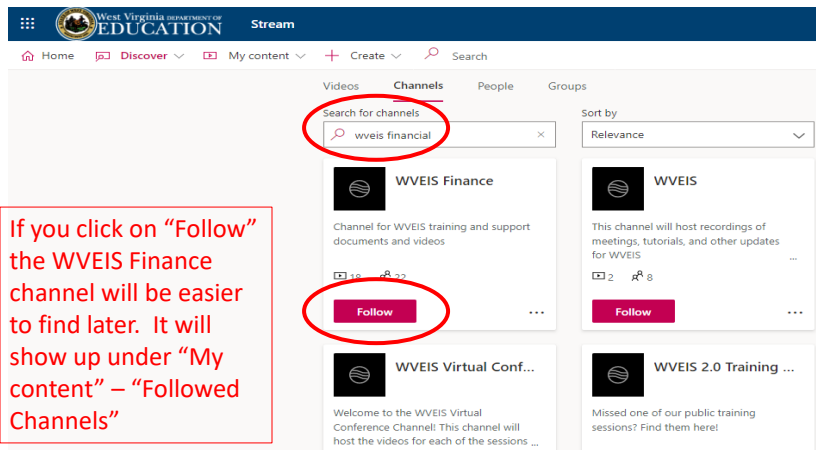
32

Microsoft Stream – WVEIS Financial Videos



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Microsoft Stream – WVEIS Financial Videos



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Microsoft Stream – WVEIS Financial Videos

The screenshot shows the Microsoft Stream channel for 'WVEIS Finance'. The channel description is 'Channel for WVEIS training and support documents and videos'. It has 18 following and 23 likes. Below the channel header, there is a search bar for videos and a 'Sort by' dropdown menu set to 'Trending'. Three video thumbnails are displayed:

- Accounts Payable**: 48 views, 0 likes, 0 comments, dated 2/22/2018. Duration: 27:59. Uploaded by Kim Harvey.
- Employee Certification**: 25 views, 0 likes, 0 comments, dated 2/22/2018. Duration: 07:44. Uploaded by Kim Harvey.
- Position Inventory Control**: 27 views, 0 likes, 0 comments, dated 2/22/2018. Duration: 41:09. Uploaded by Kim Harvey.

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The slide features the West Virginia Department of Education logo on the left and the text 'West Virginia DEPARTMENT OF EDUCATION' in white on a dark blue background. Below this, the text 'ZOOM WV Financial' is displayed in a large, white, sans-serif font.

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ZOOM WV Financial

NOTE: You must be in the Google Chrome or the Firefox web browser to access this report.

Google Chrome



Firefox



- CSBO (108), Director/Coordinator Supportive Services (107), and Professional Accountant (308) position codes are setup to have district-level aggregate access to this ZoomWV site.
- If you have forgotten your password, you can change it by going to <https://webtop.k12.wv.us/password/> and entering any of the emails associated with your account, including your k12 email.
- If you experience any issues or setbacks with getting logged into the site, please email the help desk at zoomwv@help.k12.wv.us

Access to this report is only available to individuals that have the approved and appropriate rights. ZoomWV-e rights are administered through WVEIS and are linked directly to the individual's authority level within WVEIS. To view the following reports, an individual must obtain appropriate credentials/accounts through WVEIS and WEBTOP. Contact zoomwv@help.k12.wv.us or the WVDE Data Governance unit at 304.558.7881 for questions related to logging into your account.

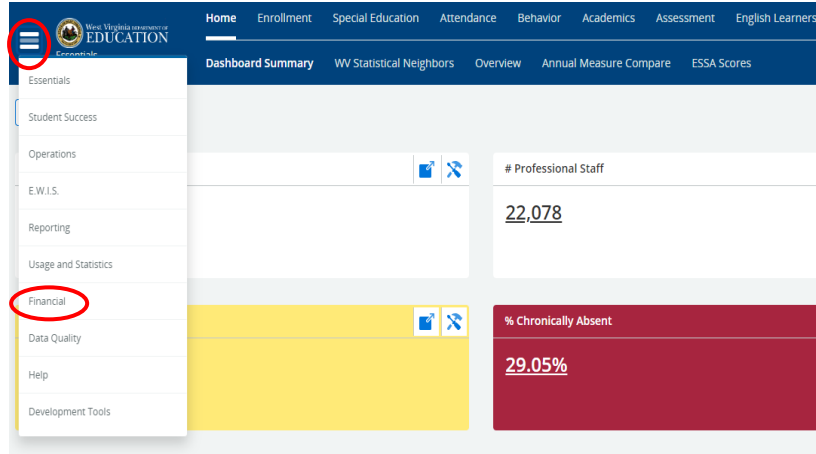
ZOOM WV Financial

- <https://zoomwv.k12.wv.us/educators/>



ZOOM WV Financial – Monthly Financial Reports

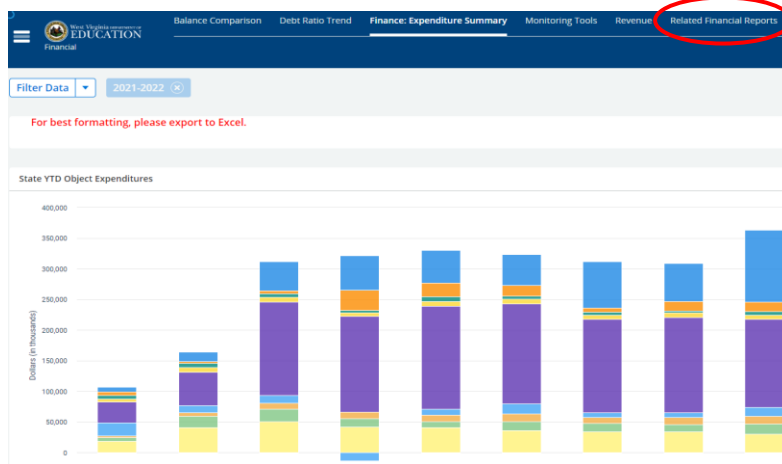
Locate the “hamburger” symbol and then click on the “Financial” tab.



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ZOOM WV Financial – Monthly Financial Reports

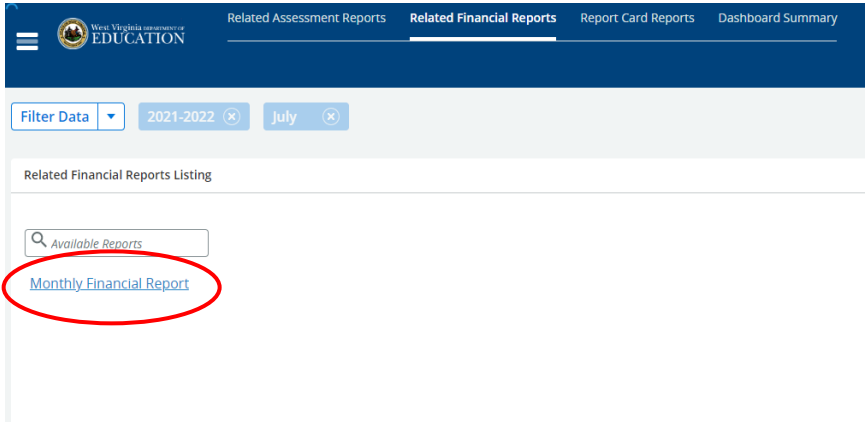
Select the option for “Related Financial Reports at the top of the screen.



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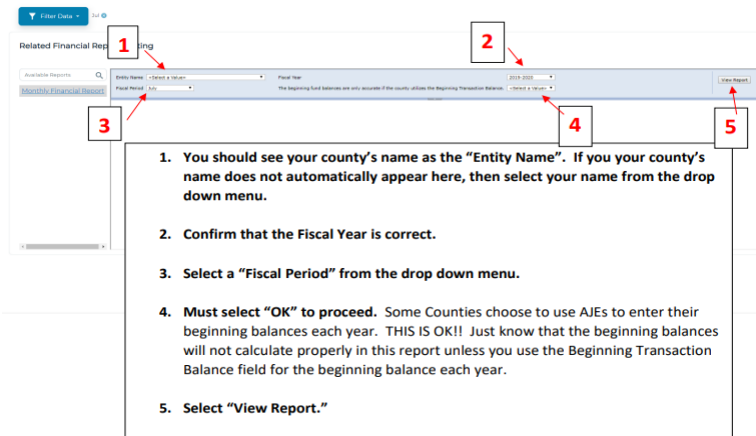
ZOOM WV Financial – Monthly Financial Reports

You will see a link to the “Monthly Financial Report” on the left-hand side of the screen.



ZOOM WV Financial – Monthly Financial Reports

Creating the report.



ZOOM WV Financial – Monthly Financial Reports

Confirm that the information you selected is correct. Proceed through the pages using the arrows at the top left of the report.

Related Financial Reports Listing

Available Reports

Monthly Financial Report

Entity Name: BARBOUR COUNTY SCHOOLS Fiscal Year: 2021-2022

Fiscal Period: March The beginning fund balances are only accurate if the county utilizes the Beginning Transaction Balance. OK

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BARBOUR COUNTY SCHOOLS
Monthly Financial Report
on a Cash Basis for March, 2022



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ZOOM WV Financial – Monthly Financial Reports

Another option: You can export the reports into a format of your choosing by selecting the export icon (floppy disk with a green arrow).

Related Financial Reports Listing

Available Reports

Monthly Financial Report

Entity Name: BARBOUR COUNTY SCHOOLS Fiscal Year: 2021-2022

Fiscal Period: March The beginning fund balances are only accurate if the county utilizes the Beginning Transaction Balance. OK

1 of 37

- XML file with report data
- CSV (comma delimited)
- PDF
- HTML (web archive)
- Excel
- TIFF file
- Word



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ZOOM WV Financial – Data Quality Edits

Locate the “hamburger” symbol and then select Data Quality

The screenshot shows the West Virginia Department of Education dashboard. At the top, there is a navigation bar with links for Home, Enrollment, Special Education, Attendance, Behavior, Academics, Assessment, English Learners, and CTE. Below this is a secondary navigation bar with links for Dashboard Summary, WV Statistical Neighbors, Overview, Annual Measure Compare, and ESSA Scores. On the left side, a hamburger menu is open, listing various categories: Essentials, Student Success, Operations, E.W.I.S., Reporting, Usage and Statistics, Financial, Data Quality (circled in red), Help, and Development Tools. The main content area displays two key metrics: '# Professional Staff' with a value of 22,078 and '% Chronically Absent' with a value of 29.05%.



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ZOOM WV Financial – Data Quality Edits

Select the link for the Financial Data Quality

The screenshot shows the 'Advanced Data Quality' page. The top navigation bar includes 'Advanced Data Quality' and 'Financial Data Quality' (circled in red). Below the navigation bar, there is a 'Filter Data' dropdown menu. The main content area displays 'Errors' with a value of 318,989. Below this, there is a section for 'Current Data Quality Index'.



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ZOOM WV Financial – Data Quality Edits

You will see a selection screen. Filter the data for the information for your county.

The screenshot shows the 'Financial Data Quality' section of the 'Advanced Data Quality' tool. At the top, there is a navigation bar with the West Virginia Department of Education logo and the text 'Data Quality'. Below this, there are two tabs: 'Advanced Data Quality' and 'Financial Data Quality'. A 'Filter Data' dropdown menu is highlighted with a red circle. To its right, there is a filter for the fiscal year '2021-2022'. Below the filter, the section is titled 'Current Financial Audits' and contains a table with three rows of audit data for Boone County Schools.

ENTITY GROUP	ENTITY	AUDIT DESCRIPTION
CBE	BOONE COUNTY SCHOOLS	Account has a specific Balance Sheet Object code but not the corresponding Balance Sheet type.
CBE	BOONE COUNTY SCHOOLS	Account has a specific Balance Sheet Object code but not the corresponding Balance Sheet type.
CBE	BOONE COUNTY SCHOOLS	Account has an Expenditure Object code but is not a Program/Function type account.



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ZOOM WV Financial – Data Quality Edits

Once you filter based on your particular criteria, simply click anywhere outside the filter option.

The screenshot shows the 'Financial Data Quality' section of the 'Advanced Data Quality' tool. The 'Filter Data' dropdown menu is open, displaying a search bar and a list of counties. The 'Entity' filter is selected, and the list includes 'BOONE COUNTY SCHOOLS' with a radio button selected. The background shows the same table of audit data as in the previous screenshot.



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ZOOM WV Financial – Data Quality Edits

The Audit Description section and Audit Notes give brief summaries of the edit.

Filter Data | 2021-2022 | BOONE COUNTY SCHOOLS | Clear All Filters

Current Financial Audits

ENTITY GROUP	ENTITY	AUDIT DESCRIPTION	AUDIT NOTES
CBE	BOONE COUNTY SCHOOLS	Account has a specific Balance Sheet Object code but not the corresponding Balance Sheet type account code.	During fiscal year 2021-
CBE	BOONE COUNTY SCHOOLS	Account has a specific Balance Sheet Object code but not the corresponding Balance Sheet type account code.	During fiscal year 2021-
CBE	BOONE COUNTY SCHOOLS	Account has an Expenditure Object code but is not a Program/Function type account.	During fiscal year 2021-
CBE	BOONE COUNTY SCHOOLS	Account has an Expenditure Object code but is not a Program/Function type account.	During fiscal year 2021-

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ZOOM WV Financial – Data Quality Edits

If you double click on either the Audit Description or Audit Note, you will see a partial account number and a dollar amount.

Filter Data | 2021-2022 | BOONE COUNTY SCHOOLS | CBE | BOONE COUNTY SCHOOLS

Account has a specific Balance Sheet Object code but not the corresponding Balance Sheet type account code. | During fiscal year 2021-

Clear All Filters

Current Financial Audits

Total of 1 row(s) with a row limit of 10000

PERIOD	ACCOUNT NUMBER	BUDGET POSTINGS	ENCUMBRANCE POSTINGS	EXPENDITURE POSTINGS	ENTITY GROUP
4	110000000473001000*****	0.00	0.00	-15.74	CBE

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ZOOM WV Financial – Data Quality Edits

Examples


Current Financial Audits

ENTITY GROUP	ENTITY	AUDIT DESCRIPTION
CBE	BROOKE COUNTY SCHOOLS	Account is a Revenue Source type account with an invalid Object code.
CBE	CABELL COUNTY SCHOOLS	Account has a Project code that does not exist in the Chart of Accounts.
CBE	CABELL COUNTY SCHOOLS	Account has an Expenditure Object code but is not a Program/Function type account.
CBE	CABELL COUNTY SCHOOLS	Account is a Revenue Source type account with an invalid Object code.
CBE	CLAY COUNTY SCHOOLS	Account has an Expenditure Object code but is not a Program/Function type account.
CBE	CLAY COUNTY SCHOOLS	Account has an Expenditure Object code but is not a Program/Function type account.
CBE	CLAY COUNTY SCHOOLS	Account is a Revenue Source type account with an invalid Object code.
CBE	CLAY COUNTY SCHOOLS	Account is a Revenue Source type account with an invalid Object code.
CBE	DODDRIDGE COUNTY SCHOOLS	Account has a Balance Sheet Object code but is not a Balance Sheet type account.
CBE	DODDRIDGE COUNTY SCHOOLS	Account has a Balance Sheet Object code but is not a Balance Sheet type account.
CBE	DODDRIDGE COUNTY SCHOOLS	Account has a Fund code that does not exist in the Chart of Accounts.

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ZOOM WV Financial – Data Quality Edits

This is what you want to see!

Advanced Data Quality Financial Data Quality

West Virginia DEPARTMENT OF EDUCATION
Data Quality

Filter Data ▾
2021-2022 ✕
BERKELEY COUNTY SCHOOLS CENTRAL OFFICE ✕

Current Financial Audits

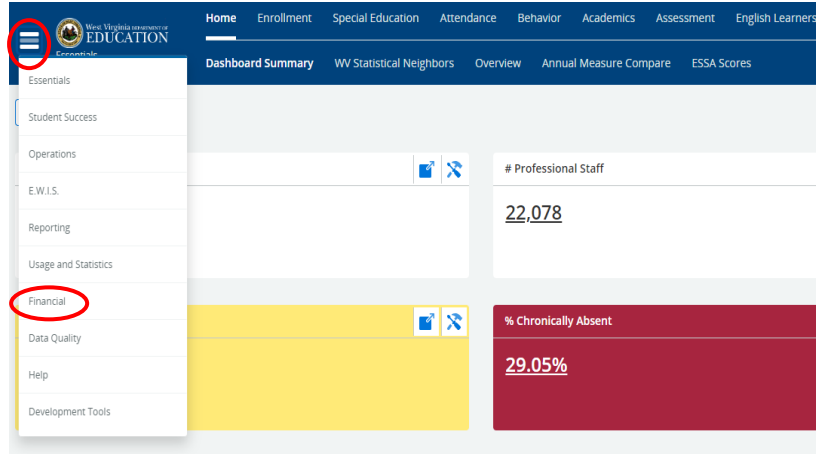
No Data Found.

To correct an invalid coding, fix the issue in WVEIS and then resubmit the monthly financial data file. The next time ZOOM pulls in updated information (each Friday evening), the edits will no longer show on this screen.

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ZOOM WV Financial – Dashboards

Locate the “hamburger” symbol and then click on the “Financial” tab.



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ZOOM WV Financial – Dashboards

After clicking on “Financial”, you will see several options across the top of the screen.

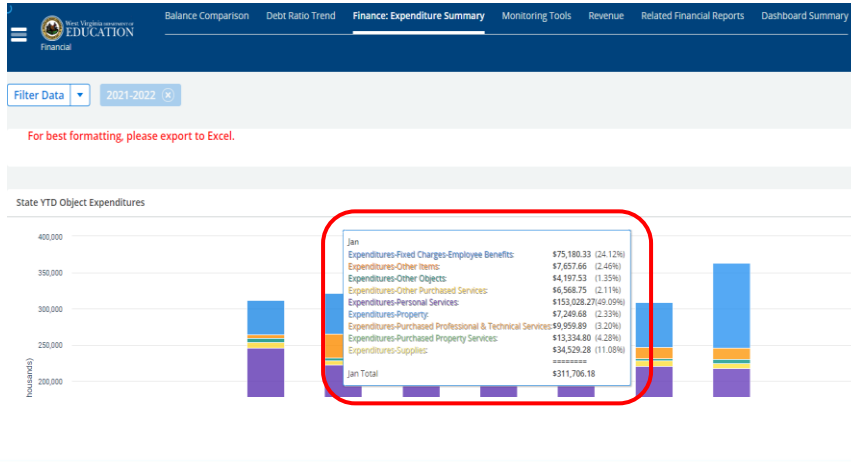
- Balance Comparison – see over-expenditures and remaining balances by project, program, or object.
- Debt Ratio Trend – total debt in relation to total assets.
- Expenditure Summary – view expenditures by object and program.
- Revenue – see revenue by source.

Category	Amount	Percentage
Jan	\$311,706.18	
Expenditures-Fixed Charges-Employee Benefits	\$75,180.33	(24.12%)
Expenditures-Other Items	\$7,657.66	(2.46%)
Expenditures-Other Objects	\$4,197.53	(1.35%)
Expenditures-Other Purchased Services	\$6,568.75	(2.11%)
Expenditures-Personal Services	\$153,028.23	(49.09%)
Expenditures-Property	\$7,249.68	(2.33%)
Expenditures-Purchased Professional & Technical Services	\$9,959.89	(3.20%)
Expenditures-Purchased Property Services	\$13,334.80	(4.28%)
Expenditures-Supplies	\$34,529.28	(11.09%)

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ZOOM WV Financial – Dashboards

You will also see graphs on this page. You can hover over any column and get a summary of data or double-click on the column and you get details.



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ZOOM WV Financial – Dashboards

This is the detail you get when you double-click on a column in a graph.

State YTD Object Expenditures

Total of 25 row(s) with a row limit of 10000

ACCOUNT DESCRIPTION	PERIOD	OBJECT	FISCAL PERIOD	EXPENDITURE POSTINGS (THOUSANDS)
-	2021-2022 - PER 6	Expenditures - Fixed Charges - Employee Benefits - Group Insurance - Dental	Dec	2,197.58
-	2021-2022 - PER 6	Expenditures - Fixed Charges - Employee Benefits - Group Insurance - Health/Accident/Life	Dec	18,444.21
-	2021-2022 - PER 6	Expenditures - Fixed Charges - Employee Benefits - Group Insurance - Income Protection	Dec	178.26
-	2021-2022 - PER 6	Expenditures - Fixed Charges - Employee Benefits - Group Insurance - Optical	Dec	360.28
-	2021-2022 - PER 6	Expenditures - Fixed Charges - Employee Benefits - Group Insurance - Retiree Dental Premiums	Dec	21.86
-	2021-2022 - PER 6	Expenditures - Fixed Charges - Employee Benefits - Group Insurance - Retiree Health Premiums	Dec	192.63
-	2021-2022 - PER 6	Expenditures - Fixed Charges - Employee Benefits - Group Insurance - Retiree Vision Premiums	Dec	17.04

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ZOOM WV Financial – Dashboards – Monitoring Tools

Select the Monitoring Tools option. Filter based on your particular criteria.

For best formatting, please export to Excel.

REVENUE SOURCE CODE	REVENUE SOURCE	CURRENT BUDGET	REVENUE RECEIVED
01111	Revenue from Local Sources-Ad Valorem Taxes-Regular Levy - Current Year	-508,465,991.91	-3,310,400.89
01112	Revenue from Local Sources-Ad Valorem Taxes-Excess Levies - Current Year	-558,714,317.00	-3,506,309.16
01113	Revenue from Local Sources-Ad Valorem Taxes-Supplemental - Regular Levy - Current Year	-6,049,649.88	715,126.41

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ZOOM WV Financial – Dashboards – Monitoring Tools

This is an example of a Revenue Monitoring Tool. You can export this data to Excel or PDF.

REVENUE SOURCE	CURRENT BUDGET	REVENUE RECEIVED	REMAINING REVENUE	ESTIMATE	DIFFERENCE
Revenue from Local Sources-Ad Valorem Taxes-Regular Levy - Current Year	-596,990,993.02	-873,303,280.05	-123,694,704.60	-687,467,694.41	-24,154,214.31
Revenue from Local Sources-Ad Valorem Taxes-Excess Levies - Current Year	-559,280,566.06	-631,413,895.39	-127,867,671.47	-666,967,138.05	-34,654,243.01
Revenue from Local Sources-Ad Valorem Taxes-Supplemental - Regular Levy - Current Year	-6,059,689.00	-6,861,970.81	374,281.81	-6,489,674.17	1,653,826.64
Revenue from Local Sources-Ad Valorem Taxes-Supplemental - Excess Levy - Current Year	-5,854,624.33	-7,263,033.08	1,412,468.75	-6,879,893.61	2,403,179.47
Revenue from Local Sources-Ad Valorem Taxes-Regular Levy/Prior Years	-14,779,084.83	-11,927,628.11	4,319,544.68	-13,981,737.36	2,115,891.95
Revenue from Local Sources-Ad Valorem Taxes-Excess Levies - Prior Years	-14,079,305.62	-19,362,951.21	3,283,595.32	-11,739,754.74	7,630,146.47
Revenue from Local Sources-Ad Valorem Taxes-Sales/Refundations	-399,602.61	-1,199,961.68	603,759.07	-487,198.84	703,193.64
Revenue from Local Sources-Ad Valorem Taxes-Delinquencies/Nonresidential Land	-43,500.00	-324,261.99	193,761.99	-35,416.67	188,845.32

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ZOOM WV Financial – Dashboards – Monitoring Tools

This is an example of an Expenditure Monitoring Tool.

Expenditure Monitoring Tool - Objects

OBJECT CODE	OBJECT	CURRENT BUDGET	ENCUMBRANCES	EXPENDITURES	REMAINING	ESTIMATE	DIFFERENCE	VARIANCE
114	Expenditures - Personal Services - Salaries - Professional Personnel - Stipends	13,947.00	25.00	6,640.00	6,982.00	1,137.25	-5,342.75	-63.19
115	Expenditures - Personal Services - Salaries - Professional Personnel - Extra Student Pay	65,000.00	0.00	0.00	65,000.00	5,416.67	5,416.67	8.32%
117	Expenditures - Personal Services - Salaries - Professional Personnel - Sick Leave Bonus	500,000.00	0.00	676,664.30	-176,664.30	-41,895.67	-624,559.97	-127.07%
119	Expenditures - Personal Services - Salaries - Professional Personnel - Other Compensation	1,740.00	0.00	1,740.00	0.00	145.00	-1,395.00	-81.67%
121	Expenditures/Personal Services/Service/Personnel/Regular	19,527,865.01	0.00	481,472.03	19,075,514.98	1,628,832.00	1,148,360.05	5.87%
122	Expenditures/Personal Services/Service/Personnel/Supplemental	613,591.00	0.00	174,724.64	438,866.36	20,884.58	-143,841.86	-23.28%
124	Expenditures/Personal Services/Service/Personnel/Overtime	443,220.00	0.00	16,165.88	427,054.12	36,652.50	20,686.62	4.68%
126	Expenditures/Personal Services/Service/Personnel/Stipends	0.00	0.00	0.00	0.00	0.00	0.00	-100.00%
127	Expenditures/Personal Services/Service/Personnel/Sick Leave Bonus	200,000.00	0.00	278,387.50	-78,387.50	25,000.00	-243,387.50	-64.59%

ZOOM WV Financial – Dashboards – Monitoring Tools

Monitoring Tool Legend

Revenue Monitoring Tool:

- **Current Budget and Revenue Received columns** - These columns show the revenue listed by revenue source code. The information comes from the monthly data file that you submit by the 8th of the following month.
- **Remaining Revenue column** – Calculated as the difference between the Current Budget and the Revenue Received.
- **Estimate column (based on a straight line estimation)** – Calculated as the percentage of the year completed times the Current Budget.
- **Difference column** – The difference between the Revenue Received and the Estimated Revenue Received Based on Straight Line Percentage of Current Budget.
- **Variance column** – Calculated as the Difference column divided by the Current Budget amount.
- **Highlighting:**
 - A cell is highlighted in red in the Variance column any time the straight line projected variance exceeds 30% and \$10,000.
 - A cell is highlighted in yellow in the Variance column any time the straight line projected variance is between 15% and 30% and the Difference column is greater than \$10,000.

Description of column headings.

Description of highlights

ZOOM WV Financial – Dashboards – Monitoring Tools

Expenditure Monitoring Tool:

Description
of column
headings.

- **Current Budget, Encumbrances, and Expenditures columns** - These columns show the expenditures and encumbrances listed by object code. The information comes from the monthly data file that you submit by the 8th of the following month.
- **Remaining column** – Calculated as the Current Budget less the Encumbrances and the Expenditures.
- **Estimate column (based on a straight line estimation)** – Calculated as the percentage of the year completed times the Current Budget.
- **Difference column** – The difference between the Encumbrances plus the Expenditures and the Estimated Expenditures Based on Straight Line Percentage of Current Budget.
- **Variance column** – Calculated as the Difference column divided by the Current Budget amount.
- **Highlighting:**
 - A cell is highlighted in red any time the current annual expenditure budget for an item has been exceeded (the Remaining column) or when the straight line projected variance exceeds 30% and \$10,000 (the Variance column).
 - A cell is highlighted in yellow in the Variance column any time the straight line projected variance is between 15% and 30% and the Difference column is greater than \$10,000.



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West Virginia DEPARTMENT OF
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Other Helpful Links

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WV Legislature / WV Code

- [West Virginia Legislature \(wvlegislature.gov\)](http://wvlegislature.gov)

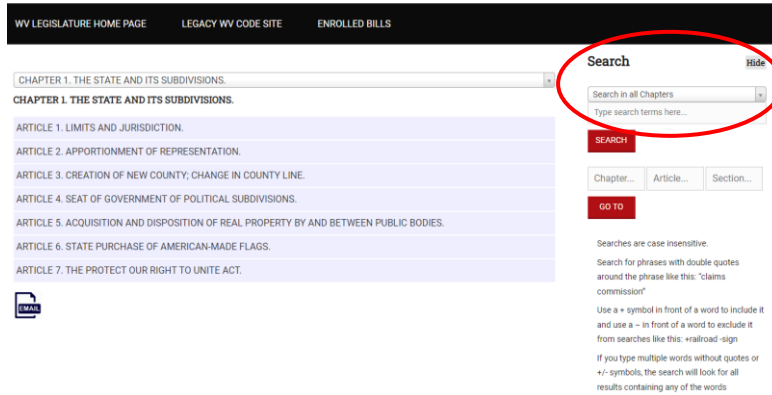
Select "West Virginia Code"



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WV Legislature / WV Code

WEST VIRGINIA CODE



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WV Statewide Contracts

- [West Virginia Purchasing Division \(state.wv.us\)](http://state.wv.us)

WEST VIRGINIA PURCHASING DIVISION
STATEWIDE CONTRACTS

WV.gov | Administration | Purchasing | Contracts

Translate (Must switch browser to Chrome or Firefox)
Select Language

Statewide Contracts
(Mandatory Contracts for State Agencies; Available to Local Governments)

Terms Agreements
(State-Negotiated Terms Agreements)

Specification Index
(Reference for State Agencies)

Contracts for Local Governments
(Reference for State Agencies)

West Virginia DEPARTMENT OF EDUCATION

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Vendor Self-Service

- wvOASIS.gov

wvOASIS

Home | Upcoming Events | Job Opportunities | VSS Training | Contact Us

myApps
myApps is a one stop shop for the agency end user community; providing access to wvOASIS Budget, Financial, HRM, Payroll and Kronos applications. It's also the access point to Employee Self Service (ESS), as well as training and meeting materials and the system maintenance calendar.

State Employees: How Do I Find My Paycheck Stub?
How to Find My Paycheck Stub.pdf

myApps

The West Virginia Vendor Self Service (VSS) portal
Click on the VSS Training link at the top of this page for the latest VSS resources.
If you are registering for the West Virginia CARES Act Small Business Grant Program, you DO NOT NEED TO PAY THE \$125 REGISTRATION FEE. Simply click the Pay Later button to skip.
If you are a current vendor or you plan on doing business with the State within the next year, you will also need to Register for Electronic Funds Transfer (EFT) information; this is not required.

VSS Portal

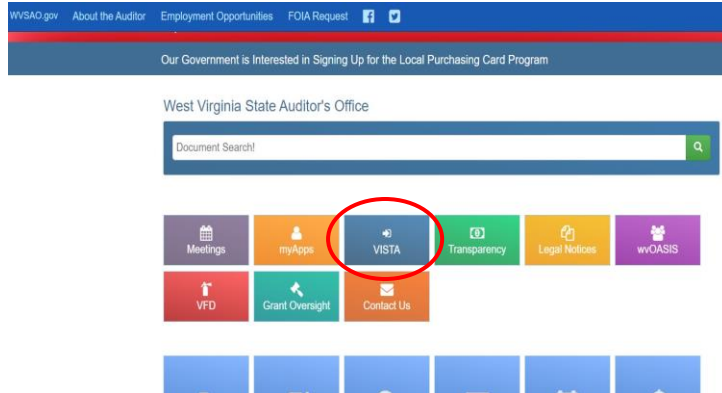
West Virginia DEPARTMENT OF EDUCATION

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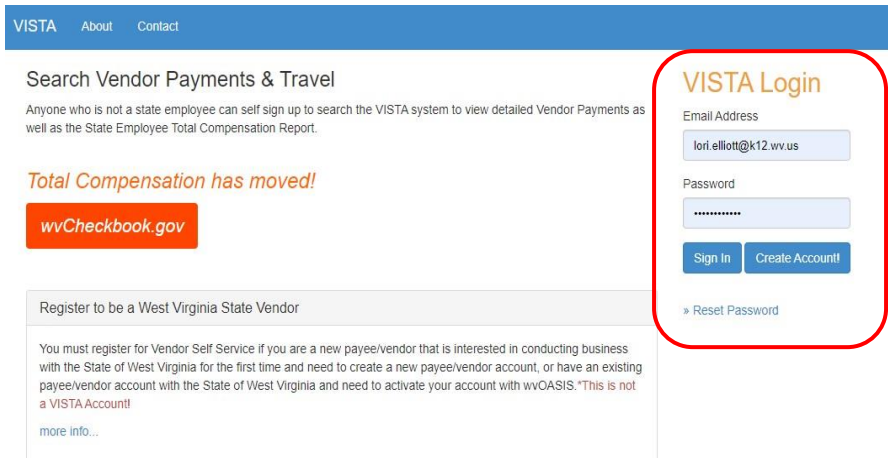
VISTA

- [Home Page - wvsao.gov](http://wvsao.gov)



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VISTA



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VISTA

VISTA About Contact

Search Vendor Payments & Travel Reimbursements

Total Compensation has moved to wvCheckbook.gov.

Search Vendor Payments E-Travel Payments Search

Favorites

If you search on a particular vendor or agency often click the "Add to Favorites" button on the details page to add a quick link

wvOasis Vendors History Vendors Agencies Travelers

No myVendors found.

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VISTA

VISTA About Contact

Vendor Payment Search

VISTA has payment information from July 1, 2014 to present. History contains payment information prior to July between the VISTA and History searches because the data comes from different sources.

VISTA History

Choose a search option ▾

Vendor Name

Begins With Contains

Search

Disclaimer:
The West Virginia State Auditor's office strives to ensure the accuracy of the data and information contained herein. Despite our best efforts, therefore we are unable to make any warranties concerning this data. Should you have any questions or wish to verify any of the data, please contact the Office: [WVSAO HelpDesk](mailto:WVSAO.HelpDesk@wv.gov) (304) 340-4850 or [Toll Free \(877\) 982-9148](tel:18779829148) Mon-Fri (8am to 4pm)

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VISTA

VISTA About Contact

Home / Search / Search Results

Vendor Search Results

Vendor Name Contains "clay county"

Vendor No.	Address ID	Vendor Name	Address
000000211841	CV10001	CLAY COUNTY BOARD OF EDUCATION	PO BOX 120 CLAY, WV 250430120
VC0000085622	AD000001	CLAY COUNTY BOARD OF HEALTH	452 MAIN STREET CLAY, WV 25043
VC0000095320	AD000002	CLAY COUNTY BUSINESS DEVELOPMENT AUTHORITY	PO BOX 57 CLAY, WV 25043
VC0000095320	CBMG0008	CLAY COUNTY BUSINESS DEVELOPMENT AUTHORITY	CBMG PO BOX 57 CLAY, WV 25043
000000211101	CV10001	CLAY COUNTY FAMILY RESOURCE NETWORK INC	PO BOX 148 CLAY, WV 25043



West Virginia DEPARTMENT OF EDUCATION

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VISTA

VISTA About Contact User Info Sign Out

Home / Search / Search Results / Vendor Dashboard

Vendor Dashboard

Vendor No 000000211841 Address ID CV10001
 CLAY COUNTY BOARD OF EDUCATION
 PO BOX 120
 CLAY, WV 250430120

Total dollar amount to date \$150,359,653.67
 Total payments to date 1,538
 Average Transaction dollar amount to date \$91,794.66

[Add to Favorites](#)

[Click Here](#) to see what status date is being processed for any TVE Doc Code.

Pending Payments

[Download Pending Payments](#)

Doc CD	Document ID	Agency	Amount	Creation Date	Status Date	Pending Status
PRM	2300045539	HIGHER EDUCATION POLICY COMMISSION - ADMINISTRATION	\$141.78	04/11/2023	04/11/2023	Auditor's Office
PRM	2300045340	HIGHER EDUCATION POLICY COMMISSION - ADMINISTRATION	\$169.52	04/11/2023	04/11/2023	Auditor's Office
GAX	2300078490	DEPARTMENT OF EDUCATION	\$318,463.00	04/12/2023	04/12/2023	Agency Level



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Thank you!

Lori.Elliott@k12.wv.us

304-558-6300 x 1