

**New Jersey Department of Education**  
**ELECTRONIC DATA COLLECTION**  
**Manual**

**2013-14 Budget Statement**



**Division of Administration and Finance**

**Office of School Finance**

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## **FOREWARD**

The Department of Education/Office of School Finance expresses sincere appreciation to the many people, from the Department, county offices and from several school districts that volunteered their time and energy to assist in the development of revisions to the budget software. These individuals also helped with revisions to the Budget Guidelines and EDC Manual. We expect future enhancements of the software as suggestions for improvements are implemented. Recommendations for changes should be directed to the executive county school business administrators.

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# 2013-14 BUDGET STATEMENT EDC MANUAL

## TABLE OF CONTENTS

	<b>PAGE</b>
<b>I. INTRODUCTION</b>	1
<b>II. ACCESSING THE PROGRAM FROM THE WEB</b>	2
<b>A. Hardware and Software Requirements</b>	2
<b>B. Conventions</b>	2
<b>C. Accessing the System</b>	3
<b>i. For the First Time</b>	4
<b>ii. Second And Future Sessions</b>	4
<b>D. Automatic Log-Off</b>	7
<b>E. Logging Out of the System</b>	8
<b>III. ENTERING THE DISTRICT BUDGET</b>	9
<b>A. General Overview for Budget Completion</b>	9
<b>B. Completing the “Budget” Tab</b>	10
<b>i. Revenues</b>	10
<b>ii. Appropriations</b>	17
<b>iii. Recap of Balances</b>	52
<b>iv. Preschool Education Aid</b>	68
<b>v. Capital Projects and Reserve</b>	74
<b>vi. Appropriation of Excess Surplus</b>	77
<b>vii. Special Education Medicaid Incentive (SEMI)</b>	79
<b>viii. School Based Budget</b>	81
<b>ix. School Based Summary Report</b>	91
<b>C. Completing the “Calculations” Tab</b>	91
<b>i. SFRA Calculations</b>	91
1. Report of District Status	92
2. Minimum Tax Levy	93
3. Prebudget Year Levy and Enrollment Adjustment	94
4. Health Care Costs	96
5. Deferred Pension Contributions	98
6. Responsibility Shifted To/From Another	99
7. Cap Banking Eligibility	101
8. Tax Levy Cap Calculation	102
9. Separate Proposals Summary	103
<b>ii. Estimated Tuition Calculations</b>	105
<b>D. Completing the “Supporting Documentation” Tab</b>	109
<b>i. Statements of Priorities and CCCS</b>	110
<b>ii. Contract Information for Select Staff</b>	111
<b>iii. Per Pupil Costs</b>	124
<b>iv. Administrative Cost Limit</b>	125
<b>v. Employee Benefits</b>	131
<b>vi. Shared Services</b>	132
<b>vii. Unusual Revenues and Appropriations</b>	134
<b>viii. Equipment</b>	

<b>E.</b> Completing the “Enrollment” Tab	136
<b>F.</b> Completing the “Tax Levy Certification” Tab	138
<b>i.</b> A4F	146
<b>ii.</b> Estimated Tax Rate Information	146
<b>G.</b> Completing the “Edit Report” Tab	154
<b>H.</b> Completing the “County Review and Approval” Tab	156
<b>IV. UFB/Advertised Budget</b>	159
A. Creating the User-Friendly Budget File	159
B. Posting the User-Friendly Budget File to the District Web Site	161
C. Creating the Advertised File for Newspapers	163
<b>V. Printing</b>	165

# SECTION I

## INTRODUCTION

**This EDC manual provides a broad technical overview of the information necessary to utilize the web-based budget program. The Budget Guidelines should be referenced for more detailed budget preparation information, including relevant law and code citations.**

A significant change in this year's budget process is that the software is web-based and accessed through the district's Homeroom folder. The district budget data will no longer be stored on your local PC, but instead will now be transmitted directly to the NJ DOE database. This will enable you to work on your budget from a variety of locales and allow multiple users in the system simultaneously. The county office can review your progress and assist in questions by directly viewing your entered data.

When the program is initially opened, you will notice that the audited data from school year 2011-2012 will be available in the revenue, appropriation and recapitulation of balances sections. The budgeted data from school year 2012-2013 will also be seen in the revenue, appropriation and recapitulation of balances sections. The total amount of unliquidated purchase orders from the prior year will be seen in account 10-754, line number 710. In order to balance the budget, adjustments will need to be made in each of the appropriation lines where these orders are charged. Any additional changes made to the budget after it was approved will also need to be made.

After the Governor's budget address, state aid numbers will be added to the district's budget file directly by the department. Any temporary numbers that you may have entered will be erased in these fields and they will be locked to prevent any further entry by the district.

Once state aid is released, the user-friendly budget, remaining SFRA calculations, the certification of school taxes, and the option to prepare the advertised budget will be available. The update will update the program without overwriting any data that was previously keyed using the initial program.

## SECTION II

### ACCESSING THE PROGRAM FROM THE WEB

#### A. HARDWARE AND SOFTWARE REQUIREMENTS

To be able to access the budget software, which is now web-based, the district will need to have a computer system which meets the following minimum requirements:

- Internet capabilities using Internet Explorer version 7 or higher (**NOTE:** Google Chrome and Firefox are not compatible with the budget software)
- Sign-on and password provided by district Web User Administrator
- Users should make sure their Internet Explorer settings do not block pop-ups while accessing the budget software.

#### B. CONVENTIONS

The conventions listed below are used throughout this program and manual.

- Use the **ENTER** key to input data into the current cell, and move to the next cell to the right. If there are no cells to the right then the system will move to the next cell down.
- Use the **Up/Down ARROW** keys or **mouse click** to highlight your choice if it appears on the screen.
- If a choice does not appear on the current screen, use the **PgUp/PgDn, Up/Down ARROW** keys, or **program scroll bar** to view data that is not currently visible on the screen.
- You must use the **SAVE DATA** button on each screen to save your input to the database at the DOE.
  - Depending on system traffic, it may take some time for the data to save to the database. On-screen messages will warn the user when the data is still being processed. Please be patient and allow the system to save.
  - If an on-screen edit is displayed on the screen, the data is not saved. The district must pass the on-screen edits for the data to save.
  - If all of your data entry is not appearing on the screen after saving, click on the Reload Page button to refresh the page.
  - In some cases you will receive an on-screen message which reads “An error occurred while saving data. Please try again.” This appears when an exception has occurred in the save process. The data on the screen will appear that it has saved because it will remove the bold font, but the data has not properly saved. The user should refresh their browser screen and try saving data again.
- The browser **BACK ARROW** key will return you to the previous screen **WITHOUT SAVING YOUR DATA**. If you “X” out of your browser, the data will not be saved.
- The **RELOAD PAGE** button will cancel changes and restore the last saved version of the current screen.
- The **EXPORT EXCEL** button will create a 97-2003 Excel document from the data and format that is currently displayed on the screen, which can be saved or opened.

- The **EXPORT PDF** button will create a PDF document from the data and format that is currently displayed on the screen, which can be saved or opened.
- If you wish to change the column widths on the individual screens, move your mouse to the end of the column. When you see the double arrow, click and drag to change the column width.
- For the **calendar** drop-down screens, the month or year may be changed by clicking on them in the heading line, or by using the arrow keys to scroll month-to-month.

If you wish to change the size of the font on the screen, use the Windows toolbar to change the “zoom” percentage (from the menu bar, select “View”, then “Zoom”, then select the percentage).

**Note on Export Excel and Export PDF Files:**

If you wish to print or save a copy of budget data using either the “**Export Excel**” or “**Export PDF**” buttons, you will be prompted to open or save the file. Choose **Save** and rename the file. If you do not rename the exported file, it will be saved with the default name of either grid.xls for Excel files or 2013~2014\_.pdf for PDF files. Renaming files prior to saving will help you avoid overwriting saved files.

**C. ACCESSING THE SYSTEM**

Sign-on and password for the budget program will be assigned by your district Web User Administrator (WUA). **The WUA must create user accounts for individuals that need access to the budget software.** You must contact your district WUA to create your User ID and Password. Please refer to the department website at [http://www.state.nj.us/education/data/collections/user\\_account\\_admin.htm](http://www.state.nj.us/education/data/collections/user_account_admin.htm) for information regarding the WUA login. The budget software is named “Budget Statement” in the WUA system.

The budget software and related guidance documents are posted on the department website at <http://www.state.nj.us/education/finance/fp/dwb.shtml>.

From the login screen, districts will need to select the login level as “District” and then enter the 2-digit county ID, 4-digit district ID, web user ID, and web user password. Once this information is entered, select the “log on” button to access the program.

County offices will need to select the login level as “County” and enter the user id and password that they created and submitted to Finance.

# Login

---

Select Login Level:  County  District  DOE Administrator

---

Please enter the District login data below, then click "Log on" button:

County ID:       District ID:

Web User ID:

Password:

**i. ACCESSING THE SYSTEM FOR THE FIRST TIME**

**IMPORTANT: Only for the first time you enter the system, you must go to the “Budget” tab and click on the Revenues selection to open the screen and initialize the file by entering a draft amount in the 2013-14 revenue column. Go to the bottom of the page and select the “Save Data” button. At the top of the page select the “Budget” tab, and click on the “Appropriations” selection to open the screen and initialize the file by entering a draft amount in one line in the 2013-14 column. Go to the bottom of the page and select the “Save Data” button.**

**ii. ACCESSING THE SYSTEM – SECOND AND FUTURE SESSIONS**

**Order in which to access screens:**

Information will flow between screens in the software, therefore certain screens must be opened in particular order:

1. First, access the **Supporting Documentation** tab, scroll down to **Statements of Priorities and CCCS** and click on it. For specific data entry instructions, refer to the explanations in the Supporting Documentation information in Section III of this document. Click the **“Save Data”** button before leaving the screen.
2. Second, access the **Budget** tab, scroll down to **Recap of Balances** and click on it. The information from Recap flows into the Revenues and Appropriations screens, and therefore must be completed first.
  - a. Complete the 2012-13 column for all sections on Recapitulation of Balances. Click the **“Save Data”** button before leaving the screen.
  - b. Access the **Budget** tab, scroll down to **Revenues** and click on it. Revise the preloaded 2012-13 amounts to reflect the budget as of February 1, 2013. Click the **“Save Data”** button before leaving the screen.

- c. Access the **Budget** tab, scroll down to **Appropriations** and click on it. Revise the preloaded 2012-13 amounts to reflect the budget as of February 1, 2013. Click the “**Save Data**” button before leaving the screen.
  - d. Access the **Budget** tab, scroll down to **Appropriation of Excess Surplus** and click on it. Review the amounts from Recap, Revenues and Appropriations, and adjust the 2012-13 amounts on the Recap, Revenues and Appropriations screens as necessary. Refer to the guidance for Appropriation of Excess Surplus in Section III of this document, and enter amounts on lines A1 through A3 as necessary. Click the “**Save Data**” button before leaving the screen.
  - e. Return to **Recap of Balances** and complete the 2013-14 column. Click the “**Save Data**” button before leaving the screen.
3. Districts with send-receive relationships must access the **Calculations** tab, **Estimated Tuition Calculations** selections.
  - a. Scroll down to **Formulas for Selected Appropriations** and click on it, to open the screen and initiate the calculation.
  - b. Scroll down to **Rate for All Programs** and click on it to open the screen and initiate the calculation. For specific data entry instructions, refer to the explanations in the Estimated Tuition information in Section III of this document. Click the “Save Data” button before leaving the screen.
4. **(Only for those districts that receive Preschool Education Aid):** Access the **Budget** tab, scroll down to **Preschool Education Aid** and click on it. For specific data entry instructions, refer to the explanations in the budget tab information in Section III of this document. Click the “**Save Data**” button before leaving the screen.
5. **(For districts anticipating capital projects for 2013-14):** Access the **Budget** tab, scroll down to **Capital Projects and Reserve** and click on it. For specific data entry instructions, refer to the explanations in the budget tab information in Section III of this document. Click the “**Save Data**” button before leaving the screen.
6. Access the **Budget** tab, scroll down to **SEMI** and click on it. For specific data entry instructions, refer to the explanations in the budget tab information in Section III of this document. Click the “**Save Data**” button before leaving the screen.
7. Access the **Budget** tab, scroll down to **Appropriations** and click on it. Enter your projected budgeted appropriations for 2013-14. Click the “**Save Data**” button before leaving the screen.
8. Access the **Calculations** tab, **SFRA Calculations**.
  - a. Scroll down to **Prebudget Year Levy and Enroll Adjustment** and click on it to open the screen and initiate the calculation. Click the “**Save Data**” button before leaving the screen.
  - b. Scroll down to **Health Care Costs** and click on it. For specific data entry instructions, refer to the explanations in the SFRA information in Section III of this document. Click the “**Save Data**” button before leaving the screen.

- c. Scroll down to **Deferred Pension Contributions** and click on it to open the screen and initiate the calculation. Click the “**Save Data**” button before leaving the screen
  - d. Scroll down to **Responsibility Shifted To/From Another**. For specific data entry instructions, refer to the explanations in the SFRA information in Section III of this document. Click the “**Save Data**” button before leaving the screen.
  - e. Scroll down to **Cap Banking Eligibility** and click on it. For specific data entry instructions, refer to the explanations in the SFRA information in Section III of this document. Click the “**Save Data**” button before leaving the screen.
  - f. Scroll down to **Tax Levy Cap Calculation** and click on it to open the screen and initiate the calculation. Click the “**Save Data**” button before leaving the screen.
  - g. **NOTE:** the **Report of District Status** and **Minimum Tax Levy** calculations will not be available until the release of state aid.
9. Access the **Budget** tab, scroll down to **Revenues** and click on it. Enter your projected budgeted revenues for 2013-14. Click the “**Save Data**” button before leaving the screen.
10. Access the **Enrollment** tab. Enter your projected enrollment for 2013-14. For specific data entry instructions, refer to the explanations in the enrollment section of this document in Section III. Click the “**Save Data**” button before leaving the screen.
11. Access the **Supporting Documentation** tab, scroll down to **Per Pupil Cost** and click on it. This will automatically calculate the district’s per pupil costs from entries made in the Appropriations and Enrollment areas.
12. Access the **Supporting Documentation** tab, scroll down to the **Administrative Cost Limit** and click on it. This will automatically calculate the district administrative cost limit if the district is not requesting approval from the Executive County Superintendent to increase the base 2012-13 costs. For specific data entry instructions, refer to the explanations in the supporting documentation information in Section III of this document. Click the “**Save Data**” button before leaving the screen.
13. **NOTE:** the **Tax Levy Certification** calculations will not be available until the release of state aid.
  - a. Access the **Tax Levy Certification** tab, scroll down to **A4F** and click on it. For specific data entry instructions, refer to the explanations in the Tax Levy Certification information in Section III of this document. Click the “**Save Data**” button before leaving the screen.
  - b. Access the **Tax Levy Certification** tab, scroll down to **Estimated Tax Rate Information** and click on it. For specific data entry instructions, refer to the explanations in the Tax Levy Certification information in Section III of this document. Click the “**Save Data**” button before leaving the screen.
14. Complete the remaining **Supporting Documentation** items:
  - a. **Contract Info for Select Staff**
    - i. First complete the **Employee List** screen.
    - ii. Next complete the **Teacher Contract** screen.

- iii. Last complete the **Employee Benefit Detail** screen. This screen uses information from the Teacher Contract screen to calculate the amount above the teacher contract.
- iv. For specific data entry instructions, refer to the explanations in the Contract Info for Select Staff information in Section III of this document.
- b. **Employee Benefits** - For specific data entry instructions, refer to the explanations in the Employee Benefits information in Section III of this document.
- c. **Equipment** - For specific data entry instructions, refer to the explanations in the Equipment information in Section III of this document.
- d. **Shared Services** - For specific data entry instructions, refer to the explanations in the Shared Services information in Section III of this document.
- e. **Unusual Revenues and Appropriations** - For specific data entry instructions, refer to the explanations in the Unusual Revenues and Appropriations information in Section III of this document.

15. Complete the remaining **SFRA** items under the **Calculations** tab:

- a. **Report of District Status** - For specific data entry instructions, refer to the explanations in the SFRA information in Section III of this document.
- b. **Separate Proposal Summary** - For specific data entry instructions, refer to the explanations in the SFRA information in Section III of this document.

16. Access the **Edit Report** tab. For specific instructions, refer to the explanations in the Edit Report information in Section III of this document.

17. After all edits have been cleared, access the **County Review and Approval** tab. In the “**District**” section, check the box “ready for review”. For specific instructions, refer to the explanations in the County Review and Approval information in Section III of this document.

**NOTE: Flow of data**

If changes are made in a screen which flows data to another screen (the dependent screen), then the dependent screen must be opened and saved after the change is made, in order for the database to update with the change. (For example, if changes are made in the appropriations screen for administrative cost lines which flow to the administrative cost limit screen, then the administrative cost limit screen must be opened and saved after the appropriations screen is updated.) There will be edits to guide districts with these updates.

**D. AUTOMATIC LOGOFF**

**The system automatically logs you off if there is no activity for more than two hours.** You may wish to create a desktop shortcut or web link for easy access to the login page. The following error messages could appear if the system logs you off or if there is a problem with your login:

- \* **You have successfully logged out. Please close all of your open browser windows to completely log out of your account. Thank you for using Budget! or Sign in again.**
- \* **Please enter county ID in two numbers**
- \* **Please enter district ID in 4 numbers**
- \* **The authorization failed! Please enter correct login data, try again.**

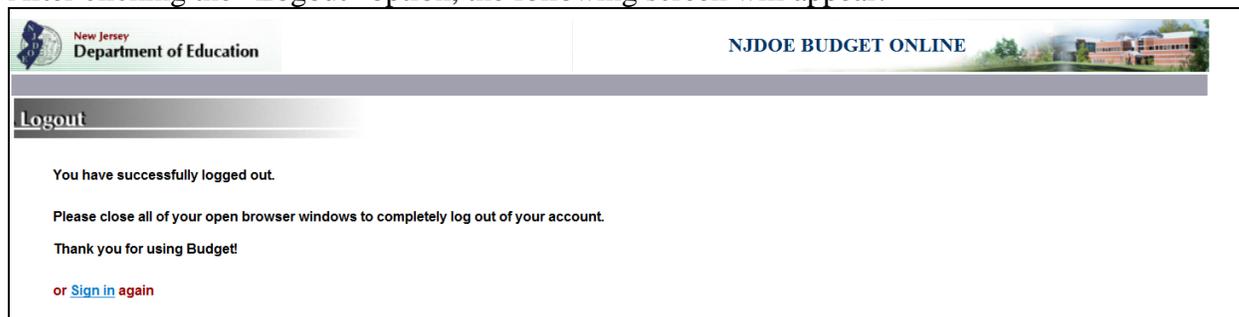
- \* We did not process your request because of one of the following reasons:
- Your user session may be expired because of long idle time, please login again.
  - You have logged out.
  - An invalid request.
  - The authorization failed.

## E. LOGGING OUT OF THE SYSTEM

In the top right corner of the software screen, click on “Logout” to exit the system. If you have not used the **Save Data** button, any changes/updates on the current screen will be lost.



After clicking the “Logout” option, the following screen will appear:



### **NOTE for multiple users:**

If from a single PC two Internet Explorer windows are opened to access Budget and the user logs in either with the same district ID or different district IDs, then logging out from any one browser window will also end the session for the other browser window on the PC.

## SECTION III

### ENTERING THE DISTRICT BUDGET

#### A. GENERAL OVERVIEW FOR BUDGET COMPLETION

The 2011-12 actual amounts in the revenues and appropriations sections are automatically preloaded from the audit summary worksheet (audsum) for that year. The audsum is completed by the district's public school accountant in the new web-based system and is taken from the data in the Budgetary Comparison Schedule of the Comprehensive Annual Financial Report. The preloaded audsum amounts cannot be accessed and revised via the budget program. If a district needs to correct the 2011-12 amounts, this can only be done through a revision of audsum by the district's public school accountant. The school district will need to recertify the revised audsum in order for the revisions to flow through to the revenues and appropriations in the budget software. Once the revisions are made in the audsum and certified by both the public school accountant and the district representative, an updated version of the budget program will be available to the district.

The 2012-13 revised revenues and appropriations figures represent the current year budget **with revisions as of February 1, 2013**. These columns are presented for comparison with the proposed 2013-14 budgeted amounts. The budget program downloads the 2012-13 data from the certified budget on file with the department including any adjustments for unliquidated purchase orders that were open at the end of the prior audited year. The downloaded data must be updated to reflect the appropriations for June 30, 2012 year-end encumbrances and any other revisions made between 7/1/12 and 2/1/13.

The budget statement is organized on a fund basis. The following revenues and appropriations totals for the 2011-12 (column 2), 2012-13 (column 3), and 2013-14 (column 4) year must agree:

<u>Fund</u>	<u>Revenues</u>	<u>Appropriations</u>
General Fund	Line 720	Line 84060
Special Revenue Fund	Line 840	Line 88760
Debt Service Fund	Line 935	Line 89980
Total Revenues/Sources to Total Expenditures/Appropriations	Line 1000	Line 90000

The budget software will generate all revenue and appropriation budget forms and reports and related supporting documentation. Also included as part of the program are various edits for agreement between certain revenue and/or appropriation lines as well as supporting documentation items. A complete list of these edit checks is included at Appendix B to this document.

## **B. COMPLETING THE “BUDGET” TAB**

### **i. REVENUES**

Data entry for some revenue lines will be performed on the other pages, and will flow to the revenues screen. This eliminates the need to enter the data in multiple screens. These are the screens which have data entry that will flow to the revenues screen:

- *Recapitulation of Balances* – all surplus and reserve activity is to be entered on the **Recap of Balances** screen under the **Budget** tab, and will flow to the Revenues screen.
- *Preschool Education Aid* – fund 20 Preschool program activity from the Early-Childhood approved budget is to be entered on the **Preschool Education Aid** screen under the **Budget** tab, and will flow to the Revenues screen.
- *SEMI* – Special Education Medicaid Incentive revenue is recorded on the **SEMI** screen under the **Budget** tab, and will flow to the Revenues screen.

When a line is a total line or when data for the entire line is pulled from another form, the line is **highlighted in green**, and no data entry is allowed. If data entry for only 2013-14 is pulled from another form, the line will not be highlighted.

On the revenues screen, there are functions at the top of the screen to hide or show columns. This can be used to customize your view of the screen for data entry or for export. In the “**click to hide column**” function, select in the drop-down box the column you wish to hide from view, then click on “**click to hide column**”. The selected column will no longer display on the screen. You may do this for multiple columns. Columns hidden using this function will not be included in the files created using Export to PDF or Export to Excel.

If you have hidden a column and wish to view it again, in the “**click to show column**” function, select in the drop-down box the column you wish to show, then click on “**click to show column**”. The selected column will now display.

There is also a function at the top of the screen to go to a specific line number. In the box next to “**click to show row**” enter the revenue line number you wish to go to, then click on “**click to show row.**” The line you entered will be highlighted in yellow in the view screen.

Descriptions of columns included on the revenues screen are:

1. **Line #** - The line numbers have been updated this year. These are the same line numbers that were used in the Audsum update. (no entry allowed)
2. **Title** – This is the name of the account. (no entry allowed)
3. **SubTitle** – This is a description of the cost center in which this line is included. Notes are included in this column for lines where data entry is performed on different screens. (no entry allowed)
4. **Account** – This is the account number based on the Chart of Accounts. (no entry allowed)

5. **Sum To Line** – This is the subtotal line into which this detail line will add. (no entry allowed)
6. **2011-12** – Preloaded into this column is the audsum data submitted by the district auditor and certified by the district. (no entry allowed)
7. **2012-13** – Preloaded into this column is the district’s original 2012-13 budget submitted to the Department. This data must be updated to reflect revisions as of February 1<sup>st</sup>, and include the appropriation details of prior year encumbrances in current year.
8. **2013-14** – This column must be completed for the projected budget.
9. **Difference \$** - This is the dollar increase or decrease from 2012-13 to 2013-14. (no entry allowed)
10. **Difference %** - This is the percentage increase or decrease from 2012-13 to 2013-14. (no entry allowed)
11. **Explanation** – This column is available for districts to explain fluctuations in the budget or entries on certain lines. The explanation column is open for all revenue lines. This **MUST** be completed for any “other” revenue categories. There will be edits in the “**Edit Report**” to ensure that if the 2013-14 amount is greater than zero on the “other revenue” lines, that an explanation has been entered.

**NOTE: Scroll bars on the revenues screen**  
 There is one set of scroll bars for the entire window, and another set on the inset-box for the details of the revenues. As you navigate the screen, make sure you are using the scroll bar for the level at which you want to move.

[Click to Hide Column](#) - Line#  [Click to Show Column](#) - Line#  [Click to Show Row](#) - 580

Line#	Title	Sub Title	Account	Sum To Line	2011-12	2012-13	2013-14	Difference
400	TOTAL REVENUES FROM INTERMEDIATE SOURCES			720	0	0	0	
410	School Choice Aid	Revenues from State Sources	10-3116	520	0	0	0	
420	Categorical Transportation Aid	Revenues from State Sources	10-3121	520	24,707	25,371	0	
430	Extraordinary Aid	Revenues from State Sources	10-3131	520	0	0	0	
440	Categorical Special Education Aid	Revenues from State Sources	10-3132	520	61,348	66,300	0	
450	Educational Adequacy Aid	Revenues from State Sources	10-3175	520	0	0	0	
460	Equalization Aid	Revenues from State Sources	10-3176	520	618,194	629,421	0	
470	Categorical Security Aid	Revenues from State Sources	10-3177	520	21,979	21,654	0	
480	Adjustment Aid	Revenues from State Sources	10-3178	520	161,982	129,586	0	
490	Aid for Adult and Post-Graduate Programs	Revenues from State Sources	10-3191	520	0	0	0	
500	Other State Aids	Revenues from State Sources	10-300X	520	0	0	0	
520	SUBTOTAL - Revenues from State Sources			720	888,210	872,332	0	
530	IMPACT Aid	Revenues from Federal Sources	10-4100	570	0	0	0	
540	Medicaid Reimbursement	13-14 ENTRY FROM SEMI SCREEN Re	10-4200	570	0	0	111	
550	Equalization Aid - ARRA ESF	Revenues from Federal Sources	16-4520	570	0	0	0	
551	Equalization Aid - ARRA GSF	Revenues from Federal Sources	17-4521	570	0	0	0	
560	Education Jobs Fund	NO LONGER USED 13-14 Revenues fr	18-4522	570	0	0	0	
570	SUBTOTAL - Revenues from Federal Sources			720	0	0	111	
580	Budgeted Fund Balance - Operating Budget			720	0	555	49,350	
600	Withdrawal from Cap Res-For Local Share	ENTRY ON RECAP Reserve Withdrawal	10-307	720	0	0	0	

**Local Sources:**

Revenues are segregated by fund. The *general fund revenue* from local sources section provides the information with the delineation of restricted and unrestricted revenues. *Restricted revenues* are defined as those committed to a specific

purpose. Unless the local funds are coming from a foundation, trust, booster club, or individual that has provided the funds for an express written purpose, they are considered unrestricted. Estimated rental fees for the recovery of additional custodial fees for the use of buildings in the evenings and community school fees would also be considered *restricted miscellaneous income*. However, investment income on general fund investments or bank account balances is considered unrestricted and should be budgeted on line 300. Municipal payments to the district for transportation services under an interlocal agreement and other payments for such specific purposes should be budgeted to Other Local Governmental Units - Restricted on line 130. Proceeds from the sale/lease-back of textbooks and non-consumable instructional materials should be budgeted to Other Restricted Miscellaneous Revenues on line 350.

#### School Bus Advertising Fees

The board of education of any school district may, pursuant to N.J.S.A. 18A:39-31, enter into a contract for the sale of advertising space on the exterior sides of school buses owned or leased by the school district, subject to prohibited items in the statute and any other products or services the board deems inappropriate.

In the event that a board of education enters into a contract for the sale of advertising space on the exterior sides of school buses, 50 percent of any revenue generated by the sale shall be used by the board to offset the fuel costs of providing pupil transportation services, and the remaining 50 percent of the revenue shall be used to support any programs and services the board may deem appropriate. Revenue line 315, account number 10-1992, entitled “Advertising Fees – School Buses” is used to record the advertising fees.

#### Tuition Adjustments

Tuition adjustments related to the certification of prior year estimated tuition rates are still shown in the budget of the receiving district as an adjustment of the current year budgeted revenue and in the budget of the sending district as an adjustment of the current year budgeted tuition appropriations and should not be recorded as miscellaneous income.

#### Fund Balance activity

Data entry related to any fund balance account is performed on the **Recap of Balances** screen. Please refer to the section Recapitulation of Balances in Section III-B for details regarding data entry.

#### GED Testing Centers

Pursuant to legislation, testing centers will maintain the fees received from the applicants and will be responsible for making the payments to the vendors for the testing materials. Accounting guidance was provided in the 2008 GED Test Center Contract Addendum. Test Centers are to track the revenues and expenditures separately. Program code 640 in fund 13 captures these expenditures. Revenues should also be accounted for separately on line 310 in account 10-1991.

### Debt Service Tax Levy for Districts Merged with Non-Operating Districts at July 1, 2009

Revenue line 861 “Local Tax Levy–PreMerger Debt,” account number 40-1210, is applicable only to districts which merged with non-operating districts effective July 1, 2009. N.J.S.A. 18A:8-45 provided that the amount to be raised for interest upon and the redemption of bonds payable by the district for bonds issued prior to and after the effective date of the act shall be apportioned among the constituent districts of the merged district in such manner as the Commissioner determines to be least fiscally disruptive. All existing debt of the pre-merged districts remained the responsibility of the individual municipalities where it was incurred. Line number 861 is used to track the debt service tax levy being raised to cover debt payments incurred before the merge. Levy recorded on this line will be allocated on the Certification of School Taxes form (A4F) to only the former receiving district. Note that tax levy previously recorded on line 860 “Local Tax Levy” for the pre-merge district, is now recorded on line 861.

All new debt approved by the merged district will be the responsibility of all constituents of the merged district and allocated in accordance with the general fund tax levy allocation of the merged district. Merged districts should use line 860 “Local Tax Levy” to record the debt service fund levy being raised to cover payments on debt incurred after the merge. Levy recorded on this line will be allocated on the Certification of School Taxes form (A4F) to all constituents of the merged district in accordance with the general fund tax levy allocation of the merged district.

As a reminder, the debt service line (845) for transfers from other funds is used to record those amounts being transferred from the capital projects fund from investment income on unspent bond proceeds or balances from completed projects initiated prior to the passage of EFCFA (P.L. 2000, c. 72 enacted July, 2000). These funds may be transferred to either the general fund or debt service fund by board resolution. Under EFCFA (N.J.S.A. 18A:7G-5o and p), the use of unexpended bond proceeds on approved EFCFA projects must be used to reduce the outstanding principal amount of the school bonds. See the discussion of unexpended bond proceeds under Capital Projects and Reserve in Section III-B for additional information on the use of unexpended bond proceeds

### **State Sources:**

The titles of the revenues from state sources are consistent with the state formula aids calculated under the School Funding Reform Act of 2008 (SFRA).

Extraordinary Aid, as in prior years, is not required to be budgeted, it is optional. Revenue line 430, account number 10-3131, is available for those districts that want to incorporate projected extraordinary state aid in the proposed budget certified for taxes.

### Preschool Education Aid (PEA)

Data entry related to the PEA program is performed on the **Preschool Education Aid** link under the **Budget** tab. Please refer to the Preschool Education Aid section in Section III-B for details regarding data entry.

### **Federal Sources:**

Restricted federal grant revenues should be budgeted on lines 775 through 830. Federal grants that do not have a specific line item should be budgeted on line 825 – Other; the revenue source code for Other Special Federal Projects is 4480 and the program range for Other Federal Projects is 450-469.

Revenue line 560 “Education Jobs Funds” account number 18-4522, was used to record the Education Jobs Funds. A district that had Education Jobs funds remaining could use those funds through **September 30, 2012**, therefore the line has been blocked in 2013-14 budget.

Data entry related to the SEMI program is performed on the **SEMI** link under the **Budget** tab. Please refer to the SEMI section in Section III-B for details regarding data entry.

### **General Information:**

The 2011-12 actual amounts in the revenues section will be automatically updated by the department from the audit summary worksheet files submitted by districts' public school accountants. **Data entry is not permitted in the 2011-12 column and corrections to the amounts, which are preloaded, require the revision of audsum.** The June 30, 2012 Reserve for Encumbrances total from the audit summary (line 90010) will be preloaded in the 2012-13 column on line 710. Districts need to adjust the individual appropriation lines for these encumbrances. Line 715, actual (excess) deficiency of revenues (over) under expenditures, pertains to column 2 only and will not accept data entry as this amount will be automatically downloaded by the department. Accordingly, lines 580 thru 675 are not applicable to the 2011-12 column and will not reflect any amount in that column. The debt service fund revenue line 930, actual (excess) deficiency of revenues (over) under expenditures, pertains to the 2011-12 column only and will not accept data entry as this amount will be automatically downloaded by the department.

The original 2012-13 budget, which was certified for taxes, preloads into the 2012-13 column. Districts must update the revenue amounts to represent the current year budget **with revisions as of February 1, 2013**. Restorations from the settlement of 2012-13 defeated budget appeals, if any related to districts with April elections, will be reflected in the downloaded information. The downloaded budget data will not include, if applicable, any adjusted state aid figures for 2012-13. Additional revenue realized during the year from the sale of property or some other unanticipated unrestricted revenue source not originally anticipated in the district's 2012-13 budget certified for taxes but realized as of February 1, 2013, should be either reflected as an increase in the applicable revenue and a corresponding decrease in budgeted fund balance, or if spending was increased, as an increase in the corresponding appropriations. If fund balance was not originally budgeted in 2012-13 and the district does not plan to increase spending, then an increase in revenue for this amount should not be reflected in the

budgeted 2012-13 revenues but should be reflected as anticipated fund balance on line 6 of the recapitulation of balances.

The 2013-14 Column of the revenues section will include the 2013-14 state aid figures (State Aid Summary) updated by the budget program on the applicable line. The proposed budget should include anticipated revenues and estimated appropriations for special projects in the special revenue fund. Estimated appropriations must equal anticipated revenues. In many cases the amount of federal funds to be made available in the budget year will not be known by the budget submission date. The figures shown in the budget should be the estimate being used for local planning purposes and should reasonably reflect the district's history of receiving federal aid.

In 2013-14, some additional lines have been added to budget, which in past years were only included in the audsum data collection. This was done to align the accounts with the audsum program and make the crosswalk into budget more transparent. These lines have been highlighted below. Line 185 was created for the preload information in the 2012-13 column. For regular districts in 2012-13, the tuition was budgeted on a single line. Going forward in the new software the tuition will be broken down between the various lines by source.

A grid of the possible revenues lines for the 2013-14 budget and their applicability to the three budget types (regular, special services, and vocational) follows.

2013-14 Revenues Grid						
Line No.		Revenues	Acct. No.	Req	SS	Voc
New	Old	GENERAL FUND				
		Revenues from Local Sources:				
100	150	Local Tax Levy	10-1210	X	-	-
110	160	County Tax Levy	10-1210	-	X	X
120	191	Other Local Governmental Units – Unrestricted	10-12XX	X	-	-
130	192	Other Local Governmental Units – Restricted	10-12XX	X	-	-
140	195	Tuition from Individuals	10-1310	X	-	-
150	196	Tuition from LEAs Within State	10-1320	X	-	-
160	197	Tuition from Other LEAs Outside the State	10-1330	X	-	-
170	198	Tuition from Other Sources	10-1340	X	-	-
180	199	Tuition from Summer School	10-1350	X	-	-
185	-	Tuition (only for FY 13 budget)	10-13XX	X	-	-
190	200	Total Tuition	10-1300	X	-	-
200	210	Tuition from LEAs	10-1310	-	X	X
210	215	Prior Year Tuition Adjustment from LEAs	10-1310	-	X	X
220	220	Other Tuition	10-1320 to 1340	-	X	X
230	230	Non-Resident Fees	10-1350	-	X	X
240	241	Transportation Fees from Individuals	10-1410	X	-	X
250	242	Transportation Fees from Other LEAs	10-1420 -1440	X	-	X
260	254	Rents and Royalties	10-1910	X	X	X
270	257	Private Contributions	10-1920	X	X	X
280	255	Sale of Property	10-1930	X	X	X
290	258	Textbook Sales and Rentals	10-1940	X	X	X
300	253	Unrestricted Miscellaneous Revenues	10-1XXX	X	X	X
310	243	GED Testing Center Fees	10-1991	X	-	X
315	244	Advertising Fees – School Buses	10-1992	X	X	X
320	249	Interest Earned on Current Expense Emergency Reserve	10-1XXX	X	-	-
330	250	Interest Earned on Maintenance Reserve	10-1XXX	X	X	X
340	251	Interest Earned on Capital Reserve Funds	10-1XXX	X	X	X
350	252	Other Restricted Miscellaneous Revenues	10-1XXX	X	X	X
360	256	Fines and Forfeits				
370	260	SUBTOTAL – Revenues from Local Sources		X	X	X
		Revenues from Intermediate Sources:				
380	271	Restricted	10-2000	X	-	-
390	272	Unrestricted	10-2000	X	-	-
400	273	Total Revenues from Intermediate Sources		X	-	-
		Revenues from State Sources:				
410	285	School Choice Aid	10-3116	X	-	-
420	369	Categorical Transportation Aid	10-3121	X	X	X
430	354	Extraordinary Aid	10-3131	X	X	X
440	363	Categorical Special Education Aid	10-3132	X	X	X
450	365	Educational Adequacy Aid	10-3175	X	X	X
460	366	Equalization Aid	10-3176	X	X	X
470	367	Categorical Security Aid	10-3177	X	X	X
480	368	Adjustment Aid	10-3178	X	X	X
490	351	Aid for Adult and Post-Graduate Programs	10-3191	X	-	X
500	360	Other State Aids	10-3XXX	X	X	X
520	370	SUBTOTAL – Revenues from State Sources		X	X	X
		Revenues from Federal Sources:				
530	380	IMPACT Aid	10-4100	X	-	-
540	390	Medicaid Reimbursement	10-4200	X	X	X
550	395	Equalization Aid - ARRA ESF	16-4520	X	X	X
551	396	Equalization Aid – ARRA GSF	17-4521	X	X	X
570	400	SUBTOTAL – Revenues from Federal Sources		X	-	-
580	121	Budgeted Fund Balance – Operating Budget	10-303	X	X	X
600	130	Withdrawal from Cap. Res. – for Local Share	10-307	X	X	X
610	131	Withdrawal from Sale/Lease-back Reserve	10-308	X	X	X
620	132	Wdrl from Capital Res. – for Excess Costs & Other Cap. Proj.	10-309	X	X	X
630	133	Withdrawal from Maintenance Reserve	10-310	X	X	X
640	134	Withdrawal from Tuition Reserve – for Tuition Adjustment	10-311	X	-	-
650	135	Withdrawal from Tuition Reserve – Excess over adjustment	10-311	X	-	-
660	125	Withdrawal from Current Expense Emergency Reserve	10-312	X	-	-
670	126	Withdrawal from Current Expense Emergency Reserve for Excess	10-312	X	-	-
680	140	Transfers from Other Funds	10-5200	X	X	X
700		Other Financing Sources	10-5XXX	X	X	X

2013-14 Revenues Grid						
Line No.	Revenues		Acct. No.	Req	SS	Voc
710	408	Adjustment for Prior Year Encumbrances		X	X	X
715	409	Actual Revenues (Over) Under Expenditures		X	X	X
720	410	TOTAL OPERATING BUDGET		X	X	X
		SPECIAL REVENUE FUNDS				
725	416	Tuition - Preschool	20-1310	X	-	-
730	417	Tuition from LEAs - Preschool	20-1320	X	-	-
735	418	Interest on Investments	20-1510	X	X	X
740	419	Other Revenue from Local Sources	20-1XXX	X	X	X
745	420	Total Revenues from Local Sources	20-1XXX	X	X	X
		Revenues from State Sources:				
755	423	Preschool Education Aid – Prior Year Carryover	20-3218	X	-	-
760	427	Preschool Education Aid	20-3218	X	-	-
765	430	Other Restricted Entitlements	20-32XX	X	X	X
770	431	Total Revenues from State Sources		X	X	X
		Revenues from Federal Sources:				
775	440	Title I	20-4411 - 4416	X	X	X
780	442	Title II	20-4451 - 4455	X	X	X
785	444	Title III	20-4491 - 4494	X	X	X
790	446	Title IV	20-4471 - 4474	X	X	X
795	448	Title V	20-4495 - 4499	X	X	X
800	450	Title VI	20-4417 - 4418	X	X	X
805	460	I.D.E.A. Part B (Handicapped)	20-4420 - 4429	X	X	X
810	470	Vocational Education	20-4430	X	X	X
815	480	Adult Basic Education	20-4440	X	X	X
820	490	Private Industry Council (JTPA)	20-4700	X	-	X
825	500	Other	20-4XXX	X	X	X
830	510	Total Revenues from Federal Sources		X	X	X
835	511	Transfers from Operating Budget – Preschool Regular	20-5200	X	-	-
836		Transfers from Operating Budget – Preschool Inclusion	20-5200	X	-	-
840	520	TOTAL GRANTS AND ENTITLEMENTS		X	X	X
		DEBT SERVICE				
845	540	Transfers from Other Funds	40-5200	X	-	-
850		Other Financing Sources	40-5XXX	X	-	-
855	545	Transfer from Capital Reserve	40-5210	X	-	-
		Revenues from Local Sources:				
860	550	Local Tax Levy	40-1210	X	-	-
861	555	Local Tax Levy – PreMerger Debt	40-1210	X	-	-
865	551	Interest on Investments	40-1510	X	-	-
870	552	Other Miscellaneous	40-1XXX	X	-	-
875	560	Miscellaneous	40-1XXX	X	-	-
880	565	Interest Earned on Debt Service Reserve	40-1XXX	X	-	-
885	570	Total Revenues from Local Sources		X	-	-
		Revenues from State Sources:				
890	580	Debt Service Aid Type II	40-3160	X	-	-
892	530	Budgeted Fund Balance	40-303	X	-	-
894	535	Withdrawal from Debt Service Reserve	40-313	X	-	-
895	590	Total Local Repayment of Debt		X	-	-
930	639	Actual Revenues (Over) Under Expenditures		X	-	-
935	640	TOTAL REPAYMENT OF DEBT		X	-	-
1000	660	TOTAL REVENUES/SOURCES		X	X	X

## ii. APPROPRIATIONS

Data entry for some appropriations lines will be performed on the other pages, and will flow to the appropriations screen. This eliminates the need to enter the data in multiple screens. These are the reports which have data entry that will flow to the appropriations screen:

- *Recapitulation of Balances* – all surplus and reserve activity is to be entered on the **Recap of Balances** screen, and will flow to the appropriations screen.

- *Capital Projects and Reserve* –fund 12 capital projects activity is to be entered on the **Capital Projects Detailed Budget** screen under the **Budget** tab, and will flow to the appropriation screen.
- *Preschool Education Aid* – fund 20 Preschool program activity from the Early-Childhood approved budget is to be entered on the Preschool Education Aid screen, and will flow to the appropriations screen.

When a line is a total line or when data for the entire line is pulled from another form, the line is **highlighted in green**, and no data entry is allowed. If data entry for only 2013-14 is pulled from another form, the line will not be highlighted.

On the appropriations screen, there are functions at the top of the screen to hide or show columns. This can be used to customize your view of the screen for data entry or for export. In the “**click to hide column**” function, select in the drop-down box the column you wish to hide from view, then click on “**click to hide column**”. The selected column will no longer display on the screen. You may do this for multiple columns. Columns hidden using this function will not be included in the files created using Export to PDF or Export to Excel.

If you have hidden a column and wish to view it again, in the “**click to show column**” function, select in the drop-down box the column you wish to show, then click on “**click to show column**”. The selected column will now display.

Description of Columns included on the *appropriations* screen:

1. **Line #** - The line numbers have been updated this year. These are the same line numbers that were used in the Audsum update. (no entry allowed)
2. **Title** – This is the name of the account. (no entry allowed)
3. **SubTitle** – This is a description of the cost center in which this line is included. Notes are included in this column for lines where data entry is performed on different screens. (no entry allowed)
4. **Account** – This is the account number based on the Chart of Accounts. (no entry allowed)
5. **Sum To Line** – This is the subtotal line into which this detail line will add. (no entry allowed)
6. **2011-12** – Preloaded into this column is the audsum data submitted by the district auditor and certified by the district. (no entry allowed)
7. **2012-13** – Preloaded into this column is the district’s original 2012-13 budget submitted to the Department. This data must be updated to reflect revisions as of February 1<sup>st</sup>, and include the appropriation details of prior year encumbrances in current year.
8. **2013-14** – This column must be completed for the projected budget.
9. **Difference \$** - This is the dollar increase or decrease from 2012-13 to 2013-14. (no entry allowed)
10. **Difference %** - This is the percentage increase or decrease from 2012-13 to 2013-14. (no entry allowed)
11. **Explanation** – This column is available for districts to explain fluctuations in the budget or entries on certain lines. On the appropriations screen, the Explanation column is open for appropriation lines at the advertised level

(just the subtotal lines). Explanations of fluctuations greater than 4% (positive or negative) should be explained for the subtotal lines.

**NOTE: Scroll bars on the appropriations screen.**  
 There is one set of scroll bars for the entire window, and another set on the inset-box for the details of the revenues and appropriations. As you navigate the screen, make sure you are using the scroll bar for the level at which you want to move.

On the *appropriations* screen, the account list has been divided with page-breaks. This is to keep the load time of the page to a shorter time frame. The screen will originally load the first 200 lines applicable to your operating type. To move to the next set of lines, use the page number links at the bottom of the screen. **BE SURE TO SAVE YOUR DATA BEFORE MOVING TO THE NEXT PAGE.**

The page number links at the bottom of the screen correspond to the following series of line numbers:

District Operating Type	Page 1	Page 2	Page 3	Page 4	Page 5	Page 6
Regular/SBB/ESC/Non-Op	Lines 2000 to 20080	Lines 20100 to 47520	Lines 47540 to 61540	Lines 61560 to 75720	Lines 75740 to 88700	Lines 88720 to 90000
Vocational	Lines 2160 to 47060	Lines 47080 to 61180	Lines 61200 to 76060	Lines 76080 to 90000	N/A	N/A
CSSD	Lines 3500 to 44080	Lines 44100 to 61720	Lines 61740 to 76320	Lines 76360 to 90000	N/A	N/A

The appropriations page has a button which allows export of the appropriations data to PDF or to Excel. The button will open a separate window which lists all of the appropriations lines in one list, and has two buttons at the bottom of the page. The data exported will be in the same format as viewed on the screen. If the “click to hide column” function has been used to hide columns, then the hidden columns will not be included in the export file.

[Click to Hide Column](#) | Line#  | [Click to Show Column](#) | Line#

Line#	Title	Sub Title	Account	Sum To Line	2011-12	2012-13	2013-14	Difference
2000	Preschool - Salaries of Teachers	Regular Program-Instruction	11-105-100-101	3200	51,942	2,505	2,000	
2020	Local Contribution - Transfer to Special Revenue	LINE NO LONGER USED	11-105-100-930	3200	0	0	0	
2040	Local Contrib. - Trans to Special Rev- Regular	13-14 ENTRY ON PEA SCREEN	11-105-100-935	3200	0	2,507	500,000	
2060	Local Contrib. - Trans to Special Rev- Inclusion	13-14 ENTRY ON PEA SCREEN	11-105-100-936	3200	0	2,508	10,300	
2080	Kindergarten - Salaries of Teachers	Regular Program-Instruction	11-110-100-101	3200	544,330	2,510	2,080	
2100	Grades 1-5 - Salaries of Teachers	Regular Program-Instruction	11-120-100-101	3200	3,403,302	2,520	2,100	
2120	Grades 6-8 - Salaries of Teachers	Regular Program-Instruction	11-130-100-101	3200	1,988,026	2,530	2,120	
2140	Grades 9-12 - Salaries of Teachers	Regular Program-Instruction	11-140-100-101	3200	2,680,762	2,540	2,140	
2500	Salaries of Teachers	Regular Programs-Home Instruction	11-150-100-101	3200	11,851	2,621	2,500	
2520	Other Salaries for Instruction	Regular Programs-Home Instruction	11-150-100-106	3200	0	2,622	2,520	
2540	Purchased Professional-Educational Services	Regular Programs-Home Instruction	11-150-100-320	3200	0	2,623	2,540	
2560	Purchased Technical Services	Regular Programs-Home Instruction	11-150-100-340	3200	0	2,624	2,560	
2580	Other Purchased Services (400-500 series)	Regular Programs-Home Instruction	11-150-100-500	3200	0	2,625	2,580	
2600	General Supplies	Regular Programs-Home Instruction	11-150-100-610	3200	0	2,626	2,600	
2620	Textbooks	Regular Programs-Home Instruction	11-150-100-640	3200	0	2,627	2,620	
2640	Other Objects	Regular Programs-Home Instruction	11-150-100-800	3200	0	2,628	2,640	
3000	Other Salaries for Instruction	Regular Program-Undistributed Instruc	11-190-100-106	3200	23,725	2,640	3,000	
3020	Purchased Professional-Educational Services	Regular Program-Undistributed Instruc	11-190-100-320	3200	0	2,650	3,020	
3040	Purchased Technical Services	Regular Program-Undistributed Instruc	11-190-100-340	3200	196,496	2,660	3,040	
3060	Other Purchased Services (400-500 series)	Regular Program-Undistributed Instruc	11-190-100-500	3200	208,485	2,670	3,060	

Records from 1 to 200 of 1015

Districts should refer to the chart of accounts and minimum outline, posted at <http://www.state.nj.us/education/finance/fp/af/coa/>, for the proper classification of expenditures. Appendix C to these guidelines provides a brief summary of the types of expenditures that would be recorded under each program/function

A grid of the possible expenditure lines for the 2013-14 budget and their applicability to the three budget types (regular, special services, and vocational) follows this section in the Detailed Appropriations Grid. The grid includes a column with the old line numbers from the DOS software for your convenience as a crosswalk to the new line numbers. The new numbers are the same numbers that were used in the 2011-12 Audsum. The grid also has columns for regular, special services, and vocational districts. An “X” in the column that relates to your district indicates the line is available for entry. The optional allocated employee benefits accounts lines are noted in the grid as “O”. The grid also contains a column to indicate the lines included in the Advertised File for Newspapers. An “X” in this column indicates that the line is included in the advertised report.

The budget program will allow entry only in the 2012-13 column and the 2013-14 column for those lines comprising the minimum outline and the optional lines for the allocation of employee benefits to the function level.

The 2011-12 actual amounts in the appropriations tab will be automatically downloaded by the department. **Data entry is not permitted in the 2011-12 column and corrections to the amounts require the resubmission of the district’s audsum.**

The 2012-13 budget information on file with the department is preloaded into the 2012-13 column of the budget. Districts must update the appropriation amounts to represent the current year budget **with revisions as of February 1, 2013**, including the rollover of 2011-12 encumbrances to the 2012-13 budget. As with the Report of the Board Secretary, the individual appropriation lines must be adjusted.

#### New Line in 2013-14 Budget

A new line has been added in the 2013-14 budget appropriations for Fiscal Monitor costs. Line number 45030, account number 11-000-230-45030, entitled “Salaries of Fiscal Monitors” may only be used by districts with fiscal monitors to record the salary of the fiscal monitor. This line has been added in order to exclude the fiscal monitor costs from the calculation of the administrative cost limit (see Section III-C of this document).

#### Employee Health Benefit Appropriations

Health care costs budgeted in 2013-14 and 2012-13 appropriations object 270 should be recorded net of employee withholding pursuant to P.L. 2011, c.78. See the Supporting Documentation section under Employee Health Benefits in Section III-D for a sample of the report.

Payments to employees in lieu of health benefits coverage should not be recorded as health benefits costs. These payments should be recorded in object 290 “other employee benefits”.

#### Fuel Costs Funded by Advertising Revenues

The board of education of any school district may, pursuant to N.J.S.A. 18A:39-31, enter into a contract for the sale of advertising space on the exterior sides of school buses owned or leased by the school district, subject to prohibited items in the statute and any other products or services the board deems inappropriate.

In the event that a board of education enters into a contract for the sale of advertising space on the exterior sides of school buses, 50 percent of any revenue generated by the sale shall be used by the board to offset the fuel costs of providing pupil transportation services, and the remaining 50 percent of the revenue shall be used to support any programs and services the board may deem appropriate. To track the fuel expenses for pupil transportation services which are offset by the advertising fees, appropriation line 52450 (account number 11-000-270-626) will be used in the detailed appropriations.

### **Coding Appropriations Using the Chart of Accounts Revised 2008 Edition, Effective July 1, 2009**

The Chart of Accounts (COA) provides descriptions of the account classifications (dimensions) comprising the coding of accounts in New Jersey school financial operations. The 2008 COA was updated and released in October, 2008, effective for fiscal years beginning July 1, 2009. The COA presents definitions of the component dimensions and the type of transactions that would be included in that

classification. Appendix A "Expenditure Account Outline" of the COA lists the minimum level of detail that must be maintained in a district's chart of accounts for compliance with Department of Education (DOE) and federal reporting requirements. The lines of the annual school district budget statement reflect the minimum outline for general current expense (character class 11), capital outlay (character class 12), special schools (character class 13), and debt service (fund 40).

The budget statement contains summarized information related to special projects/grants. The detail reflected in the minimum outline for the special revenue fund (fund 20) must be maintained in the accounting records of the district for these summarized special projects. If a district opts to expand beyond the minimum outline in its chart of accounts, there must be a clear trail from the internal accounting records to the information summarized in the format of the minimum outline reflected in the budget statement. See the next section for further detail on expanded coding.

Districts should refer to the chart of accounts and minimum outline, posted at <http://www.state.nj.us/education/finance/fp/af/coa/>, for the proper classification of expenditures. Appendix C to these guidelines provides a brief summary of the types of expenditures that would be recorded under each program/function.

<b>2013-14 DETAILED APPROPRIATIONS GRID</b>							
<b>Line</b>		<b>Description</b>	<b>Acct. No.</b>	<b>Reg</b>	<b>SS</b>	<b>Voc</b>	<b>Advertised</b>
<b>New</b>	<b>Old</b>						
Regular Programs – Instruction							
2000	02505	Preschool – Salaries of Teachers	11-105-100-101	X	-	-	
2040	02507	Local Contribution – Transfer to Special Revenue-Regular	11-105-100-935	X	-	-	
2060	02508	Local Contribution – Transfer to Special Revenue-Inclusion	11-105-100-936	X	-	-	
2080	02510	Kindergarten – Salaries of Teachers	11-110-100-101	X	-	-	
2100	02520	Grades 1-5 – Salaries of Teachers	11-120-100-101	X	-	-	
2120	02530	Grades 6-8 – Salaries of Teachers	11-130-100-101	X	-	-	
2140	02540	Grades 9-12 – Salaries of Teachers	11-140-100-101	X	-	-	
2160	02550	Salaries of Teachers	11-140-100-101	-	-	X	
2180	02560	Other Salaries for Instruction	11-140-100-106	-	-	X	
2200	02570	Purchased Professional – Educational Services	11-140-100-320	-	-	X	
2220	02580	Purchased Technical Services	11-140-100-340	-	-	X	
2240	02590	Other Purchased Services (400-500 series)	11-140-100-500	-	-	X	
2260	02600	General Supplies	11-140-100-610	-	-	X	
2280	02610	Textbooks	11-140-100-640	-	-	X	
2300	02620	Other Objects	11-140-100-800	-	-	X	
Regular Programs – Home Instruction							
2500	02621	Salaries of Teachers	11-150-100-101	X	-	X	
2520	02622	Other Salaries for Instruction	11-150-100-106	X	-	X	
2540	02623	Purchased Professional – Educational Services	11-150-100-320	X	-	X	
2560	02624	Purchased Technical Services	11-150-100-340	X	-	X	
2580	02625	Other Purchased Services (400-500 series)	11-150-100-500	X	-	X	
2600	02626	General Supplies	11-150-100-610	X	-	X	
2620	02627	Textbooks	11-150-100-640	X	-	X	
2640	02628	Other Objects	11-150-100-800	X	-	X	
Regular Programs – Undistributed Instruction							
3000	02640	Other Salaries for Instruction	11-190-100-106	X	-	-	
3020	02650	Purchased Professional – Educational Services	11-190-100-320	X	-	-	
3040	02660	Purchased Technical Services	11-190-100-340	X	-	-	
3060	02670	Other Purchased Services (400-500 series)	11-190-100-500	X	-	-	
3080	02680	General Supplies	11-190-100-610	X	-	-	
3100	02690	Textbooks	11-190-100-640	X	-	-	
3120	02700	Other Objects	11-190-100-800	X	-	-	
3200	02710	TOTAL REGULAR PROGRAMS - INSTRUCTION		X	-	X	X
SPECIAL EDUCATION - INSTRUCTION							
Cognitive - Mild:							
3500	02720	Salaries of Teachers	11-201-100-101	X	X	-	
3520	02730	Other Salaries for Instruction	11-201-100-106	X	X	-	
3540	02740	Purchased Professional-Educational Services	11-201-100-320	X	X	-	
3560	02750	Purchased Technical Services	11-201-100-340	X	X	-	
3580	02760	Other Purchased Services (400-500 series)	11-201-100-500	X	X	-	

X = Used by District Type  
 - = Not Used by District Type  
 O = Optional Use

<b>2013-14 DETAILED APPROPRIATIONS GRID</b>							
<b>Line</b>		<b>Description</b>	<b>Acct. No.</b>	<b>Reg</b>	<b>SS</b>	<b>Voc</b>	<b>Advertised</b>
<b>New</b>	<b>Old</b>						
3600	02770	General Supplies	11-201-100-610	X	X	-	
3620	02780	Textbooks	11-201-100-640	X	X	-	
3640	02790	Other Objects	11-201-100-800	X	X	-	
3660	02800	Total Cognitive – Mild		X	X	-	
		Cognitive – Moderate:					
4000	02810	Salaries of Teachers	11-202-100-101	X	X	-	
4020	02820	Other Salaries for Instruction	11-202-100-106	X	X	-	
4040	02830	Purchased Professional-Educational Services	11-202-100-320	X	X	-	
4060	02840	Purchased Technical Services	11-202-100-340	X	X	-	
4080	02850	Other Purchased Services (400-500 series)	11-202-100-500	X	X	-	
4100	02860	General Supplies	11-202-100-610	X	X	-	
4120	02870	Textbooks	11-202-100-640	X	X	-	
4140	02880	Other Objects	11-202-100-800	X	X	-	
4160	02890	Total Cognitive – Moderate		X	X	-	
		Learning and/or Language Disabilities:					
4500	02990	Salaries of Teachers	11-204-100-101	X	X	-	
4520	03000	Other Salaries for Instruction	11-204-100-106	X	X	-	
4540	03010	Purchased Professional-Educational Services	11-204-100-320	X	X	-	
4560	03020	Purchased Technical Services	11-204-100-340	X	X	-	
4580	03030	Other Purchased Services (400-500 series)	11-204-100-500	X	X	-	
4600	03040	General Supplies	11-204-100-610	X	X	-	
4620	03050	Textbooks	11-204-100-640	X	X	-	
4640	03060	Other Objects	11-204-100-800	X	X	-	
4660	03070	Total Learning and/or Language Disabilities		X	X	-	
		Visual Impairments:					
5000	03170	Salaries of Teachers	11-206-100-101	X	X	-	
5020	03180	Other Salaries for Instruction	11-206-100-106	X	X	-	
5040	03190	Purchased Professional-Educational Services	11-206-100-320	X	X	-	
5060	03200	Purchased Technical Services	11-206-100-340	X	X	-	
5080	03210	Other Purchased Services (400-500 series)	11-206-100-500	X	X	-	
5100	03220	General Supplies	11-206-100-610	X	X	-	
5120	03230	Textbooks	11-206-100-640	X	X	-	
5140	03240	Other Objects	11-206-100-800	X	X	-	
5160	03250	Total Visual Impairments		X	X	-	
		Auditory Impairments:					
5500	03260	Salaries of Teachers	11-207-100-101	X	X	-	
5520	03270	Other Salaries for Instruction	11-207-100-106	X	X	-	
5540	03280	Purchased Professional-Educational Services	11-207-100-320	X	X	-	
5560	03290	Purchased Technical Services	11-207-100-340	X	X	-	
5580	03300	Other Purchased Services (400-500 series)	11-207-100-500	X	X	-	
5600	03310	General Supplies	11-207-100-610	X	X	-	
5620	03320	Textbooks	11-207-100-640	X	X	-	

<b>2013-14 DETAILED APPROPRIATIONS GRID</b>							
<u>Line</u>		<u>Description</u>	<u>Acct. No.</u>	<u>Reg</u>	<u>SS</u>	<u>Voc</u>	<u>Advertised</u>
<u>New</u>	<u>Old</u>						
5640	03330	Other Objects	11-207-100-800	X	X	-	
5660	03340	Total Auditory Impairments		X	X	-	
		Behavioral Disabilities:					
6000	03440	Salaries of Teachers	11-209-100-101	X	X	-	
6020	03450	Other Salaries for Instruction	11-209-100-106	X	X	-	
6040	03460	Purchased Professional-Educational Services	11-209-100-320	X	X	-	
6060	03470	Purchased Technical Services	11-209-100-340	X	X	-	
6080	03480	Other Purchased Services (400-500 series)	11-209-100-500	X	X	-	
6100	03490	General Supplies	11-209-100-610	X	X	-	
6120	03500	Textbooks	11-209-100-640	X	X	-	
6140	03510	Other Objects	11-209-100-800	X	X	-	
6160	03520	Total Behavioral Disabilities		X	X	-	
		Multiple Disabilities:					
6500	03770	Salaries of Teachers	11-212-100-101	X	X	-	
6520	03780	Other Salaries for Instruction	11-212-100-106	X	X	-	
6540	03790	Purchased Professional-Educational Services	11-212-100-320	X	X	-	
6560	03800	Purchased Technical Services	11-212-100-340	X	X	-	
6580	03810	Other Purchased Services (400-500 series)	11-212-100-500	X	X	-	
6600	03820	General Supplies	11-212-100-610	X	X	-	
6620	03830	Textbooks	11-212-100-640	X	X	-	
6640	03840	Other Objects	11-212-100-800	X	X	-	
6660	03850	Total Multiple Disabilities		X	X	-	
		Resource Room/Resource Center:					
7000	03860	Salaries of Teachers	11-213-100-101	X	X	X	
7020	03870	Other Salaries for Instruction	11-213-100-106	X	X	X	
7040	03880	Purchased Professional-Educational Services	11-213-100-320	X	X	X	
7060	03890	Purchased Technical Services	11-213-100-340	X	X	X	
7080	03900	Other Purchased Services (400-500 series)	11-213-100-500	X	X	X	
7100	03910	General Supplies	11-213-100-610	X	X	X	
7120	03920	Textbooks	11-213-100-640	X	X	X	
7140	03930	Other Objects	11-213-100-800	X	X	X	
7160	03940	Total Resource Room/Resource Center		X	X	X	
		Autism:					
7500	03950	Salaries of Teachers	11-214-100-101	X	X	-	
7520	03960	Other Salaries for Instruction	11-214-100-106	X	X	-	
7540	03970	Purchased Professional-Educational Services	11-214-100-320	X	X	-	
7560	03980	Purchased Technical Services	11-214-100-340	X	X	-	
7580	03990	Other Purchased Services (400-500 series)	11-214-100-500	X	X	-	
7600	04000	General Supplies	11-214-100-610	X	X	-	
7620	04010	Textbooks	11-214-100-640	X	X	-	
7640	04020	Other Objects	11-214-100-800	X	X	-	
7660	04030	Total Autism		X	X	-	

<b>2013-14 DETAILED APPROPRIATIONS GRID</b>							
<b>Line</b>		<b>Description</b>	<b>Acct. No.</b>	<b>Reg</b>	<b>SS</b>	<b>Voc</b>	<b>Advertised</b>
<b>New</b>	<b>Old</b>						
		Preschool Disabilities – Part-Time:					
8000	04040	Salaries of Teachers	11-215-100-101	X	X	-	
8020	04050	Other Salaries for Instruction	11-215-100-106	X	X	-	
8040	04060	Purchased Professional-Educational Services	11-215-100-320	X	X	-	
8060	04070	Purchased Technical Services	11-215-100-340	X	X	-	
8080	04080	Other Purchased Services (400-500 series)	11-215-100-500	X	X	-	
8100	04090	General Supplies	11-215-100-600	X	X	-	
8120	04110	Other Objects	11-215-100-800	X	X	-	
8140	04120	Total Preschool Disabilities – Part-Time		X	X	-	
		Preschool Disabilities – Full-Time:					
8500	04130	Salaries of Teachers	11-216-100-101	X	X	-	
8520	04140	Other Salaries for Instruction	11-216-100-106	X	X	-	
8540	04150	Purchased Professional-Educational Services	11-216-100-320	X	X	-	
8560	04160	Purchased Technical Services	11-216-100-340	X	X	-	
8580	04170	Other Purchased Services (400-500 series)	11-216-100-500	X	X	-	
8600	04180	General Supplies	11-216-100-600	X	X	-	
8620	04200	Other Objects	11-216-100-800	X	X	-	
8640	04210	Total Preschool Disabilities – Full-Time:		X	X	-	
		Home Instruction:					
9260	04400	Salaries of Teachers	11-219-100-101	X	X	X	
9280	04410	Other Salaries for Instruction	11-219-100-106	X	X	X	
9300	04420	Purchased Professional-Educational Services	11-219-100-320	X	X	X	
9320	04430	Purchased Technical Services	11-219-100-340	X	X	X	
9340	04440	Other Purchased Services (400-500 series)	11-219-100-500	X	X	X	
9360	04450	General Supplies	11-219-100-610	X	X	X	
9380	04460	Textbooks	11-219-100-640	X	X	X	
9400	04470	Other Objects	11-219-100-800	X	X	X	
9420	04480	Total Home Instruction		X	X	X	
		Extended School Year:					
9500	04610	Salaries of Teachers	11-221-100-101	-	X	-	
9520	04620	Salaries of Supervisors of Instruction	11-221-100-102	-	X	-	
9540	04630	Other Salaries for Instruction	11-221-100-106	-	X	-	
9560	04640	Purchased Professional-Educational Services	11-221-100-320	-	X	-	
9580	04650	Purchased Technical Services	11-221-100-340	-	X	-	
9600	04660	Other Purchased Services (400-500 series)	11-221-100-500	-	X	-	
9620	04670	General Supplies	11-221-100-610	-	X	-	
9640	04680	Textbooks	11-221-100-640	-	X	-	
9660	04690	Other Objects	11-221-100-800	-	X	-	
9680	04700	Total Extended School Year		-	X	-	
		Cognitive – Severe:					
10000	04710	Salaries of Teachers	11-222-100-101	X	X	-	
10020	04720	Other Salaries for Instruction	11-222-100-106	X	X	-	

<b>2013-14 DETAILED APPROPRIATIONS GRID</b>							
<b>Line</b>		<b>Description</b>	<b>Acct. No.</b>	<b>Reg</b>	<b>SS</b>	<b>Voc</b>	<b>Advertised</b>
<b>New</b>	<b>Old</b>						
10040	04730	Purchased Professional-Educational Services	11-222-100-320	X	X	-	
10060	04740	Purchased Technical Services	11-222-100-340	X	X	-	
10080	04750	Other Purchased Services (400-500 series)	11-222-100-500	X	X	-	
10100	04760	General Supplies	11-222-100-610	X	X	-	
10120	04770	Textbooks	11-222-100-640	X	X	-	
10140	04780	Other Objects	11-222-100-800	X	X	-	
10150	04790	Total Cognitive – Severe		X	X	-	
10300	04800	Total Special Education - Instruction		X	X	X	X
		Basic Skills/Remedial					
11000	04810	Salaries of Teachers	11-230-100-101	X	-	X	
11020	04820	Other Salaries for Instruction	11-230-100-106	X	-	X	
11040	04830	Purchased Professional-Education Services	11-230-100-320	X	-	X	
11060	04840	Purchased Technical Services	11-230-100-340	X	-	X	
11080	04850	Other Purchased Services (400-500 series)	11-230-100-500	X	-	X	
11100	04860	General Supplies	11-230-100-610	X	-	X	
11120	04870	Textbooks	11-230-100-640	X	-	X	
11140	04880	Other Objects	11-230-100-800	X	-	X	
11160	04890	Total Basic Skills/Remedial – Instruction		X	-	X	X
		Bilingual Education - Instruction					
12000	04900	Salaries of Teachers	11-240-100-101	X	-	X	
12020	04910	Other Salaries for Instruction	11-240-100-106	X	-	X	
12040	04920	Purchased Professional-Education Services	11-240-100-320	X	-	X	
12060	04930	Purchased Technical Services	11-240-100-340	X	-	X	
12080	04940	Other Purchased Services (400-500 series)	11-240-100-500	X	-	X	
12100	04950	General Supplies	11-240-100-610	X	-	X	
12120	04960	Textbooks	11-240-100-640	X	-	X	
12140	04970	Other Objects	11-240-100-800	X	-	X	
12160	04980	Total Bilingual Education – Instruction		X	-	X	X
		Vocational Programs – Local - Instruction					
13000	04990	Salaries of Teachers	11-3XX-100-101	X	-	-	
13020	05000	Other Salaries for Instruction	11-3XX-100-106	X	-	-	
13040	05010	Purchased Professional-Educational Services	11-3XX-100-320	X	-	-	
13060	05020	Purchased Technical Services	11-3XX-100-340	X	-	-	
13080	05030	Other Purchased Services (400-500 series)	11-3XX-100-500	X	-	-	
13100	05040	General Supplies	11-3XX-100-610	X	-	-	
13120	05050	Textbooks	11-3XX-100-640	X	-	-	
13140	05060	Other Objects	11-3XX-100-800	X	-	-	
13160	05070	Total Vocational Programs – Local -Instruction		X	-	-	X
		Regular Vocational Programs - Instruction					
14000	05341	Salaries of Teachers	11-310-100-101	-	-	X	
14020	05342	Other Salaries for Instruction	11-310-100-106	-	-	X	
14040	05343	Purchased Professional-Educational Services	11-310-100-320	-	-	X	

<b>2013-14 DETAILED APPROPRIATIONS GRID</b>							
<b>Line</b>		<b>Description</b>	<b>Acct. No.</b>	<b>Reg</b>	<b>SS</b>	<b>Voc</b>	<b>Advertised</b>
<b>New</b>	<b>Old</b>						
14060	05344	Purchased Technical Services	11-310-100-340	-	-	X	
14080	05345	Other Purchased Services (400-500 series)	11-310-100-500	-	-	X	
14100	05346	General Supplies	11-310-100-610	-	-	X	
14120	05347	Textbooks	11-310-100-640	-	-	X	
14140	05348	Other Objects	11-310-100-800	-	-	X	
14160	05350	Total Regular Vocational Programs - Instruction		-	-	X	
		Special Vocational Programs - Instruction					
15000	05621	Salaries of Teachers	11-320-100-101	-	-	X	
15020	05622	Other Salaries for Instruction	11-320-100-106	-	-	X	
15040	05623	Purchased Professional-Educational Services	11-320-100-320	-	-	X	
15060	05624	Purchased Technical Services	11-320-100-340	-	-	X	
15080	05625	Other Purchased Services (400-500 series)	11-320-100-500	-	-	X	
15100	05626	General Supplies	11-320-100-610	-	-	X	
15120	05627	Textbooks	11-320-100-640	-	-	X	
15140	05628	Other Objects	11-320-100-800	-	-	X	
15160	05630	Total Special Vocational Programs - Instruction		-	-	X	
15180	05640	TOTAL VOCATIONAL PROGRAMS		-	-	X	X
		School-Sponsored Co/Extra Curricular Activities-Instruction					
17000	06030	Salaries	11-401-100-100	X	X	X	
17020	06040	Purchased Services (300-500 series)	11-401-100-500	X	X	X	
17040	06050	Supplies and Materials	11-401-100-600	X	X	X	
17060	06060	Other Objects	11-401-100-800	X	X	X	
17080	06070	Transfers to Cover Deficit (Agency Funds)	11-401-100-930	X	X	X	
17100	06080	Total School-Sponsored Co/Extra Curricular Activities – Instruction		X	X	X	X
		School-Sponsored Athletics – Instruction					
17500	06090	Salaries	11-402-100-100	X	X	X	
17520	06100	Purchased Services (300-500 series)	11-402-100-500	X	X	X	
17540	06110	Supplies and Materials	11-402-100-600	X	X	X	
17560	06120	Other Objects	11-402-100-800	X	X	X	
17580	06130	Transfers to Cover Deficit (Agency Funds)	11-402-100-930	X	X	X	
17600	06140	Total School-Sponsored Athletics – Instruction		X	X	X	X
		Before/After School Programs - Instruction					
19000	15000	Salaries of Teachers	11-421-100-101	X	-	-	
19020	15010	Other Salaries of Instruction	11-421-100-106	X	-	-	
19040	15020	Salaries of Teacher Tutors	11-421-100-178	X	-	-	
19060	15030	Salaries of Reading Specialists	11-421-100-179	X	-	-	
19080	15040	Purchased Professional & Technical Services	11-421-100-300	X	-	-	
19100	15050	Other Purchased Services (400-500 series)	11-421-100-500	X	-	-	
19120	15060	Supplies and Materials	11-421-100-600	X	-	-	
19140	15070	Other Objects	11-421-100-800	X	-	-	
19160	15080	Total Before/After School Programs - Instruction		X	-	-	
		Before/After School Programs – Support Svcs					

<b>2013-14 DETAILED APPROPRIATIONS GRID</b>							
<u>Line</u>		<u>Description</u>	<u>Acct. No.</u>	<u>Reg</u>	<u>SS</u>	<u>Voc</u>	<u>Advertised</u>
<u>New</u>	<u>Old</u>						
19500	15100	Salaries	11-421-200-100	X	-	-	
19520	15110	Purchased Professional and Technical Services	11-421-200-300	X	-	-	
19540	15120	Purchased Services (400-500 series)	11-421-200-500	X	-	-	
19560	15130	Supplies and Materials	11-421-200-600	X	-	-	
19580	15140	Other Objects	11-421-200-800	X	-	-	
19600	15150	Total Before/After School Programs – Support Svcs		X	-	-	
19620	15160	Total Before/After School Programs		X	-	-	X
		Summer School - Instruction					
20000	15200	Salaries of Teachers	11-422-100-101	X	-	-	
20020	15210	Other Salaries of Instruction	11-422-100-106	X	-	-	
20040	15220	Salaries of Teacher Tutors	11-422-100-178	X	-	-	
20060	15230	Salaries of Reading Specialists	11-422-100-179	X	-	-	
20080	15240	Purchased Professional & Technical Services	11-422-100-300	X	-	-	
20100	15250	Other Purchased Services (400-500 series)	11-422-100-500	X	-	-	
20120	15260	General Supplies	11-422-100-610	X	-	-	
20140	15270	Textbooks	11-422-100-640	X	-	-	
20160	15280	Other Objects	11-422-100-800	X	-	-	
20180	15290	Total Summer School - Instruction		X	-	-	
		Summer School – Support Services					
20500	15300	Salaries	11-422-200-100	X	-	-	
20520	15310	Purchased Professional and Technical Services	11-422-200-300	X	-	-	
20540	15320	Purchased Services (400-500 series)	11-422-200-500	X	-	-	
20560	15330	Supplies and Materials	11-422-200-600	X	-	-	
20580	15340	Other Objects	11-422-200-800	X	-	-	
20600	15350	Total Summer School – Support Services		X	-	-	
20620	15360	Total Summer School		X	-	-	X
		Instructional Alternative Ed Program - Instruction					
21000	15400	Salaries of Teachers	11-423-100-101	X	-	-	
21020	15410	Other Salaries of Instruction	11-423-100-106	X	-	-	
21040	15420	Salaries of Teacher Tutors	11-423-100-178	X	-	-	
21060	15430	Salaries of Reading Specialists	11-423-100-179	X	-	-	
21080	15440	Purchased Professional & Technical Services	11-423-100-300	X	-	-	
21100	15450	Other Purchased Services (400-500 series)	11-423-100-500	X	-	-	
21120	15460	General Supplies	11-423-100-610	X	-	-	
21140	15470	Textbooks	11-423-100-640	X	-	-	
21160	15480	Other Objects	11-423-100-800	X	-	-	
21180	15490	Total Instructional Alternative Ed Prog - Instruction		X	-	-	
		Instructional Alternative Ed Prog – Support Svcs					
21500	15500	Salaries	11-423-200-100	X	-	-	
21520	15510	Purchased Professional and Technical Services	11-423-200-300	X	-	-	
21540	15520	Purchased Services (400-500 series)	11-423-200-500	X	-	-	
21560	15530	Supplies and Materials	11-423-200-600	X	-	-	

<b>2013-14 DETAILED APPROPRIATIONS GRID</b>							
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<u>New</u>	<u>Old</u>						
21580	15540	Other Objects	11-423-200-800	X	-	-	
21600	15550	Total Instructional Alternative Education Program-- Support Svcs		X	-	-	
21620	15560	Total Instructional Alternative Education Program		X	-	-	X
		Other Supplemental/At-Risk Programs-- Instruction					
22000	15600	Salaries of Teachers	11-424-100-101	X	-	-	
22020	15610	Other Salaries of Instruction	11-424-100-106	X	-	-	
22040	15620	Salaries of Teacher Tutors	11-424-100-178	X	-	-	
22060	15630	Salaries of Reading Specialists	11-424-100-179	X	-	-	
22080	15640	Purchased Professional & Technical Services	11-424-100-300	X	-	-	
22100	15650	Other Purchased Services (400-500 series)	11-424-100-500	X	-	-	
22120	15660	General Supplies	11-424-100-610	X	-	-	
22140	15670	Textbooks	11-424-100-640	X	-	-	
22160	15680	Other Objects	11-424-100-800	X	-	-	
22180	15690	Total Other Supplemental/At-Risk Programs-- Instr.		X	-	-	
		Other Supplemental/At-Risk Prog -- Support Svcs					
22500	15700	Salaries	11-424-200-100	X	-	-	
22520	15710	Purchased Professional and Technical Services	11-424-200-300	X	-	-	
22540	15720	Purchased Services (400-500 series)	11-424-200-500	X	-	-	
22560	15730	Supplies and Materials	11-424-200-600	X	-	-	
22580	15740	Other Objects	11-424-200-800	X	-	-	
22600	15750	Total Other Supplemental/At-Risk Prog -- Support Svcs		X	-	-	
22620	15760	Total Other Supplemental/At-Risk Programs		X	-	-	X
		Other Alternative Ed Program - Instruction					
23000	16000	Salaries of Teachers	11-425-100-101	X	-	-	
23020	16010	Other Salaries of Instruction	11-425-100-106	X	-	-	
23040	16020	Salaries of Teacher Tutors	11-425-100-178	X	-	-	
23060	16030	Salaries of Reading Specialists	11-425-100-179	X	-	-	
23080	16040	Purchased Professional & Technical Services	11-425-100-300	X	-	-	
23100	16050	Other Purchased Services (400-500 series)	11-425-100-500	X	-	-	
23120	16060	General Supplies	11-425-100-610	X	-	-	
23140	16070	Textbooks	11-425-100-640	X	-	-	
23160	16080	Other Objects	11-425-100-800	X	-	-	
23180	16090	Total Other Alternative Ed Prog - Instruction		X	-	-	
		Other Alternative Ed Prog -- Support Svcs					
23500	16100	Salaries	11-425-200-100	X	-	-	
23520	16110	Purchased Professional and Technical Services	11-425-200-300	X	-	-	
23540	16120	Purchased Services (400-500 series)	11-425-200-500	X	-	-	
23560	16130	Supplies and Materials	11-425-200-600	X	-	-	
23580	16140	Other Objects	11-425-200-800	X	-	-	
23600	16150	Total Other Alternative Education Program--Support Svcs		X	-	-	
23620	16160	Total Other Alternative Education Program		X	-	-	X
		Other Instructional Programs -- Instruction					

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<b>New</b>	<b>Old</b>						
25000	06150	Salaries	11-4XX-100-100	X	X	X	
25020	06160	Purchased Services (300-500 series)	11-4XX-100-500	X	X	X	
25040	06170	Supplies and Materials	11-4XX-100-600	X	X	X	
25060	06180	Other Objects	11-4XX-100-800	X	X	X	
25080	06190	Transfers to Cover Deficit (Agency Funds)	11-4XX-100-930	X	X	X	
25100	06200	Total Other Instructional Programs - Instruction		X	X	X	X
		Community Services Programs/Operations					
27000	06210	Salaries	11-800-330-100	X	X	X	
27020	06220	Purchased Services (300-500 series)	11-800-330-500	X	X	X	
27040	06230	Supplies and Materials	11-800-330-600	X	X	X	
27060	06240	Other Objects	11-800-330-800	X	X	X	
27080	06250	Transfers to Cover Deficit (Agency Funds)	11-800-330-930	X	X	X	
27100	06260	Total Community Services Programs/Operations		X	X	X	X
		Undistributed Expenditures – Instruction					
29000	06270	Tuition to Other LEAs within the State - Regular	11-000-100-561	X	-	-	
29020	06280	Tuition to Other LEAs within the State - Special	11-000-100-562	X	-	-	
29040	06290	Tuition to County Voc. School District-Regular	11-000-100-563	X	-	-	
29060	06300	Tuition to County Voc. School District-Special	11-000-100-564	X	-	-	
29080	06310	Tuition to CSSD & Regular Day Schools	11-000-100-565	X	-	-	
29100	06320	Tuition to Priv. School for the Disabled W/I State	11-000-100-566	X	-	-	
29120	06330	Tuition to Priv. Sch. Disabled & Other LEAs–Spl, O/S State	11-000-100-567	X	-	-	
29140	06340	Tuition – State Facilities	11-000-100-568	X	-	-	
29160	06350	Tuition – Other	11-000-100-569	X	-	-	
29180	06360	Total Undistributed Expenditures - Instruction		X	-	-	X
		Undistributed Expenditures –Attendance & Social Work					
29500	06370	Salaries	11-000-211-100	X	X	X	
29520	06372	Salaries of Drop-Out Prevention Officer/Coordinators	11-000-211-171	X	X	X	
29540	06373	Salaries of Family Support Teams	11-000-211-172	X	X	X	
29560	06374	Salaries of Family Liaisons/Comm. Parent Inv. Spec.	11-000-211-173	X	X	X	
29580	06375	Salaries of Community/School Coordinators	11-000-211-174	X	X	X	
29600	06380	Purchased Professional and Technical Services	11-000-211-300	X	X	X	
29620	06390	Other Purchased Services (400-500-series)	11-000-211-500	X	X	X	
29640	06400	Supplies and Materials	11-000-211-600	X	X	X	
29660	06410	Other Objects	11-000-211-800	X	X	X	
29680	06420	Total Undistributed Expenditures – Attendance & Social Work		X	X	X	X
		Undistributed Expenditures – Health Services					
30500	06430	Salaries	11-000-213-100	X	X	X	
30520	06435	Salaries of Social Service Coordinators	11-000-213-175	X	X	X	
30540	06440	Purchased Professional and Technical Services	11-000-213-300	X	X	X	
30560	06450	Other Purchased Services (400-500 series)	11-000-213-500	X	X	X	
30580	06460	Supplies and Materials	11-000-213-600	X	X	X	
30600	06470	Other Objects	11-000-213-800	X	X	X	

X = Used by District Type  
 - = Not Used by District Type  
 O = Optional Use

<b>2013-14 DETAILED APPROPRIATIONS GRID</b>							
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30620	06480	Total Undistributed Expenditures – Health Services		X	X	X	X
		Undistributed Expenditures –Speech, OT, PT & Related Svcs					
40500	06481	Salaries	11-000-216-100	X	X	X	
40520	06482	Purchased Professional – Educational Services	11-000-216-320	X	X	X	
40540	06483	Supplies and Materials	11-000-216-600	X	X	X	
40560	06484	Other Objects	11-000-216-800	X	X	X	
40580	06485	Total Undistributed Expend – Speech, OT, PT & Related Svcs		X	X	X	X
		Undistributed Expend – Other Supp. Serv. Students – Extra Serv.					
41000	06701	Salaries	11-000-217-100	X	X	X	
41020	06702	Purchased Professional – Educational Services	11-000-217-320	X	X	X	
41040	06703	Supplies and Materials	11-000-217-600	X	X	X	
41060	06704	Other Objects	11-000-217-800	X	X	X	
41080	06705	Total Undist. Expend. – Other Supp. Serv. Students – Extra. Serv.		X	X	X	X
		Undist. Expend.– Guidance					
41500	06490	Salaries of Other Professional Staff	11-000-218-104	X	-	X	
41520	06500	Salaries of Secretarial and Clerical Assistants	11-000-218-105	X	-	X	
41540	06510	Other Salaries	11-000-218-110	X	-	X	
41560	06520	Purchased Professional – Educational Services	11-000-218-320	X	-	X	
41580	06530	Other Purchased Professional & Technical Services	11-000-218-390	B	-	X	
41600	06540	Other Purchased Services (400-500 series)	11-000-218-500	X	-	X	
41620	06550	Supplies and Materials	11-000-218-600	X	-	X	
41640	06560	Other Objects	11-000-218-800	X	-	X	
41660	06570	Total Undist. Expend. – Guidance		X	-	X	X
		Undist. Expend. – Child Study Teams					
42000	06580	Salaries of Other Professional Staff	11-000-219-104	X	X	X	
42020	06590	Salaries of Secretarial and Clerical Assistants	11-000-219-105	X	X	X	
42040	06600	Other Salaries	11-000-219-110	X	X	X	
42060	06610	Purchased Professional – Educational Services	11-000-219-320	X	X	X	
42080	06620	Other Purchased Professional & Technical Services	11-000-219-390	B	X	X	
42100	06630	Other Purchased Services (400-500 series)	11-000-219-500	X	X	X	
42120	06640	Residential Costs	11-000-219-591	X	-	-	
42140	06650	Misc. Purch. Svc. (400-500 series O/than Resid. Costs)	11-000-219-592	X	-	-	
42160	06660	Supplies and Materials	11-000-219-600	X	X	X	
42180	06670	Other Objects	11-000-219-800	X	X	X	
42200	06680	Total Undist. Expend. – Child Study Teams		X	X	X	X
		Undist. Expend. – Improvement of Inst. Serv.					
43000	06750	Salaries of Supervisor of Instruction	11-000-221-102	X	X	X	
43020	06760	Salaries of Other Professional Staff	11-000-221-104	X	X	X	
43040	06770	Salaries of Secretarial & Clerical Assist	11-000-221-105	X	X	X	
43060	06780	Other Salaries	11-000-221-110	X	X	X	
43080	06785	Salaries of Facilitators, Math & Literacy Coaches	11-000-221-176	X	X	X	
43100	06790	Purchased Prof. – Educational Services	11-000-221-320	X	X	X	

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43120	06800	Other Purch. Professional & Technical Services	11-000-221-390	X	X	X	
43140	06810	Other Purch. Services (400-500 series)	11-000-221-500	X	X	X	
43160	06820	Supplies and Materials	11-000-221-600	X	X	X	
43180	06830	Other Objects	11-000-221-800	X	X	X	
43200	06840	Total Undist. Expend. – Improvement of Inst. Serv.		X	X	X	X
		Undist. Expend. – Edu. Media Serv./Sch. Library					
43500	06850	Salaries	11-000-222-100	X	X	X	
43520	06855	Salaries of Technology Coordinators	11-000-222-177	X	X	X	
43540	06860	Purchased Professional and Technical Services	11-000-222-300	X	X	X	
43560	06870	Other Purchased Services (400-500 series)	11-000-222-500	X	X	X	
43580	06880	Supplies and Materials	11-000-222-600	X	X	X	
43600	06890	Other Objects	11-000-222-800	X	X	X	
43620	06900	Total Undist. Expend. – Edu. Media Serv./Sch. Library		X	X	X	X
		Undist. Expend. – Instructional Staff Training Services					
44000	07601	Salaries of Supervisor of Instruction	11-000-223-102	X	X	X	
44020	07602	Salaries of Other Professional Staff	11-000-223-104	X	X	X	
44040	07603	Salaries of Secretarial & Clerical Assist.	11-000-223-105	X	X	X	
44060	07604	Other Salaries	11-000-223-110	X	X	X	
44080	07605	Purchased Professional – Educational Services	11-000-223-320	X	X	X	
44100	07606	Other Purch. Professional & Technical Services	11-000-223-390	X	X	X	
44120	07607	Other Purch. Services (400-500 series)	11-000-223-500	X	X	X	
44140	07608	Supplies and Materials	11-000-223-600	X	X	X	
44160	07609	Other Objects	11-000-223-800	X	X	X	
44180	07610	Total Undist. Expend. – Instructional Staff Training Services		X	X	X	X
		Undist. Expend. – Support Serv. – Gen. Admin.					
45000	06910	Salaries	11-000-230-100	X	X	X	
45020	06915	Salaries of Attorneys	11-000-230-108	X	X	X	
45030	-	Salaries of Fiscal Monitors	11-000-230-180	X	-	-	
45040	06920	Legal Services	11-000-230-331	X	X	X	
45060	06921	Audit Fees	11-000-230-332	X	X	X	
45070	06922	Expenditure & Internal Control Audit Fees	11-000-230-333	X	X	X	
45080	06923	Architectural/Engineering Services	11-000-230-334	X	X	X	
45100	06930	Other Purchased Professional Services	11-000-230-339	X	X	X	
45120	06940	Purchased Technical Services	11-000-230-340	X	X	X	
45140	06950	Communications/Telephone	11-000-230-530	X	X	X	
45160	06955	BOE Other Purchased Services	11-000-230-585	X	X	X	
45180	06960	Misc Purch Services (400-500 series, O/T 530 & 585)	11-000-230-590	X	X	X	
45200	06975	General Supplies	11-000-230-610	X	X	X	
45220	06976	BOE In-House Training/Meeting Supplies	11-000-230-630	X	X	X	
45240	06980	Judgments against the School District	11-000-230-820	X	X	X	
45260	06990	Miscellaneous Expenditures	11-000-230-890	X	X	X	
45280	06995	BOE Membership Dues and Fees	11-000-230-895	X	X	X	

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<u>New</u>	<u>Old</u>						
45300	07000	Total Undist. Expend. – Support Serv. – Gen. Admin.		X	X	X	X
		Undist. Expend. – Support Serv. – School Admin.					
46000	07010	Salaries of Principals/Assistant Principals	11-000-240-103	X	X	X	
46020	07020	Salaries of Other Professional Staff	11-000-240-104	X	X	X	
46040	07030	Salaries of Secretarial and Clerical Assistants	11-000-240-105	X	X	X	
46060	07040	Other Salaries	11-000-240-110	X	X	X	
46080	07050	Purchased Professional and Technical Services	11-000-240-300	X	X	X	
46100	07060	Other Purchased Services (400-500 series)	11-000-240-500	X	X	X	
46120	07070	Supplies and Materials	11-000-240-600	X	X	X	
46140	07080	Other Objects	11-000-240-800	X	X	X	
46160	07090	Total Undist. Expend. – Support Serv. – School Admin.		X	X	X	X
		Undistributed Expenditures – Central Services					
47000	07100	Salaries	11-000-251-100	X	X	X	
47020	07105	Purchased Professional Services	11-000-251-330	X	X	X	
47040	07110	Purchased Technical Services	11-000-251-340	X	X	X	
47060	07115	Misc. Purch. Services (400-500 Series, O/T 594)	11-000-251-592	X	X	X	
47080	07120	Sale/Lease-back Payments	11-000-251-594	X	X	X	
47100	07125	Supplies and Materials	11-000-251-600	X	X	X	
47120	07130	Interest on Current Loans	11-000-251-831	X	X	X	
47140	07135	Interest on Lease Purchase Agreements	11-000-251-832	X	X	X	
47160	07140	Interest on Bond Anticipation Notes (BANs)	11-000-251-836	X	X	X	
47180	07145	Other Objects	11-000-251-890	X	X	X	
47200	07150	Total Undist. Expend. – Central Services		X	X	X	X
		Undist. Expend. – Admin. Info. Technology					
47500	07155	Salaries	11-000-252-100	X	X	X	
47520	07160	Purchased Professional Services	11-000-252-330	X	X	X	
47540	07165	Purchased Technical Services	11-000-252-340	X	X	X	
47560	07170	Other Purchased Services (400-500 series)	11-000-252-500	X	X	X	
47580	07175	Supplies and Materials	11-000-252-600	X	X	X	
47600	07180	Other Objects	11-000-252-800	X	X	X	
47620	07185	Total Undist. Expend. – Admin. Info. Tech.		X	X	X	X
		Undist. Expend. – Required Maint. For School Facilities					
48500	07621	Salaries	11-000-261-100	X	X	X	
48520	07622	Cleaning, Repair, and Maintenance Services	11-000-261-420	X	X	X	
48540	07623	General Supplies	11-000-261-610	X	X	X	
48560	07624	Other Objects	11-000-261-800	X	X	X	
48580	07625	Total Undist. Expend. – Required Maint. For Sch. Facilities		X	X	X	
		Undist. Extend. – Custodial Services					
49000	07626	Salaries	11-000-262-100	X	X	X	
49020	07638	Salaries of Non-Instructional Aides	11-000-262-107	X	X	X	
49040	07627	Purchased Professional and Technical Services	11-000-262-300	X	X	X	
49060	07628	Cleaning, Repair, and Maintenance Svc.	11-000-262-420	X	X	X	

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<b>New</b>	<b>Old</b>						
49080	07629	Rental of Land & Bldg. Oth. Than Lease Purch Agreement	11-000-262-441	X	X	X	
49100	17000	Lease Purchase Pymts – Energy Savings Impr Prog	11-000-262-444	X	X	X	
49120	07630	Other Purchased Property Services	11-000-262-490	X	X	X	
49140	07631	Insurance	11-000-262-520	X	X	X	
49160	07632	Miscellaneous Purchased Services	11-000-262-590	X	X	X	
49180	07633	General Supplies	11-000-262-610	X	X	X	
49200	07639	Energy (Natural Gas)	11-000-262-621	X	X	X	
49220	07634	Energy (Electricity)	11-000-262-622	X	X	X	
49240	07640	Energy (Oil)	11-000-262-624	X	X	X	
49260	07618	Energy (Gasoline)	11-000-262-626	X	X	X	
49280	07635	Other Objects	11-000-262-800	X	X	X	
49300	17010	Interest – Energy Savings Impr Prog Bonds	11-000-262-837	X	X	X	
49320	17020	Principal – Energy Savings Impr Prog Bonds	11-000-262-917	X	X	X	
49340	07641	Total Undist. Expend. – Custodial Services		X	X	X	
		Care and Upkeep of Grounds					
50000	15800	Salaries	11-000-263-100	X	X	X	
50020	15810	Purchased Professional and Technical Services	11-000-263-300	X	X	X	
50040	15820	Cleaning, Repair, and Maintenance Svc.	11-000-263-420	X	X	X	
50060	15830	General Supplies	11-000-263-610	X	X	X	
50080	15840	Other Objects	11-000-263-800	X	X	X	
50100	15850	Total Care and Upkeep of Grounds		X	X	X	
		Security					
51000	15900	Salaries	11-000-266-100	X	X	X	
51020	15910	Purchased Professional and Technical Services	11-000-266-300	X	X	X	
51040	15920	Cleaning, Repair, and Maintenance Svc.	11-000-266-420	X	X	X	
51060	15930	General Supplies	11-000-266-610	X	X	X	
51080	15940	Other Objects	11-000-266-800	X	X	X	
51100	15950	Total Security		X	X	X	
51120	07637	Total Undist. Expend. – Oper. & Maint. Of Plant Serv.		X	X	X	X
		Undist. Expend. – Student Transportation Serv.					
52000	07209	Salaries of Non-Instructional Aides	11-000-270-107	X	-	X	
52020	07210	Sal. For Pupil Trans (Bet Home & Sch) – Reg.	11-000-270-160	X	-	X	
52040	07220	Sal. For Pupil Trans (Bet Home & Sch) – Sp Ed	11-000-270-161	X	-	X	
52060	07230	Sal. For Pupil Trans (Other than Bet. Home & Sch)	11-000-270-162	X	X	X	
52080	07235	Sal. For Pupil Trans (Bet. Home & Sch) Non-Public	11-000-270-163	X	X	X	
52100	07241	Management Fee – ESC & CTSA Trans. Prog.	11-000-270-350	X	-	X	
52120	07242	Other Purchased Prof. and Technical Serv.	11-000-270-390	X	X	X	
52140	07250	Cleaning, Repair, & Maint. Services	11-000-270-420	X	X	X	
52160	07251	Rental Payments – School Buses	11-000-270-442	X	X	X	
52180	07252	Lease Purchase Payments – School Buses	11-000-270-443	X	X	X	
52200	07303	Contract Serv.–Aid in Lieu Pymts–Non-Public Schools	11-000-270-503	X	-	-	
52220	07304	Contract Serv–Aid in Lieu Pymts–Charter Sch Students	11-000-270-504	X	-	-	

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<b>New</b>	<b>Old</b>						
52240	07305	Contract Serv–Aid in Lieu Pymts–Choice Sch Students	11-000-270-505	X	-	-	
52260	07260	Contract Services (Bet. Home & Sch) -Vendors	11-000-270-511	X	-	X	
52280	07270	Contr Serv (Oth. Than Bet Home & Sch) - Vend	11-000-270-512	X	X	X	
52300	07280	Contr Serv (Bet. Home & Sch) – Joint Agreements	11-000-270-513	X	-	X	
523210	07290	Contract Serv. (Sp Ed Stds) - Vendors	11-000-270-514	X	-	X	
52340	07300	Contract Serv. (Sp Ed Stds) – Joint Agreements	11-000-270-515	X	-	X	
52360	07301	Contract Serv. (Reg. Students) – ESCs & CTSAAs	11-000-270-517	X	-	X	
52380	07302	Contract Serv. (Spl. Ed. Students) – ESCs & CTSAAs	11-000-270-518	X	-	X	
52400	07310	Misc. Purchased Services - Transportation	11-000-270-593	X	X	X	
52420	07320	General Supplies	11-000-270-610	X	X	X	
52440	07325	Transportation Supplies	11-000-270-615	X	X	X	
52450	07326	Fuel Costs Funded by Advertising Revenue	11-000-270-626	X	X	X	
52460	07340	Other objects	11-000-270-800	X	X	X	
52480	07350	Total Undist. Expend. – Student Transportation Services		X	X	X	X
		ALLOCATED BENEFITS					
		Regular Programs – Instruction					
53000	10110	Group Insurance	11-1XX-100-210	O	-	O	
53020	10120	Social Security Contribution	11-1XX-100-220	O	-	O	
53040	10130	T.P.A.F. Contributions - ERIP	11-1XX-100-232	O	-	O	
53060	10140	Other Retirement Contributions - PERS	11-1XX-100-241	O	-	O	
53080	10150	Other Retirement Contribution - ERIP	11-1XX-100-242	O	-	O	
53100	10154	Other Retirement Contributions – Deferred PERS Pymt	11-1XX-100-248	O	-	O	
53120	10155	Other Retirement Contribution - Regular	11-1XX-100-249	O	-	O	
53140	10160	Unemployment Compensation	11-1XX-100-250	O	-	O	
53160	10170	Workmen’s Compensation	11-1XX-100-260	O	-	O	
53180	10180	Health Benefits	11-1XX-100-270	O	-	O	
53200	10190	Tuition Reimbursement	11-1XX-100-280	O	-	O	
53220	10200	Other Employee Benefits	11-1XX-100-290	O	-	O	
53240	10210	Total Regular Programs – Instruction		O	-	O	
		Special Programs - Instruction					
54000	10220	Group Insurance	11-2XX-100-210	O	O	O	
54020	10230	Social Security Contributions	11-2XX-100-220	O	O	O	
54040	10240	T.P.A.F. Contributions - ERIP	11-2XX-100-232	O	O	O	
54060	10250	Other Retirement Contributions - PERS	11-2XX-100-241	O	O	O	
54080	10260	Other Retirement Contribution - ERIP	11-2XX-100-242	O	O	O	
54100	10264	Other Retirement Contributions – Deferred PERS Pymt	11-2XX-100-248	O	O	O	
54120	10265	Other Retirement Contribution - Regular	11-2XX-100-249	O	O	O	
54140	10270	Unemployment Compensation	11-2XX-100-250	O	O	O	
54160	10280	Workmen’s Compensation	11-2XX-100-260	O	O	O	
54180	10290	Health Benefits	11-2XX-100-270	O	O	O	
54200	10300	Tuition Reimbursement	11-2XX-100-280	O	O	O	
54220	10310	Other Employee Benefits	11-2XX-100-290	O	O	O	

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<b>Line</b>		<b>Description</b>	<b>Acct. No.</b>	<b>Reg</b>	<b>SS</b>	<b>Voc</b>	<b>Advertised</b>
<b>New</b>	<b>Old</b>						
54240	10320	Total Special Programs - Instruction		O	O	O	
		Vocational Programs – Instruction					
55000	10330	Group Insurance	11-3XX-100-210	O	-	O	
55020	10340	Social Security Contributions	11-3XX-100-220	O	-	O	
55040	10350	T.P.A.F. Contributions - ERIP	11-3XX-100-232	O	-	O	
55060	10360	Other Retirement Contributions - PERS	11-3XX-100-241	O	-	O	
55080	10370	Other Retirement Contributions - ERIP	11-3XX-100-242	O	-	O	
55100	10374	Other Retirement Contributions – Deferred PERS Pymt	11-3XX-100-248	O	-	O	
55120	10375	Other Retirement Contributions - Regular	11-3XX-100-249	O	-	O	
55140	10380	Unemployment Compensation	11-3XX-100-250	O	-	O	
55160	10390	Workmen’s Compensation	11-3XX-100-260	O	-	O	
55180	10400	Health Benefits	11-3XX-100-270	O	-	O	
55200	10410	Tuition Reimbursement	11-3XX-100-280	O	-	O	
55220	10420	Other Employee Benefits	11-3XX-100-290	O	-	O	
55240	10430	Total Vocational Programs - Instruction		O	-	O	
		Other Instructional Programs - Instruction					
56000	10440	Group Insurance	11-4XX-100-210	O	O	O	
56020	10450	Social Security Contributions	11-4XX-100-220	O	O	O	
56040	10460	T.P.A.F. Contributions - ERIP	11-4XX-100-232	O	O	O	
56060	10470	Other Retirement Contributions - PERS	11-4XX-100-241	O	O	O	
56080	10480	Other Retirement Contributions - ERIP	11-4XX-100-242	O	O	O	
56100	10484	Other Retirement Contributions – Deferred PERS Pymt	11-4XX-100-248	O	O	O	
56120	10485	Other Retirement Contributions - Regular	11-4XX-100-249	O	O	O	
56140	10490	Unemployment Compensation	11-4XX-100-250	O	O	O	
56160	10500	Workmen’s Compensation	11-4XX-100-260	O	O	O	
56180	10510	Health Benefits	11-4XX-100-270	O	O	O	
56200	10520	Tuition Reimbursement	11-4XX-100-280	O	O	O	
56220	10530	Other Employee Benefits	11-4XX-100-290	O	O	O	
56240	10540	Total Other Instructional Programs - Instruction		O	O	O	
		Community Services Programs/Operations					
58000	10610	Group Insurance	11-800-330-210	O	O	O	
58020	10620	Social Security Contributions	11-800-330-220	O	O	O	
58040	10630	T.P.A.F. Contributions - ERIP	11-800-330-232	O	O	O	
58060	10640	Other Retirement Contributions - PERS	11-800-330-241	O	O	O	
58080	10650	Other Retirement Contributions - ERIP	11-800-330-242	O	O	O	
58100	10654	Other Retirement Contributions – Deferred PERS Pymt	11-800-330-248	O	O	O	
58120	10655	Other Retirement Contributions - Regular	11-800-330-249	O	O	O	
58140	10660	Unemployment Compensation	11-800-330-250	O	O	O	
58160	10670	Workmen’s Compensation	11-800-330-260	O	O	O	
58180	10680	Health Benefits	11-800-330-270	O	O	O	
58200	10690	Tuition Reimbursement	11-800-330-280	O	O	O	
58220	10700	Other Employee Benefits	11-800-330-290	O	O	O	

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<b>New</b>	<b>Old</b>						
58240	10710	Total Community Services Programs/Operations		O	O	O	
		Attendance and Social Work Services					
59000	10720	Group Insurance	11-000-211-210	O	O	O	
59020	10730	Social Security Contributions	11-000-211-220	O	O	O	
59040	10740	T.P.A.F. Contributions - ERIP	11-000-211-232	O	O	O	
59060	10750	Other Retirement Contributions - PERS	11-000-211-241	O	O	O	
59080	10760	Other Retirement Contributions - ERIP	11-000-211-242	O	O	O	
59100	10764	Other Retirement Contributions – Deferred PERS Pymt	11-000-211-248	O	O	O	
59120	10765	Other Retirement Contributions - Regular	11-000-211-249	O	O	O	
59140	10770	Unemployment Compensation	11-000-211-250	O	O	O	
59160	10780	Workmen’s Compensation	11-000-211-260	O	O	O	
59180	10790	Health Benefits	11-000-211-270	O	O	O	
58200	10800	Tuition Reimbursement	11-000-211-280	O	O	O	
59220	10810	Other Employee Benefits	11-000-211-290	O	O	O	
59240	10820	Total Attendance and Social Work Services		O	O	O	
		Health Services					
59500	10830	Group Insurance	11-000-213-210	O	O	O	
59520	10840	Social Security Contributions	11-000-213-220	O	O	O	
59540	10850	T.P.A.F. Contributions - ERIP	11-000-213-232	O	O	O	
59560	10860	Other Retirement Contributions - PERS	11-000-213-241	O	O	O	
59580	10870	Other Retirement Contributions - ERIP	11-000-213-242	O	O	O	
59600	10874	Other Retirement Contributions – Deferred PERS Pymt	11-000-213-248	O	O	O	
59620	10875	Other Retirement Contributions - Regular	11-000-213-249	O	O	O	
59640	10880	Unemployment Compensation	11-000-213-250	O	O	O	
59660	10890	Workmen’s Compensation	11-000-213-260	O	O	O	
59680	10900	Health Benefits	11-000-213-270	O	O	O	
59700	10910	Tuition Reimbursement	11-000-213-280	O	O	O	
59720	10920	Other Employee Benefits	11-000-213-290	O	O	O	
59740	10930	Total Health Services		O	O	O	
		Other Supp. Serv.- – Speech, OT, PT & Related Services					
60000	10940	Group Insurance	11-000-216-210	O	O	O	
60020	10950	Social Security Contributions	11-000-216-220	O	O	O	
60040	10960	T.P.A.F. Contributions - ERIP	11-000-216-232	O	O	O	
60060	10970	Other Retirement Contributions - PERS	11-000-216-241	O	O	O	
60080	10980	Other Retirement Contributions - ERIP	11-000-216-242	O	O	O	
60100	10984	Other Retirement Contributions – Deferred PERS Pymt	11-000-216-248	O	O	O	
60120	10985	Other Retirement Contributions - Regular	11-000-216-249	O	O	O	
60140	10990	Unemployment Compensation	11-000-216-250	O	O	O	
60160	11000	Workmen’s Compensation	11-000-216-260	O	O	O	
60180	11010	Health Benefits	11-000-216-270	O	O	O	
60200	11020	Tuition Reimbursement	11-000-216-280	O	O	O	
60220	11030	Other Employee Benefits	11-000-216-290	O	O	O	

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<u>New</u>	<u>Old</u>						
60240	11040	Total Other Supp. Serv. – Speech, OT, PT & Related Services		O	O	O	
		Other Supp. Serv. – Students- Extraordinary Services					
60500	11110	Group Insurance	11-000-217-210	O	O	O	
60520	11120	Social Security Contributions	11-000-217-220	O	O	O	
60540	11130	T.P.A.F. Contributions - ERIP	11-000-217-232	O	O	O	
60560	11140	Other Retirement Contributions - PERS	11-000-217-241	O	O	O	
60580	11150	Other Retirement Contributions - ERIP	11-000-217-242	O	O	O	
60600	11154	Other Retirement Contributions – Deferred PERS Pymt	11-000-217-248	O	O	O	
60620	11155	Other Retirement Contributions - Regular	11-000-217-249	O	O	O	
60640	11160	Unemployment Compensation	11-000-217-250	O	O	O	
60660	11170	Workmen’s Compensation	11-000-217-260	O	O	O	
606680	11180	Health Benefits	11-000-217-270	O	O	O	
60700	11190	Tuition Reimbursement	11-000-217-280	O	O	O	
60720	11200	Other Employee Benefits	11-000-217-290	O	O	O	
60740	11210	Total Other Supp. Serv. – Students – Extraordinary Services		O	O	O	
		Other Supp. Serv. – Guidance					
61000	11220	Group Insurance	11-000-218-210	O	-	O	
61020	11230	Social Security Contributions	11-000-218-220	O	-	O	
61040	11240	T.P.A.F. Contributions - ERIP	11-000-218-232	O	-	O	
61060	11250	Other Retirement Contributions - PERS	11-000-218-241	O	-	O	
61080	11260	Other Retirement Contributions - ERIP	11-000-218-242	O	-	O	
61100	11264	Other Retirement Contributions – Deferred PERS Pymt	11-000-218-248	O	-	O	
61120	11265	Other Retirement Contributions - Regular	11-000-218-249	O	-	O	
61140	11270	Unemployment Compensation	11-000-218-250	O	-	O	
61160	11280	Workmen’s Compensation	11-000-218-260	O	-	O	
61180	11290	Health Benefits	11-000-218-270	O	-	O	
61200	11300	Tuition Reimbursement	11-000-218-280	O	-	O	
61220	11310	Other Employee Benefits	11-000-218-290	O	-	O	
61240	11320	Total Other Supp. Serv. -Guidance					
		Other Supp. Serv. – Child Study Teams					
61500	11330	Group Insurance	11-000-219-210	O	O	O	
61520	11340	Social Security Contributions	11-000-219-220	O	O	O	
61540	11350	T.P.A.F. Contributions - ERIP	11-000-219-232	O	O	O	
61560	11360	Other Retirement Contributions - PERS	11-000-219-241	O	O	O	
61580	11370	Other Retirement Contributions - ERIP	11-000-219-242	O	O	O	
61600	11374	Other Retirement Contributions – Deferred PERS Pymt	11-000-219-248	O	O	O	
61620	11375	Other Retirement Contributions - Regular	11-000-219-249	O	O	O	
61640	11380	Unemployment Compensation	11-000-219-250	O	O	O	
61660	11390	Workmen’s Compensation	11-000-219-260	O	O	O	
61680	11400	Health Benefits	11-000-219-270	O	O	O	
61700	11410	Tuition Reimbursement	11-000-219-280	O	O	O	
61720	11420	Other Employee Benefits	11-000-219-290	O	O	O	

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<u>New</u>	<u>Old</u>						
61740	11430	Total Other Supp. Serv. – Child Study Teams					
		Improvement of Instruction Services					
62500	11440	Group Insurance	11-000-221-210	O	O	O	
62520	11450	Social Security Contributions	11-000-221-220	O	O	O	
62540	11460	T.P.A.F. Contributions - ERIP	11-000-221-232	O	O	O	
62560	11470	Other Retirement Contributions - PERS	11-000-221-241	O	O	O	
62580	11480	Other Retirement Contributions - ERIP	11-000-221-242	O	O	O	
62600	11484	Other Retirement Contributions – Deferred PERS Pymt	11-000-221-248	O	O	O	
62620	11485	Other Retirement Contributions - Regular	11-000-221-249	O	O	O	
62640	11490	Unemployment Compensation	11-000-221-250	O	O	O	
62660	11500	Workmen’s Compensation	11-000-221-260	O	O	O	
62680	11510	Health Benefits	11-000-221-270	O	O	O	
62700	11520	Tuition Reimbursement	11-000-221-280	O	O	O	
62720	11530	Other Employee Benefits	11-000-221-290	O	O	O	
62740	11540	Total Improvement of Instructional Services		O	O	O	
		Educational Media Services – School Library					
63000	11610	Group Insurance	11-000-222-210	O	O	O	
63020	11620	Social Security Contributions	11-000-222-220	O	O	O	
63040	11630	T.P.A.F. Contributions - ERIP	11-000-222-232	O	O	O	
63060	11640	Other Retirement Contributions - PERS	11-000-222-241	O	O	O	
63080	11650	Other Retirement Contributions - ERIP	11-000-222-242	O	O	O	
63100	11654	Other Retirement Contributions – Deferred PERS Pymt	11-000-222-248	O	O	O	
63120	11655	Other Retirement Contributions - Regular	11-000-222-249	O	O	O	
63140	11660	Unemployment Compensation	11-000-222-250	O	O	O	
63160	11670	Workmen’s Compensation	11-000-222-260	O	O	O	
63180	11680	Health Benefits	11-000-222-270	O	O	O	
63200	11690	Tuition Reimbursement	11-000-222-280	O	O	O	
63220	11700	Other Employee Benefits	11-000-222-290	O	O	O	
63240	11710	Total Educational Media Services – School Library					
		Instructional Staff Training Services					
63500	11720	Group Insurance	11-000-223-210	O	O	O	
63520	11730	Social Security Contributions	11-000-223-220	O	O	O	
63540	11740	T.P.A.F. Contributions - ERIP	11-000-223-232	O	O	O	
63560	11750	Other Retirement Contributions - PERS	11-000-223-241	O	O	O	
63580	11760	Other Retirement Contributions - ERIP	11-000-223-242	O	O	O	
63600	11764	Other Retirement Contributions – Deferred PERS Pymt	11-000-223-248	O	O	O	
63620	11765	Other Retirement Contributions - Regular	11-000-223-249	O	O	O	
63640	11770	Unemployment Compensation	11-000-223-250	O	O	O	
63660	11780	Workmen’s Compensation	11-000-223-260	O	O	O	
63680	11790	Health Benefits	11-000-223-270	O	O	O	
63700	11800	Tuition Reimbursement	11-000-223-280	O	O	O	
63720	11810	Other Employee Benefits	11-000-223-290	O	O	O	

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<u>New</u>	<u>Old</u>						
63740	11820	Total Instructional Staff Training Services		O	O	O	
		Support Services – General Administration					
64500	11830	Group Insurance	11-000-230-210	O	O	O	
64520	11840	Social Security Contributions	11-000-230-220	O	O	O	
64540	11850	T.P.A.F. Contributions - ERIP	11-000-230-232	O	O	O	
64560	11860	Other Retirement Contributions - PERS	11-000-230-241	O	O	O	
64580	11870	Other Retirement Contributions - ERIP	11-000-230-242	O	O	O	
64600	11874	Other Retirement Contributions – Deferred PERS Pymt	11-000-230-248	O	O	O	
64620	11875	Other Retirement Contributions - Regular	11-000-230-249	O	O	O	
64640	11880	Unemployment Compensation	11-000-230-250	O	O	O	
64660	11890	Workmen’s Compensation	11-000-230-260	O	O	O	
64680	11900	Health Benefits	11-000-230-270	O	O	O	
64700	11910	Tuition Reimbursement	11-000-230-280	O	O	O	
64720	11920	Other Employee Benefits	11-000-230-290	O	O	O	
64740	11930	Total Support Services – General Administration		O	O	O	
		Support Services – School Administration					
65500	11940	Group Insurance	11-000-240-210	O	O	O	
65520	11950	Social Security Contributions	11-000-240-220	O	O	O	
65540	11960	T.P.A.F. Contributions - ERIP	11-000-240-232	O	O	O	
65560	11970	Other Retirement Contributions - PERS	11-000-240-241	O	O	O	
65580	11980	Other Retirement Contributions - ERIP	11-000-240-242	O	O	O	
65600	11984	Other Retirement Contributions – Deferred PERS Pymt	11-000-240-248	O	O	O	
65620	11985	Other Retirement Contributions - Regular	11-000-240-249	O	O	O	
65640	11990	Unemployment Compensation	11-000-240-250	O	O	O	
65660	12000	Workmen’s Compensation	11-000-240-260	O	O	O	
65680	12010	Health Benefits	11-000-240-270	O	O	O	
65700	12020	Tuition Reimbursement	11-000-240-280	O	O	O	
65720	12030	Other Employee Benefits	11-000-240-290	O	O	O	
65740	12040	Total Support Services – School Administration		O	O	O	
		Support Services – Central Services					
66500	12800	Group Insurance	11-000-251-210	O	O	O	
66520	12805	Social Security Contributions	11-000-251-220	O	O	O	
66540	12810	T.P.A.F. Contributions - ERIP	11-000-251-232	O	O	O	
66560	12815	Other Retirement Contributions - PERS	11-000-251-241	O	O	O	
66580	12820	Other Retirement Contributions - ERIP	11-000-251-242	O	O	O	
66600	12823	Other Retirement Contributions – Deferred PERS Pymt	11-000-251-248	O	O	O	
66620	12824	Other Retirement Contributions - Regular	11-000-251-249	O	O	O	
66640	12825	Unemployment Compensation	11-000-251-250	O	O	O	
66660	12830	Workmen’s Compensation	11-000-251-260	O	O	O	
66680	12835	Health Benefits	11-000-251-270	O	O	O	
66700	12840	Tuition Reimbursement	11-000-251-280	O	O	O	
66720	12845	Other Employee Benefits	11-000-251-290	O	O	O	

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<u>New</u>	<u>Old</u>						
66740	12850	Total Support Services – Central Services		O	O	O	
		Support Services – Admin. Info. Technology					
67000	12900	Group Insurance	11-000-252-210	O	O	O	
67020	12905	Social Security Contributions	11-000-252-220	O	O	O	
67040	12910	T.P.A.F. Contributions - ERIP	11-000-252-232	O	O	O	
67060	12915	Other Retirement Contributions - PERS	11-000-252-241	O	O	O	
67080	12920	Other Retirement Contributions - ERIP	11-000-252-242	O	O	O	
67100	12923	Other Retirement Contributions – Deferred PERS Pymt	11-000-252-248	O	O	O	
67120	12924	Other Retirement Contributions - Regular	11-000-252-249	O	O	O	
67140	12925	Unemployment Compensation	11-000-252-250	O	O	O	
67160	12930	Workmen’s Compensation	11-000-252-260	O	O	O	
67180	12935	Health Benefits	11-000-252-270	O	O	O	
67200	12940	Tuition Reimbursement	11-000-252-280	O	O	O	
67220	12945	Other Employee Benefits	11-000-252-290	O	O	O	
67240	12950	Total Support Services – Admin. Info. Tech.		O	O	O	
		Operation and Maintenance of Plant Service					
68000	12110	Group Insurance	11-000-260-210	O	O	O	
68020	12120	Social Security Contributions	11-000-260-220	O	O	O	
68040	12130	T.P.A.F. Contributions - ERIP	11-000-260-232	O	O	O	
68060	12140	Other Retirement Contributions - PERS	11-000-260-241	O	O	O	
68080	12150	Other Retirement Contributions - ERIP	11-000-260-242	O	O	O	
68100	12154	Other Retirement Contributions – Deferred PERS Pymt	11-000-260-248	O	O	O	
68120	12155	Other Retirement Contributions - Regular	11-000-260-249	O	O	O	
68140	12160	Unemployment Compensation	11-000-260-250	O	O	O	
68160	12170	Workmen’s Compensation	11-000-260-260	O	O	O	
68180	12180	Health Benefits	11-000-260-270	O	O	O	
68200	12190	Tuition Reimbursement	11-000-260-280	O	O	O	
68220	12200	Other Employee Benefits	11-000-260-290	O	O	O	
68240	12210	Total Operation and Maintenance of Plant Service		O	O	O	
		Student Transportation Services					
69000	12220	Group Insurance	11-000-270-210	O	O	O	
69020	12230	Social Security Contributions	11-000-270-220	O	O	O	
69040	12240	T.P.A.F. Contributions - ERIP	11-000-270-232	O	O	O	
69060	12250	Other Retirement Contributions - PERS	11-000-270-241	O	O	O	
69080	12260	Other Retirement Contributions - ERIP	11-000-270-242	O	O	O	
69100	12264	Other Retirement Contributions – Deferred PERS Pymt	11-000-270-248	O	O	O	
69120	12265	Other Retirement Contributions - Regular	11-000-270-249	O	O	O	
69140	12270	Unemployment Compensation	11-000-270-250	O	O	O	
69160	12280	Workmen’s Compensation	11-000-270-260	O	O	O	
69180	12290	Health Benefits	11-000-270-270	O	O	O	
69200	12300	Tuition Reimbursement	11-000-270-280	O	O	O	
69220	12310	Other Employee Benefits	11-000-270-290	O	O	O	

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<b>New</b>	<b>Old</b>						
69240	12320	Total Student Transportation Services					
		Facilities Acquisition & Construction Services					
70000	12440	Group Insurance	11-000-400-210	O	O	O	
70020	12450	Social Security Contributions	11-000-400-220	O	O	O	
70040	12460	T.P.A.F. Contributions - ERIP	11-000-400-232	O	O	O	
70060	12470	Other Retirement Contributions - PERS	11-000-400-241	O	O	O	
70080	12480	Other Retirement Contributions - ERIP	11-000-400-242	O	O	O	
70100	12484	Other Retirement Contributions – Deferred PERS Pymt	11-000-400-248	O	O	O	
70120	12485	Other Retirement Contributions - Regular	11-000-400-249	O	O	O	
70140	12490	Unemployment Compensation	11-000-400-250	O	O	O	
70160	12500	Workmen’s Compensation	11-000-400-260	O	O	O	
70180	12510	Health Benefits	11-000-400-270	O	O	O	
70200	12520	Tuition Reimbursement	11-000-400-280	O	O	O	
70220	12530	Other Employee Benefits	11-000-400-290	O	O	O	
70240	12540	Total Facilities Acquisition & Construction Services		O	O	O	
70260	12550	TOTAL ALLOCATED BENEFITS		O	O	O	
		UNALLOCATED BENEFITS					
71000	12610	Group Insurance	11-000-291-210	X	X	X	
71020	12620	Social Security Contributions	11-000-291-220	X	X	X	
71040	12630	T.P.A.F. Contributions - ERIP	11-000-291-232	X	X	X	
71060	12640	Other Retirement Contributions - PERS	11-000-291-241	X	X	X	
71080	12650	Other Retirement Contributions - ERIP	11-000-291-242	X	X	X	
71100	12654	Other Retirement Contributions – Deferred PERS Pymt	11-000-291-248	X	X	X	
71120	12655	Other Retirement Contributions - Regular	11-000-291-249	X	X	X	
71140	12660	Unemployment Compensation	11-000-291-250	X	X	X	
71160	12670	Workmen’s Compensation	11-000-291-260	X	X	X	
71180	12680	Health Benefits	11-000-291-270	X	X	X	
71200	12690	Tuition Reimbursement	11-000-291-280	X	X	X	
71220	12700	Other Employee Benefits	11-000-291-290	X	X	X	
71240	12710	TOTAL UNALLOCATED BENEFITS		X	X	X	
71260	12720	TOTAL PERSONNEL SERVICES –EMPLOYEE BENEFITS		X	X	X	X
		Undistributed Expenditures – Food Services					
72000	07550	Transfers to Cover Deficit (Enterprise Fund)	11-000-310-930	X	X	X	
72020	07560	Total Undistributed Expenditures – Food Service		X	X	X	X
72120	07568	Transfer of Property Sale Proceeds to Debt Service Reserve	11-000-520-934	X	-	-	X
72140	07570	TOTAL UNDISTRIBUTED EXPENDITURES		X	X	X	X
72160	07355	Increase in Sale/Lease-back Reserve	10-605	X	X	X	X
72180	07619	Interest Earned on Maintenance Reserve	10-606	X	X	X	X
72200	07620	Increase in Maintenance Reserve	10-606	X	X	X	X
72220	07356	Increase in Current Expense Emergency Reserve	10-607	X	-	-	X
72240	07357	Interest Earned on Current Exp. Emergency Reserve	10-607	X	-	-	X
72260	07580	TOTAL GENERAL CURRENT EXPENSE		X	X	X	X

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<b>New</b>	<b>Old</b>						
		CAPITAL OUTLAY					
		EQUIPMENT					
73000	07701	Preschool	12-105-100-730	X	-	-	
73020	07700	Kindergarten	12-110-100-730	X	-	-	
73040	07710	Grades 1-5	12-120-100-730	X	-	-	
73060	07720	Grades 6-8	12-130-100-730	X	-	-	
73080	07730	Grades 9-12	12-140-100-730	X	-	X	
73100	07731	Home Instruction	12-150-100-730	X	-	X	
		Special Education – Instruction:					
74000	07740	Cognitive - Mild	12-201-100-730	X	X	-	
74020	07750	Cognitive Moderate	12-202-100-730	X	X	-	
74040	07770	Learning and/or Language Disabilities	12-204-100-730	X	X	-	
74060	07790	Visual Impairments	12-206-100-730	X	X	-	
74080	07800	Auditory Impairments	12-207-100-730	X	X	-	
74100	07820	Behavioral Disabilities	12-209-100-730	X	X	-	
74120	07850	Multiple Disabilities	12-212-100-730	X	X	-	
74140	07860	Resource Room/Resource Center	12-213-100-730	X	-	X	
74160	07870	Autism	12-214-100-730	X	X	-	
74180	07880	Preschool Disabilities – Part-Time	12-215-100-730	X	X	-	
74200	07890	Preschool Disabilities – Full-Time	12-216-100-730	X	X	-	
74220	07920	Home Instruction	12-219-100-730	X	X	X	
74240	07940	Extended School Year	12-221-100-730	-	X	-	
74260	07950	Cognitive - Severe	12-222-100-730	X	X	-	
74280	07960	Basic Skills/Remedial - Instruction	12-230-100-730	X	-	X	
74300	07970	Bilingual Education - Instruction	12-240-100-730	X	-	X	
		Vocational Programs:					
75000	07979	Vocational Programs – Regular Programs	12-310-100-730	-	-	X	
75020	08009	Vocational Programs – Special Programs	12-320-100-730	-	-	X	
75040	08070	Vocational Programs – Local – Instruction	12-3XX-100-730	X	-	-	
75060	08075	At-Risk Programs	12-42X-100-730	X	-	-	
75080	08080	School-Sponsored and Other Instructional Programs	12-4XX-100-730	X	X	X	
		Undistributed:					
75500	08090	Undistributed Expenditures - Instruction	12-000-100-730	X	X	X	
75520	08100	Undist. Expend. – Support Serv. – Students –Reg.	12-000-210-730	X	-	X	
75540	08110	Undist. Expend. – Support Serv. - Students	12-000-210-730	-	X	-	
75560	08111	Undist. Expend. – Supp Serv. – Related & Extra.	12-000-21X-730	X	X	X	
75580	08120	Undist. Expend. – Support Serv. – Students – Spl.	12-000-219-730	X	-	X	
75600	08130	Undist. Expend. – Support Serv. – Inst. Staff	12-000-220-730	X	X	X	
75620	08140	Undistributed Expenditures – Gen. Admin.	12-000-230-730	X	X	X	
75640	08150	Undistributed Expenditures – School Admin.	12-000-240-730	X	X	X	
75660	08155	Undistributed Expenditures – Central Services	12-000-251-730	X	X	X	
75680	08156	Undistributed Expenditures – Admin. Info. Tech.	12-000-252-730	X	X	X	

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<b>New</b>	<b>Old</b>						
75700	08161	Undist. Expend. –Required Maint. For School Facilities	12-000-261-730	X	X	X	
75720	08162	Undist. Expend. – Custodial Services	12-000-262-730	X	X	X	
75740	08163	Undist. Expend. – Care and Upkeep of Grounds	12-000-263-730	X	X	X	
75760	08164	Undist. Expend. – Security	12-000-266-730	X	X	X	
75780	08170	Undist. Expend. Student Trans. – Non-Inst. Equip.	12-000-270-732	X	X	X	
75800	08180	School Buses - Regular	12-000-270-733	X	-	X	
75820	08190	School Buses - Special	12-000-270-734	X	X	X	
75840	08210	Undistributed Expenditures – Non-Inst. Serv.	12-000-300-730	X	X	X	
75860	08220	Special Schools (All Programs)	12-XXX-X00-730	X	X	X	
75880	08230	TOTAL EQUIPMENT		X	X	X	X
		Facilities Acquisition and Construction Serv.					
76000	08240	Salaries	12-000-400-100	X	X	X	
76020	08250	Legal Services	12-000-400-331	X	X	X	
76040	08255	Architectural/Engineering Services	12-000-400-334	X	X	X	
76060	08260	Other Purchased Prof. and Tech. Services	12-000-400-390	X	X	X	
76080	08270	Construction Services	12-000-400-450	X	X	X	
76100	08280	Supplies and Materials	12-000-400-600	X	X	X	
76120	08290	Land and Improvements	12-000-400-710	X	X	X	
76140	08300	Lease Purchase Agreements - Principal	12-000-400-721	X	X	X	
76160	08310	Bldgs. Other than Lease Purchase Agreements	12-000-400-722	X	X	X	
76180	08315	Infrastructure	12-000-400-780	X	X	X	
76200	08320	Other Objects	12-000-400-800	X	X	X	
76210	08323	Assessment for Debt Service on SDA Funding	12-000-400-896	X	X	X	
76220	08325	Facilities Grant – Transfer to Special Revenue	12-000-400-930	-	-	X	
76240	08326	Capital Outlay – Transfer to Capital Projects	12-000-400-932	X	X	X	
76260	08330	Total Facilities Acquisition and Construction Serv.		X	X	X	X
76320	08335	Capital Reserve – Transfer to Capital Projects	12-000-400-931	X	X	X	X
76340	08336	Capital Reserve – Transfer to Debt Service	12-000-400-933	X	-	-	X
76360	07690	Increase in Capital Reserve	10-604	X	X	X	X
76380	07695	Interest Deposit to Capital Reserve	10-604	X	X	X	X
76400	08340	TOTAL CAPITAL OUTLAY		X	X	X	X
		SPECIAL SCHOOLS					
		Post-Secondary Programs – Instruction					
77000	08371	Salaries of Teachers	13-330-100-101	-	-	X	
77020	08372	Other Salaries for Instruction	13-330-100-106	-	-	X	
77040	08373	Purchased Professional and Technical Services	13-330-100-300	-	-	X	
77060	08374	Other Purchased Services (400-500 series)	13-330-100-500	-	-	X	
77080	08375	General Supplies	13-330-100-610	-	-	X	
77100	08376	Textbooks	13-330-100-640	-	-	X	
77120	08377	Other Objects	13-330-100-800	-	-	X	
77140	08378	Total Post-Secondary Programs - Instruction		-	-	X	X
		Post-Secondary Programs– Support Services					

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77160	08379	Salaries	13-330-200-100	-	-	X	
77180	08380	Personnel Services – Employee Benefits	13-330-200-200	-	-	X	
77200	08381	Purchased Professional and Technical Services	13-330-200-300	-	-	X	
77220	08382	Other Purchased Services	13-330-200-500	-	-	X	
77240	08383	Supplies and Materials	13-330-200-600	-	-	X	
77260	08384	Other Objects	13-330-200-800	-	-	X	
77280	08385	Total Post-Secondary Programs – Support Services		-	-	X	X
77300	08386	Total Post-Secondary Programs		-	-	X	X
		Summer School – Instruction					
77500	08400	Salaries of Teachers	13-422-100-101	X	X	X	
77520	08410	Other Salaries for Instruction	13-422-100-106	X	X	X	
77540	08414	Salaries of Teacher Tutors	13-422-100-178	X	X	X	
77560	08415	Salaries of Reading Specialists	13-422-100-179	X	X	X	
77580	08420	Purchased Professional and Technical Svc.	13-422-100-300	X	X	X	
77600	08430	Other Purchased Services (400-500 series)	13-422-100-500	X	X	X	
77620	08440	General Supplies	13-422-100-610	X	X	X	
77640	08450	Textbooks	13-422-100-640	X	X	X	
77660	08460	Other Objects	13-422-100-800	X	X	X	
77680	08470	Total Summer School - Instruction		X	X	X	X
		Summer School – Support Services					
77700	08480	Salaries	13-422-200-100	X	X	X	
77720	08490	Personal Services – Employee Benefits	13-422-200-200	X	X	X	
77740	08500	Purchased Professional and Technical Svc.	13-422-200-300	X	X	X	
77760	08510	Other Purchased Services (400-500 series)	13-422-200-500	X	X	X	
77780	08520	Supplies and Materials	13-422-200-600	X	X	X	
77800	08530	Other Objects	13-422-200-800	X	X	X	
77820	08540	Total Summer School – Support Services		X	X	X	X
77840	08550	Total Summer School		X	X	X	X
		Other Special Schools - Instruction					
78000	08660	Salaries of Teachers	13-4XX-100-101	X	X	X	
78020	08670	Other Salaries for Instruction	13-4XX-100-106	X	X	X	
78040	08674	Salaries of Teacher Tutors	13-4XX-100-178	X	X	X	
78060	08675	Salaries of Reading Specialists	13-4XX-100-179	X	X	X	
78080	08680	Purchased Professional and Technical Svc.	13-4XX-100-300	X	X	X	
78100	08690	Other Purchased Services (400-500 series)	13-4XX-100-500	X	X	X	
78120	08700	General Supplies	13-4XX-100-610	X	X	X	
78140	08710	Textbooks	13-4XX-100-640	X	X	X	
78160	08720	Other Objects	13-4XX-100-800	X	X	X	
78180	08730	Total Other Special Schools - Instruction		X	X	X	X
		Other Special Schools – Support Services					
78200	08740	Salaries	13-4XX-200-100	X	X	X	
78220	08750	Personnel Services – Employee Benefits	13-4XX-200-200	X	X	X	

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78240	08760	Purchased Professional and Technical Svc.	13-4XX-200-300	X	X	X	
78260	08770	Other Purchased Services (400-500 series)	13-4XX-200-500	X	X	X	
78280	08780	Supplies and Materials	13-4XX-200-600	X	X	X	
78300	08790	Other Objects	13-4XX-200-800	X	X	X	
78320	08800	Total Other Special Schools – Support Services		X	X	X	X
78340	08810	Total Other Special Schools		X	X	X	X
		Accred. Even/Adult H.S. Post-Grad. – Inst.					
79000	08820	Salaries of Teachers	13-601-100-101	X	-	X	
79020	08830	Other Salaries for Instruction	13-601-100-106	X	-	X	
79040	08834	Salaries of Teacher Tutors	13-601-100-178	X	-	X	
79060	08835	Salaries of Reading Specialists	13-601-100-179	X	-	X	
79080	08840	Purchased Professional and Technical Svc.	13-601-100-300	X	-	X	
79100	08850	Other Purchased Services (400-500 series)	13-601-100-500	X	-	X	
79120	08860	General Supplies	13-601-100-610	X	-	X	
79140	08870	Textbooks	13-601-100-640	X	-	X	
79160	08880	Other Objects	13-601-100-800	X	-	X	
79180	08890	Total Accred. Even/Adult H.S./Post-Grad. Inst.		X	-	X	X
		Accred. Even/Adult H.S. Post-Grad. Supp. Services					
79500	08900	Salaries	13-601-200-100	X	-	X	
79520	08910	Personnel Services – Employee Benefits	13-601-200-200	X	-	X	
79540	08920	Purchased Professional and Technical Svc.	13-601-200-300	X	-	X	
79560	08930	Other Purchased Services (400-500 series)	13-601-200-500	X	-	X	
79580	08940	Supplies and Materials	13-601-200-600	X	-	X	
79600	08950	Other Objects	13-601-200-800	X	-	X	
79620	08960	Total Accred. Even./Adult H.S./Post-Grad. Supp. Service		X	-	X	X
79640	08970	Total Accred. Even./Adult H.S./Post-Grad.		X	-	X	X
		Adult Education –Local - Instruction					
80000	08980	Salaries of Teachers	13-602-100-101	X	X	X	
80020	08990	Other Salaries for Instruction	13-602-100-106	X	X	X	
80040	08994	Salaries of Teacher Tutors	13-602-100-178	X	X	X	
80060	08995	Salaries of Reading Specialists	13-602-100-179	X	X	X	
80080	09000	Purchased Professional and Technical Svc.	13-602-100-300	X	X	X	
80100	09010	Other Purchased Services (400-500 series)	13-602-100-500	X	X	X	
80120	09020	General Supplies	13-602-100-610	X	X	X	
80140	09030	Textbooks	13-602-100-640	X	X	X	
80160	09040	Other Objects	13-602-100-800	X	X	X	
80180	09050	Total Adult Education – Local - Instruction		X	X	X	X
		Adult Education Local – Support Serv.					
80200	09060	Salaries	13-602-200-100	X	X	X	
80220	09070	Personnel Services – Employee Benefits	13-602-200-200	X	X	X	
80240	09080	Purchased Professional and Tech. Services	13-602-200-300	X	X	X	
80260	09090	Other Purchased Services (400-500 series)	13-602-200-500	X	X	X	

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<b>New</b>	<b>Old</b>						
80280	09100	Supplies and Materials	13-602-200-600	X	X	X	
80300	09110	Other Objects	13-602-200-800	X	X	X	
80320	09120	Total Adult Education-Local-Support Serv.		X	X	X	X
80340	09130	Total Adult Education – Local		X	X	X	X
		Vocational Evening-Local-Instruction					
81000	09140	Salaries of Teachers	13-629-100-101	X	X	X	
81020	09150	Other Salaries for Instruction	13-629-100-106	X	X	X	
81040	09154	Salaries of Teacher Tutors	13-629-100-178	X	X	X	
81060	09155	Salaries of Reading Specialists	13-629-100-179	X	X	X	
81080	09160	Purchased Professional and Technical Svc.	13-629-100-300	X	X	X	
81100	09170	Other Purchased Services (400-500 series)	13-629-100-500	X	X	X	
81120	09180	General Supplies	13-629-100-610	X	X	X	
81140	09190	Textbooks	13-629-100-640	X	X	X	
81160	09200	Other Objects	13-629-100-800	X	X	X	
81180	09210	Total Vocational Evening-Local Instruction		X	X	X	X
		Vocational Evening – Local Support Serv.					
81200	09220	Salaries	13-629-200-100	X	X	X	
81220	09230	Personnel Services – Employee Benefits	13-629-200-200	X	X	X	
81240	09240	Purchased Professional and Technical Svc.	13-629-200-300	X	X	X	
81260	09250	Other Purchased Services (400-500 series)	13-629-200-500	X	X	X	
81280	09260	Supplies and Materials	13-629-200-600	X	X	X	
81300	09270	Other Objects	13-629-200-800	X	X	X	
81320	09280	Total Vocational Evening-Local-Support Serv.		X	X	X	X
81340	09290	Total Vocational Evening –Local		X	X	X	X
		Even.-Sch. Foreign-Born-Local-Inst.					
82000	09300	Salaries of Teachers	13-631-100-101	X	-	X	
82020	09310	Other Salaries for Instruction	13-631-100-106	X	-	X	
82040	09314	Salaries of Teacher Tutors	13-631-100-178	X	-	X	
82060	09315	Salaries of Reading Specialists	13-631-100-179	X	-	X	
82080	09320	Purchased Professional and Technical Svc.	13-631-100-300	X	-	X	
82100	09330	Other Purchased Services (400-500 series)	13-631-100-500	X	-	X	
82120	09340	General Supplies	13-631-100-610	X	-	X	
82140	09350	Textbooks	13-631-100-640	X	-	X	
82160	09360	Other Objects	13-631-100-800	X	-	X	
82180	09370	Total Even.-Sch.-Foreign-Born-Local-Inst.		X	-	X	X
		Even.-Sch.-Foreign-Born-Local-Sup.Serv.					
82200	09380	Salaries	13-631-200-100	X	-	X	
82220	09390	Personnel Services – Employee Benefits	13-631-200-200	X	-	X	
82240	09400	Purchased Professional and Tech. Services	13-631-200-300	X	-	X	
82260	09410	Other Purchased Services (400-500 series)	13-631-200-500	X	-	X	
82280	09420	Supplies and Materials	13-631-200-600	X	-	X	
82300	09430	Other Objects	13-631-200-800	X	-	X	

X = Used by District Type  
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 O = Optional Use

<b>2013-14 DETAILED APPROPRIATIONS GRID</b>							
<u>Line</u>		<u>Description</u>	<u>Acct. No.</u>	<u>Reg</u>	<u>SS</u>	<u>Voc</u>	<u>Advertised</u>
<u>New</u>	<u>Old</u>						
82320	09440	Total Even.-Sch.-Foreign-Born-Local-Sup. Serv.		X	-	X	X
82340	09450	Total Even.-Sch.-Foreign-Born-Local		X	-	X	X
		GED Testing Centers					
83000	09455	Salaries	13-640-200-100	X	-	X	
83020	09456	Supplies and Materials	13-640-200-600	X	-	X	
83040	09457	Other Objects	13-640-200-800	X	-	X	
83060	09458	Total GED Testing Centers		X	-	X	X
83080	09460	TOTAL SPECIAL SCHOOLS		X	X	X	X
84000	09465	Transfer of Funds to Charter Schools	10-000-100-56X	X	-	-	X
84020	09466	General Fund Contrib. to School-based Budget	10-000-520-930	X	-	-	X
84040	09467	Budgeted Increase in Surplus for Tuition Calcs	10-000-550-905	-	X	X	X
84060	09470	GENERAL FUND GRAND TOTAL		X	X	X	X
		SPECIAL REVENUE FUNDS					
84100	09580	Local Projects	20-xxx-xxx-xxx	X	X	X	X
		State Projects:					
		PRESCHOOL EDUCATION AID					
		Instruction					
85000	13010	Salaries of Teachers	20-218-100-101	X	-	-	
85020	13020	Other Salaries for Instruction	20-218-100-106	X	-	-	
85040	13040	Other Purchased Services (400-500 series)	20-218-100-500	X	-	-	
85060	13045	Tuition to Other LEAs Within State - Regular	20-218-100-561	X	-	-	
85080	13050	General Supplies	20-218-100-600	X	-	-	
85100	13070	Other Objects	20-218-100-800	X	-	-	
85120	13080	Total Instruction		X	-	-	X
		Support Services					
86000	13090	Salaries of Supervisors of Instruction	20-218-200-102	X	-	-	
86020	13100	Salaries of Program Directors	20-218-200-103	X	-	-	
86040	13110	Salaries of Other Professional Staff	20-218-200-104	X	-	-	
86060	13120	Salaries of Secr. And Clerical Assistants	20-218-200-105	X	-	-	
86080	13130	Other Salaries	20-218-200-110	X	-	-	
86100	13134	Salaries of Community Parent Involvement Spec.	20-218-200-173	X	-	-	
86120	13136	Salaries of Master Teachers	20-218-200-176	X	-	-	
86140	13140	Personnel Services – Employee Benefits	20-218-200-200	X	-	-	
86160	13145	Purchased Educ. Services- Contracted Pre-K	20-218-200-321	X	-	-	
86180	13147	Purchased Ed. Svcs – Head Start	20-218-200-325	X	-	-	
86200	13150	Purchased Professional – Educational Services	20-218-200-329	X	-	-	
86220	13160	Other Purchased Professional Services	20-218-200-330	X	-	-	
86240	13175	Cleaning, Repair & Maintenance Services	20-218-200-420	X	-	-	
86260	13180	Rentals	20-218-200-440	X	-	-	
86280	13185	Contr. Trans. Serv. (Bet. Home & Sch)	20-218-200-511	X	-	-	
86300	13190	Contr. Trans. Serv. (Field Trips)	20-218-200-516	X	-	-	
86320	13200	Travel	20-218-200-580	X	-	-	

<b>2013-14 DETAILED APPROPRIATIONS GRID</b>							
<b>Line</b>		<b>Description</b>	<b>Acct. No.</b>	<b>Reg</b>	<b>SS</b>	<b>Voc</b>	<b>Advertised</b>
<b>New</b>	<b>Old</b>						
86330	13210	Miscellaneous Purchased Services	20-218-200-590	X	-	-	
86340	13220	Supplies and Materials	20-218-200-600	X	-	-	
86360	13230	Other Objects	20-218-200-800	X	-	-	
86380	13240	Total Support Services		X	-	-	X
		Facilities Acquisition and Construction Serv.					
87000	13270	Instructional Equipment	20-218-400-731	X	-	-	
87020	13280	Noninstructional Equipment	20-218-400-732	X	-	-	
87040	13290	Total Facilities Acquisition and Construction Serv.		X	-	-	X
87060	13292	Contribution to Charter Schools	20-218-100-56X	X	-	-	X
87080	13293	Transfer to General Fund	20-218-520-930	X	-	-	X
87100	13300	TOTAL PRESCHOOL EDUCATION AID		X	-	-	X
		Other State Projects					
88000	09590	Nonpublic Textbooks	20-xxx-xxx-xxx	X	-	-	X
88020	09600	Nonpublic Auxiliary Services	20-xxx-xxx-xxx	X	X	-	X
88040	09610	Nonpublic Handicapped Services	20-xxx-xxx-xxx	X	X	-	X
88060	09620	Nonpublic Nursing Services	20-xxx-xxx-xxx	X	X	-	X
88080	09625	Nonpublic Technology Initiative	20-xxx-xxx-xxx	X	X	-	X
88100	09630	Adult Education	20-xxx-xxx-xxx	X	-	X	X
88120	09640	Vocational Education	20-xxx-xxx-xxx	X	-	X	X
88140	09650	Other	20-xxx-xxx-xxx	X	X	X	X
88160	09651	Contribution to SBB – Other State Projects	20-xxx-520-930	X	-	-	X
88180	-	Total Other State Projects		X	X	X	X
88200	09660	Total State Projects		X	X	X	X
		Federal Projects:					
88500	09670	Title I	20-xxx-xxx-xxx	X	X	X	X
88520	09672	Title II	20-xxx-xxx-xxx	X	X	X	X
88540	09674	Title III	20-xxx-xxx-xxx	X	X	X	X
88560	09676	Title IV	20-xxx-xxx-xxx	X	X	X	X
88580	09678	Title V	20-xxx-xxx-xxx	X	X	X	X
88600	09680	Title VI	20-xxx-xxx-xxx	X	X	X	X
88620	09690	I.D.E.A. Part B (Handicapped)	20-xxx-xxx-xxx	X	X	X	X
88640	09700	Vocational Education	20-xxx-xxx-xxx	X	X	X	X
88660	09710	Adult Education	20-xxx-xxx-xxx	X	X	X	X
88680	09720	Private Industry Council (JTPA)	20-xxx-xxx-xxx	X	-	X	X
88700	09730	Other	20-xxx-xxx-xxx	X	X	X	X
88720	09731	Contribution to SBB – Other Federal Projects	20-xxx-520-930	X	-	-	X
88740	09740	Total Federal Projects		X	X	X	X
88760	09750	TOTAL SPECIAL REVENUE FUNDS		X	X	X	X
		DEBT SERVICE FUNDS					
		Regular Debt Service					
89500	09791	Principal Pymts Comm Approved Lease Purch Agreement	40-701-510-723	X	-	-	
89520	09792	Commissioner Approved Lease Purchase Agreement	40-701-510-833	X	-	-	

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<b>2013-14 DETAILED APPROPRIATIONS GRID</b>							
<b><u>Line</u></b>		<b><u>Description</u></b>	<b><u>Acct. No.</u></b>	<b><u>Reg</u></b>	<b><u>SS</u></b>	<b><u>Voc</u></b>	<b><u>Advertised</u></b>
<b><u>New</u></b>	<b><u>Old</u></b>						
89540	09795	Interest on Early Retirement Bonds	40-701-510-835	X	-	-	
89560	09796	Redemption of Principal – Early Retirement Bonds	40-701-510-910	X	-	-	
89600	09800	Interest on Bonds	40-701-510-834	X	-	-	
89620	09810	Redemption of Principal	40-701-510-910	X	-	-	
89640	09820	Amounts Paid into Sinking Fund	40-701-510-920	X	-	-	
89660	09830	Total Regular Debt Service		X	-	-	X
89940	09935	Increase in Debt Service Reserve	40-608	X	-	-	X
89960	09936	Interest Earned on Debt Service Reserve	40-608	X	-	-	X
89980	09940	TOTAL DEBT SERVICE FUNDS		X	-	-	X
90000	09970	TOTAL EXPENDITURES/APPROPRIATIONS		X	X	X	X

### iii. RECAP OF BALANCES

#### **Completion of the Recapitulation of Balances:**

The recapitulation of balances report in the software is condensed for advertising as well as for the user-friendly budget. Districts must complete the Recapitulation of Balances. The data entered on the detailed form will automatically create the Advertised Recapitulation of Balances report which is incorporated in the newspaper file and user friendly budget file.

**General Fund (Unassigned) – Rows 1 through 8** - is general fund surplus other than that restricted for capital reserve, emergency reserve, adult education programs, maintenance, tuition certification, current expense emergency reserve, or legal reserve.

**General Fund (Restricted) Legal Reserves – Lines 9 through 18** – is used to report that portion of the general fund surplus which is legally restricted for specific purposes other than that restricted for capital reserve, emergency reserve, adult education programs, maintenance, tuition certification, and encumbrances. This would include reserves established for audited excess surplus, and restricted appropriations such as unspent funds from separate proposals and unspent advertising fees – school buses. It also includes the reserve for sale/lease-back of textbooks and the waiver offset reserve for unused Commissioner approved tax levy cap waivers.

**General Fund (Restricted) Adult Education Reserve – Lines 19 through 24** - is used to report that portion of the general fund surplus that arose from the excess of receipts and donations, tuition fees or from any source other than local taxation over the actual cost of the maintenance and operation of the district's adult education program. N.J.S.A. 18A:50-6 requires that any surplus generated from the district's adult education program in a given year remain in a separate account and for the restricted fund balance to be utilized exclusively for carrying out a program of adult education during the ensuing year.

**General Fund (Restricted) Capital Reserve Account – Lines 25 through 36-** is used to report the restricted general fund balance related to an established capital reserve account under N.J.S.A. 18A:21-2, N.J.S.A. 18A:7G-31 amended, and N.J.A.C. 6A:23A-14.1. Pursuant to N.J.S.A. 18A:7F-41, deposits may be made to the capital reserve account by board resolution at year end of any unanticipated revenue or unexpended line item appropriation or both. N.J.A.C. 6A:23A-14.3(a) defines year end for the purpose of depositing surplus into reserve accounts as an amount approved by the district board of education between June 1<sup>st</sup> and June 30<sup>th</sup>. Deposits may still be done at budget time. Line 36 is a memo line for the maximum amount of the reserve

**General Fund (Restricted) Maintenance Reserve Account – Lines 37 through 45** – is used to report that portion of the general fund surplus, which is legally reserved for maintenance pursuant to N.J.A.C. 6A:26A. Pursuant to N.J.S.A. 18A:7F-41, deposits may be made to the maintenance reserve account by board

resolution at year end of any unanticipated revenue or unexpended line item appropriation or both. N.J.A.C. 6A:23A-14.3(b) defines year end for the purpose of depositing surplus into reserve accounts as an amount approved by the district board of education between June 1<sup>st</sup> and June 30<sup>th</sup>. Deposits may still be done at budget time.

**General Fund (Restricted) Tuition Reserve Account – Lines 46 through 50** - is used to report that portion of the general fund surplus legally restricted at year end for anticipated tuition adjustments upon certification of rates pursuant to N.J.A.C. 6A:23A-17.1(f)(8). The set-aside into a tuition reserve is a year-end activity and only applicable to certification of rates between formal sending/receiving districts. The maximum amount that may be restricted at year end during any contract year is 10 percent of the estimated tuition cost. In accordance with N.J.A.C. 6A:23A-17.1(f)(6) and (7), the certification of tuition rates occurs after two years. Upon certification of rates in the second year following the contract year, full appropriation of the applicable year's reserve must be liquidated; any remaining balance related to that year must be reserved and budgeted for tax relief. Prior to the second contract year, monies are not permitted to be withdrawn. Amounts legally reserved at June 30, 2012 will be preloaded from Audsum into Line 50 of the 2011-12 column of Recap and must be appropriated in the 2013-14 budget certified for taxes. The amount on line 50 in 2011-12 column may include surplus legally reserved for multiple years. (N/A for county vocational and special services school districts.)

**General Fund (Restricted) Current Expense Emergency Reserve – Lines 51 through 59**- is used to report the emergency reserve account balance. Pursuant to N.J.S.A. 18A:7F-41 and N.J.A.C. 6A:23A-14.4, a Current Expense Emergency Reserve account may be established by board resolution to be used to finance unanticipated general fund expenditures required for a thorough and efficient education. Unanticipated means reasonably unforeseeable and shall not include additional costs caused by poor planning. The maximum balance permitted at any time in this reserve is the greater of \$250,000 or 1% of the general fund budget not to exceed one million dollars. Deposits may be made to the emergency reserve account by board resolution at year end of any unanticipated revenue or unexpended line item appropriation or both. N.J.A.C. 6A:23A-14.4 defines year end for the purpose of depositing surplus into reserve accounts as an amount approved by the district board of education between June 1<sup>st</sup> and June 30<sup>th</sup>. Deposits may still be done at budget time.

Withdrawals during the budget year require the approval of the Commissioner unless the withdrawal is necessary to meet an increase in total health costs greater than four percent. The district should update the middle column of the appropriations for a deposit into emergency reserve in 2012-13 on the appropriate line as well as the recapitulation of balances. There is a separate line number enabling tracking of the emergency reserve account separate from other legal reserves. Revenue line 670 is used to capture the budgeted withdrawal from the emergency reserve that would be required due to the district exceeding the maximum limit. There is an edit check that line 59 is not greater than the statutory limit.

Additional guidance regarding the emergency reserve is posted on the department's website at

<http://www.nj.gov/education/finance/fp/af/EmergencyReserveGuidance.pdf>.

**Debt Service (Unassigned) – Lines 60 through 65** – is used to report the debt service fund balance. Under N.J.S.A. 18A:24-57 and N.J.A.C. 6A:23A-8.6, any debt service surplus funds must be appropriated to offset property taxes. There is an edit check to ensure that the estimated ending balance at June 30, 2014, on line 65, is zero. (N/A for county vocational and special services school districts.)

**Debt Service Fund (Restricted) for Debt Repayment- Lines 66 through 73** - is used by districts to account for the portion of the proceeds from the sale of district property that the district has elected to transfer to the debt service fund for the exclusive purpose of reducing outstanding debt obligations of the district, under N.J.S.A. 18A:7F-41. N.J.A.C. 6A:23A-14.4 defines property as land, buildings and other property that was incidental to the sale of land or a building. Districts should not anticipate a deposit at budget time unless the proceeds have been realized. Districts should include the withdrawal at budget time to offset the tax levy. Deposits may not be made to the reserve account if a district does not have any outstanding debt. The reserve must be liquidated within the lesser of five years from its inception or the remaining term on the obligations. Any remaining balance must be used for tax relief.

**General Information:**

1. The 2011-12 column will be preloaded in the budget software with the information submitted in the 2011-12 audit summary on file with the department. Data entry is not permitted in this column. Only the beginning and ending balances will show in the 2011-12 column.
2. Corrections to the amounts that are preloaded in the 2011-12 column require the submission by the public school accountant of a corrected audit summary to the Division of Administration and Finance. **All errors must be corrected immediately upon recognition.**
3. Amounts entered into Recapitulation of Balances will flow to the revenues and appropriations sections of the budget related to budgeted fund balance, deposits and withdrawals from the reserve accounts. They will also flow to the "Appropriation of Excess Surplus" calculation under the Budget tab. For the amounts to flow to the Excess Surplus calculation properly, the 2012-13 column must be completed before the Appropriation of Excess Surplus screen.
4. The "comments" column is available for districts to explain the amounts entered on the individual lines. Entry in this column is required for line 28, Increase in Capital Reserve- Designated Deposit, if an amount is entered in the 2013-14 column. A description of the designation of a capital reserve deposit must be explained.

5. The Recap of Balances information may be exported to PDF or Excel files by selecting the “Export to PDF” or “Export to Excel” buttons at the bottom of the screen. All lines in the report will be exported.

**Specific Information:**

RECAP LINE	INSTRUCTION 2012-13 COLUMN	INSTRUCTION 2013-14 COLUMN
1	<b>Unassigned</b>	
2	This line represents the beginning balance in 2012-13 for the Unassigned fund balance. This flows from the ending balance on line 8 in the 2011-12 column.	This line represents the beginning balance in 2013-14 for the Unassigned fund balance. This flows from the ending balance on line 8 in the 2012-13 column.
3	Key in the amount of 2012-13 budgeted fund balance from Unassigned as of 2/1/13. This includes any appropriations of surplus into the general fund from 7/1/12 to 2/1/13 in accordance with N.J.A.C. 6A:23A-13.3 with Commissioner approval. The amount entered here will be combined with the amounts on lines 14, 15, and 21, and flow to revenue line 580 in the 2012-13 column.	Key in the amount of 2013-14 budgeted fund balance from Unassigned. The amount entered here will be combined with the amounts on lines 4, 14, 15, and 21, and flow to revenue line 580 in the 2013-14 column.
4	This line is not applicable in the 2012-13 column. No data entry is allowed.	This amount flows from the Appropriation of Excess Surplus screen, line D2. This represents the amount of additional 2012-13 estimated surplus over 2% which must be budgeted in 2013-14 for tax relief. The amount on this line will be combined with the amounts on lines 3, 14, 15, and 21, and flow to revenue line 580 in the 2013-14 column.
5	Key in the amount of additional balances expected to be appropriated from fund balance to the general fund between 2/1/13 and 6/30/13. Pursuant to N.J.A.C. 6A:23A-13.3(b), any amounts on this line must have Commissioner approval.	This line is not applicable in the 2013-14 column. No data entry is allowed.

<b>RECAP LINE</b>	<b>INSTRUCTION 2012-13 COLUMN</b>	<b>INSTRUCTION 2013-14 COLUMN</b>
6	Key in the amount of additional balances the district anticipates generating in the general fund between 2/1/13 and 6/30/13. This includes any excess revenues projected through 6/30/13, any unbudgeted general fund revenues, any appropriations expected to lapse as of 6/30/13, and any cancelled prior year open orders.	This line is not applicable in the 2013-14 column. No data entry is allowed.
7	Key in the amount of anticipated June 2013 transfers from general fund of any unanticipated revenue and/or unexpended line-item appropriation amounts to maintenance, capital, and/or current expense emergency reserves, pursuant to N.J.S.A. 18A:7F-41. The amount entered here must equal the total of the amounts entered on lines 34 + 44 + 58.	This line is not applicable in the 2013-14 column. No data entry is allowed.
8	This line represents the estimated ending balance in 2012-13 for the Unassigned fund balance. This is calculated by the software from the amounts shown on lines 2 through 7.	This line represents the estimated ending balance in 2013-14 for the Unassigned fund balance. This is calculated by the software from the amounts shown on lines 2 through 7.
9	<b>Legal Reserve</b>	
10	This line represents the beginning balance in 2012-13 for the Legal Reserve. This flows from the ending balance on line 18 in the 2011-12 column.	This line represents the beginning balance in 2013-14 for the Legal Reserve. This flows from the ending balance on line 18 in the 2012-13 column.
11	The amount from appropriation line 72160 in the original 2012-13 budget will be preloaded onto this line. Update the amount to the 2012-13 increase in Sale-Leaseback Reserve as of 2/1/13. The amount entered here will flow to appropriation line 72160 in the 2012-13 column.	Key in the amount of the budgeted 2013-14 increase in Sale-Leaseback Reserve. The amount entered here will flow to appropriation line 72160 in the 2013-14 column.

<b>RECAP LINE</b>	<b>INSTRUCTION 2012-13 COLUMN</b>	<b>INSTRUCTION 2013-14 COLUMN</b>
12	Key in the amount of the 2012-13 budgeted increase in Other Legal Reserves as of 2/1/13.	Key in the amount of the budgeted 2013-14 increase in Other Legal Reserves.
13	The amount from revenue line 610 in the original 2012-13 budget will be preloaded onto this line. Update the amount to the 2012-13 budgeted withdrawal from Sale-Leaseback Reserve as of 2/1/13. The amount entered here will flow to revenue line 610 in the 2012-13 column.	Key in the amount of the budgeted 2013-14 withdrawal from the Sale-Leaseback Reserve. The amount entered here will flow to revenue line 610 in the 2013-14 column.
14	This amount flows from the 2011-12 Audsum lines 90031 + 90027. This represents the amount of audited 2010-11 excess surplus over 2% which had to be budgeted for tax relief in 2012-13, plus the amount of 2010-11 waiver offset reserve which had to be budgeted for tax relief in 2012-13. The amount on this line will be combined with the amounts on lines 3, 15, and 21, and flow to revenue line 580 in the 2012-13 column. No data entry is allowed on this line.	This amount flows from the 2011-12 Audsum line 90030. This represents the amount of audited 2011-12 excess surplus over 2% which must be budgeted for tax relief in 2013-14. The amount on this line will be combined with the amounts on lines 3, 4, 15, and 21, and flow to revenue line 580 in the 2013-14 column. No data entry is allowed on this line.
15	Key in the amount of the 2012-13 withdrawal from Other Legal Reserves as of 2/1/13. The amount entered here will be combined with the amounts on lines 3, 14, and 21, and flow to revenue line 580 in the 2012-13 column.	Key in the amount of the budgeted 2013-14 withdrawal from Other Legal Reserves. The amount entered here will be combined with the amounts on lines 3, 4, 14, and 21, and flow to revenue line 580 in the 2013-14 column.
16	Key in the amount of additional balances to be appropriated from Legal Reserve to the general fund between 2/1/13 and 6/30/13.	This line is not applicable in the 2013-14 column. No data entry is allowed.
17	Key in the amount of any additional balances the district anticipates generating in the Legal Reserve between 2/1/13 and 6/30/13.	This line is not applicable in the 2013-14 column. No data entry is allowed.

<b>RECAP LINE</b>	<b>INSTRUCTION 2012-13 COLUMN</b>	<b>INSTRUCTION 2013-14 COLUMN</b>
18	This line represents the estimated ending balance in 2012-13 for the Legal Reserve. This is calculated by the software from the amounts shown on lines 10 through 17.	This line represents the estimated ending balance in 2013-14 for the Legal Reserve. This is calculated by the software from the amounts shown on lines 10 through 17.
19	<b>Adult Education Reserve</b>	
20	This line represents the beginning balance in 2012-13 for the Adult Education Reserve. This flows from the ending balance on line 24 in the 2011-12 column.	This line represents the beginning balance in 2013-14 for the Adult Education Reserve. This flows from the ending balance on line 24 in the 2012-13 column.
21	Key in the amount of the 2012-13 withdrawal from Adult Education Reserve as of 2/1/13. The amount entered here will be combined with the amounts on lines 3, 14, and 15, and flow to revenue line 580 in the 2012-13 column.	Key in the amount of the budgeted 2013-14 withdrawal from Adult Education Reserve. The amount entered here will be combined with the amounts on lines 3, 4, 14, and 15, and flow to revenue line 580 in the 2013-14 column.
22	Key in the amount of additional balances to be appropriated from Adult Education Reserve to the general fund between 2/1/13 and 6/30/13.	This line is not applicable in the 2013-14 column. No data entry is allowed.
23	Key in the amount of additional balances the district anticipates generating in the Adult Education Reserve between 2/1/13 and 6/30/13.	This line is not applicable in the 2013-14 column. No data entry is allowed.
24	This line represents the estimated ending balance in 2012-13 for the Adult Education Reserve. This is calculated by the software from the amounts shown on lines 20 through 23.	This line represents the estimated ending balance in 2013-14 for the Adult Education Reserve. This is calculated by the software from the amounts shown on lines 20 through 23.
25	<b>Capital Reserve</b>	
26	This line represents the beginning balance in 2012-13 for the Capital Reserve. This flows from the ending balance on line 35 in the 2011-12 column.	This line represents the beginning balance in 2013-14 for the Capital Reserve. This flows from the ending balance on line 35 in the 2012-13 column.

<b>RECAP LINE</b>	<b>INSTRUCTION 2012-13 COLUMN</b>	<b>INSTRUCTION 2013-14 COLUMN</b>
27	Key in the amount of 2012-13 budgeted undesignated deposits to Capital Reserve from the original budget. (Increases to this account can only be made if the amounts were originally included in the certified budget.) The amount entered here will be combined with the amount on line 28 and flow to appropriation line 76360 in the 2012-13 column.	Key in the amount of 2013-14 budgeted undesignated deposits to Capital Reserve. The amount entered here will be combined with the amount on line 28 and flow to appropriation line 76360 in the 2013-14 column
28	Key in the amount of 2012-13 budgeted deposits to Capital Reserve which were designated for a specific purpose, from the original budget. (Increases to this account can only be made if the amounts were originally included in the certified budget.) The amount entered here will be combined with the amount on line 27 and flow to appropriation line 76360 in the 2012-13 column.	Key in the amount of 2013-14 budgeted deposits to Capital Reserve which are designated for a specific purpose. If an amount is entered here, a description of the designation <u>must</u> be entered in the “comments” column. The amount entered here will be combined with the amount on line 27 and flow to appropriation line 76360 in the 2013-14 column. A separate statement of purpose must be advertised for the designated deposit.
29	The amount from revenue line 340 in the original 2012-13 budget will be preloaded onto this line. Update the amount to the 2012-13 budgeted interest income for the Capital Reserve as of 2/1/13. The amount entered here will flow to revenue line 340 and appropriation line 76380 in the 2012-13 column. It is mandatory that all related investment income be budgeted and deposited into the Capital Reserve account.	Key in the amount of the budgeted 2013-14 interest income on the Capital Reserve. The amount entered here will flow to revenue line 340 and appropriation line 76380 in the 2013-14 column. It is mandatory that all related investment income be budgeted and deposited into the Capital Reserve account.
30	The amount from revenue line 600 in the original 2012-13 budget will be preloaded onto this line. Update the amount to the 2012-13 budgeted withdrawal from the Capital Reserve to fund local share less excess costs of projects, as of 2/1/13. The amount entered here will flow to revenue line 600 in the 2012-13 column.	Key in the amount of the budgeted 2013-14 withdrawal from the Capital Reserve to fund local share less excess costs of capital projects. The amount entered here will flow to revenue line 600 in the 2013-14 column.

RECAP LINE	INSTRUCTION 2012-13 COLUMN	INSTRUCTION 2013-14 COLUMN
31	The amount from revenue line 620 in the original 2012-13 budget will be preloaded onto this line. Update the amount to the 2012-13 budgeted withdrawal from the Capital Reserve to fund excess costs and other projects, as of 2/1/13. The amount entered here will flow to revenue line 620 in the 2012-13 column.	Key in the amount of the budgeted 2013-14 withdrawal from the Capital Reserve to fund excess costs and other projects. The amount entered here will flow to revenue line 620 in the 2013-14 column. A separate "Statement of Purpose" must be included in the advertised budget for the amounts included on this line.
32	<p>Key in the total of:</p> <ul style="list-style-type: none"> <li>• Amount following <u>approval</u> of LRFP, anticipated to be withdrawn by board resolution between 2/1/13 and 6/30/13 to fund local share less excess costs of approved projects.</li> <li>• Amount following <u>approval</u> of LRFP, anticipated to be transferred by board resolution between 2/1/13 and 6/30/13 to debt service to offset principal and interest payments for approved bonded projects in LRFP.</li> </ul>	This line is not applicable in the 2013-14 column. No data entry is allowed.
33	Key in unanticipated investment income to be deposited into the Capital Reserve between 2/1/13 and 6/30/13. This line is only used to report anticipated unbudgeted increases limited to unanticipated investment income, since other increases to this account can only be made if the amounts were originally included in the certified budget.	This line is not applicable in the 2013-14 column. No data entry is allowed.

<b>RECAP LINE</b>	<b>INSTRUCTION 2012-13 COLUMN</b>	<b>INSTRUCTION 2013-14 COLUMN</b>
34	Key in anticipated June 2013 transfers to Capital Reserve of any unanticipated revenue and/or unexpended line-item appropriation amounts allowed from general fund pursuant to N.J.S.A. 18A:7F-41. The amount entered here, plus the amounts entered on lines 44 + 58, must equal the amount entered on line 7.	This line is not applicable in the 2013-14 column. No data entry is allowed.
35	This line represents the estimated ending balance in 2012-13 for the Capital Reserve. This is calculated by the software from the amounts shown on lines 26 through 34.	This line represents the estimated ending balance in 2013-14 for the Capital Reserve. This is calculated by the software from the amounts shown on lines 26 through 34.
36	Key in the amount of the local support required to implement the projects in the LRFP. The ending balance in the Capital Reserve on line 35 may not exceed this amount.	Key in the amount of the local support required to implement the projects in the LRFP. The ending balance in the Capital Reserve on line 35 may not exceed this amount.
37	<b>Maintenance Reserve</b>	
38	This line represents the beginning balance in 2012-13 for the Maintenance Reserve. This flows from the ending balance on line 45 in the 2011-12 column.	This line represents the beginning balance in 2013-14 for the Maintenance Reserve. This flows from the ending balance on line 45 in the 2012-13 column.
39	The amount from appropriation line 72200 in the original 2012-13 budget will be preloaded on this line. Update the amount to the 2012-13 budgeted deposits to Maintenance Reserve as of 2/1/13. The amount entered here will flow to appropriation line 72200 in the 2012-13 column.	Key in the amount of 2013-14 budgeted deposits to Maintenance Reserve. The amount entered here will flow to appropriation line 72200 in the 2013-14 column
40	The amount from revenue line 330 in the original 2012-13 budget will be preloaded onto this line. Update the amount to the 2012-13 budgeted interest income for the Maintenance Reserve as of 2/1/13. The amount entered here will flow to revenue line 330 and appropriation line 72180 in the 2012-13 column.	Key in the amount of the budgeted 2013-14 interest income on the Maintenance Reserve. The amount entered here will flow to revenue line 330 and appropriation line 72180 in the 2013-14 column.

<b>RECAP LINE</b>	<b>INSTRUCTION 2012-13 COLUMN</b>	<b>INSTRUCTION 2013-14 COLUMN</b>
41	The amount from revenue line 630 in the original 2012-13 budget will be preloaded onto this line. Update the amount to the 2012-13 budgeted withdrawal from the Maintenance Reserve as of 2/1/13. The amount entered here will flow to revenue line 630 in the 2012-13 column.	Key in the amount of the budgeted 2013-14 withdrawal from the Maintenance Reserve. The amount entered here will flow to revenue line 630 in the 2013-14 column.
42	Key in the amount of additional balances to be appropriated from Maintenance Reserve between 2/1/13 and 6/30/13.	This line is not applicable in the 2013-14 column. No data entry is allowed.
43	Key in the amount of additional balances the district anticipates generating in the Maintenance Reserve between 2/1/13 and 6/30/13.	This line is not applicable in the 2013-14 column. No data entry is allowed.
44	Key in anticipated June 2013 transfers to Maintenance Reserve of any unanticipated revenue and/or unexpended line-item appropriation amounts allowed from general fund pursuant to N.J.S.A. 18A:7F-41. The amount entered here, plus the amounts entered on lines 34 + 58, must equal the amount entered on line 7.	This line is not applicable in the 2013-14 column. No data entry is allowed.
45	This line represents the estimated ending balance in 2012-13 for the Maintenance Reserve. This is calculated by the software from the amounts shown on lines 38 through 44.	This line represents the estimated ending balance in 2013-14 for the Maintenance Reserve. This is calculated by the software from the amounts shown on lines 38 through 44.
46	<b>Tuition Reserve</b>	
47	This line represents the beginning balance in 2012-13 for the Tuition Reserve. This flows from the ending balance on line 50 in the 2011-12 column.	This line represents the beginning balance in 2013-14 for the Tuition Reserve. This flows from the ending balance on line 50 in the 2012-13 column.

<b>RECAP LINE</b>	<b>INSTRUCTION 2012-13 COLUMN</b>	<b>INSTRUCTION 2013-14 COLUMN</b>
48	The amount from revenue line 640 in the original 2012-13 budget will be preloaded onto this line. This amount represents amounts deposited into the tuition reserve in June 2011 that were required to be withdrawn upon certification of tuition rates for the 2012-13 budget, and used to fund tuition adjustments. Amounts on this line will flow to revenue line 640 in the 2012-13 column.	Key in the amount required under N.J.A.C. 6A:23A-17.1(f) to be budgeted in 2013-14. This amount represents amounts deposited into the tuition reserve in June 2012 that are required to be withdrawn upon certification of tuition rates for the 2013-14 budget, and used to fund tuition adjustments. The amount budgeted on line 640 may only include up to the maximum actual adjustment based on DOE tuition certification. Amounts on this line will flow to revenue line 640 in the 2013-14 column.
49	The amount from revenue line 650 in the original 2012-13 budget will be preloaded onto this line. This amount represents amounts deposited into the tuition reserve in June 2011 that were required to be withdrawn upon certification of tuition rates for the 2012-13 budget, and were in excess of the amounts needed to fund tuition adjustments. Amounts on this line will flow to revenue line 650 in the 2012-13 column.	Key in the amount required under N.J.A.C. 6A:23A-17.1(f) to be budgeted in 2013-14. This amount represents amounts deposited into the tuition reserve in June 2012 that are required to be withdrawn upon certification of tuition rates for the 2013-14 budget, and are in excess of the amount needed to fund tuition adjustments. Amounts on this line will flow to revenue line 650 in the 2013-14 column.
50	This line represents the estimated ending balance in 2012-13 for the Tuition Reserve. This is calculated by the software from the amounts shown on lines 47 through 49.	This line represents the estimated ending balance in 2013-14 for the Tuition Reserve. This is calculated by the software from the amounts shown on lines 47 through 49. This amount must be zero.
51	<b>Current Expense Emergency Reserve</b>	
52	This line represents the beginning balance in 2012-13 for the Current Expense Emergency Reserve. This flows from the ending balance on line 59 in the 2011-12 column.	This line represents the beginning balance in 2013-14 for the Current Expense Emergency Reserve. This flows from the ending balance on line 59 in the 2012-13 column.

<b>RECAP LINE</b>	<b>INSTRUCTION 2012-13 COLUMN</b>	<b>INSTRUCTION 2013-14 COLUMN</b>
53	The amount from appropriation line 72220 in the original 2012-13 budget will be preloaded on this line. Increases to this account can only be made if the amounts were originally included in the certified budget, or in June. The amount entered here will flow to appropriation line 72220 in the 2012-13 column.	Key in the amount of 2013-14 budgeted deposits to Current Expense Emergency Reserve. The amount entered here will flow to appropriation line 72220 in the 2013-14 column
54	The amount from revenue line 320 in the original 2012-13 budget will be preloaded onto this line. Update the amount to the 2012-13 budgeted interest income for the Current Expense Emergency Reserve as of 2/1/13. The amount entered here will flow to revenue line 320 and appropriation line 72240 in the 2012-13 column.	Key in the amount of the budgeted 2013-14 interest income on the Current Expense Emergency Reserve. The amount entered here will flow to revenue line 320 and appropriation line 72240 in the 2013-14 column.
55	The amount from revenue line 660 in the original 2012-13 budget will be preloaded onto this line. Update the amount to the 2012-13 budgeted withdrawal from the Current Expense Emergency Reserve as of 2/1/13. Withdrawals require Commissioner approval for emergency purpose. The amount entered here will flow to revenue line 660 in the 2012-13 column.	Key in budgeted withdrawal from Current Expense Emergency Reserve in 2013-14. Only amounts for increases in health care costs in excess of 4% should be recorded here. All other withdrawals require Commissioner approval for emergency purpose. The amount entered here will flow to revenue line 660 in the 2013-14 column.
56	The amount from revenue line 670 in the original 2012-13 budget will be preloaded onto this line. Update the amount to the 2012-13 budgeted withdrawal from the Current Expense Emergency Reserve for amounts in excess of the statutory balance as of 2/1/13. The amount entered here will flow to revenue line 670 in the 2012-13 column.	Key in budgeted withdrawal from emergency reserve for amounts in excess of the statutory balance in 2013-14. The amount entered here will flow to revenue line 670 in the 2013-14 column.

<b>RECAP LINE</b>	<b>INSTRUCTION 2012-13 COLUMN</b>	<b>INSTRUCTION 2013-14 COLUMN</b>
57	Key in the amount of additional balances anticipated to be withdrawn from Current Expense Emergency Reserve between 2/1/13 and 6/30/13. Any amounts on this line must have Commissioner approval.	This line is not applicable in the 2013-14 column. No data entry is allowed.
58	Key in anticipated June 2013 transfers to Current Expense Emergency Reserve of any unanticipated revenue and/or unexpended line-item appropriation amounts allowed from general fund pursuant to N.J.S.A. 18A:7F-41. The amount entered here, plus the amounts entered on lines 34 + 44, must equal the amount entered on line 7.	This line is not applicable in the 2013-14 column. No data entry is allowed.
59	This line represents the estimated ending balance in 2012-13 for the Current Expense Emergency Reserve. This is calculated by the software from the amounts shown on lines 52 through 58.	This line represents the estimated ending balance in 2013-14 for the Current Expense Emergency Reserve. This is calculated by the software from the amounts shown on lines 52 through 58.
60	<b>Debt Service Fund Unassigned</b>	
61	This line represents the beginning balance in 2012-13 for the Debt Service Fund Unassigned fund balance. This flows from the ending balance on line 65 in the 2011-12 column.	This line represents the beginning balance in 2013-14 for the Debt Service Fund Unassigned fund balance. This flows from the ending balance on line 65 in the 2012-13 column.
62	The amount from revenue line 892 in the original 2012-13 budget will be preloaded onto this line. This represents unreserved debt service surplus funds that were appropriated to offset property taxes in 2012-13 budget.	Key in the amount of unreserved debt service surplus funds that are appropriated to offset property taxes in 2013-14 budget. The amount entered here will flow to revenue line 892 in the 2013-14 column.
63	Key in the amount of additional balances to be appropriated from Debt Service Fund Unassigned fund balance between 2/1/13 and 6/30/13.	This line is not applicable in the 2013-14 column. No data entry is allowed.

<b>RECAP LINE</b>	<b>INSTRUCTION 2012-13 COLUMN</b>	<b>INSTRUCTION 2013-14 COLUMN</b>
64	Key in the amount of additional balances the district anticipates generating in the Debt Service Fund Unassigned fund balance between 2/1/13 and 6/30/13.	This line is not applicable in the 2013-14 column. No data entry is allowed.
65	This line represents the estimated ending balance in 2012-13 for the Debt Service Fund Unassigned fund balance. This is calculated by the software from the amounts shown on lines 61 through 64.	This line represents the estimated ending balance in 2013-14 for the Debt Service Fund Unassigned fund balance. This is calculated by the software from the amounts shown on lines 61 through 64. This balance must be zero.
66	<b>Debt Service Reserve for Debt Repayment</b>	
67	This line represents the beginning balance in 2012-13 for the Debt Service Reserve for Debt Repayment. This flows from the ending balance on line 73 in the 2011-12 column.	This line represents the beginning balance in 2013-14 for the Debt Service Reserve for Debt Repayment. This flows from the ending balance on line 73 in the 2012-13 column.
68	The amount from appropriation line 89940 in the original 2012-13 budget will be preloaded on this line. Update the amount to the 2012-13 budgeted withdrawal from the Debt Service Reserve for Debt Repayment as of 2/1/13. The amount entered here will flow to appropriation line 89940 in the 2012-13 column.	Key in the amount of 2013-14 budgeted deposits to Debt Service Reserve for Debt Repayment. The amount entered here will flow to appropriation line 89940 in the 2013-14 column
69	The amount from revenue line 880 in the original 2012-13 budget will be preloaded onto this line. Update the amount to the 2012-13 budgeted interest income for the Debt Service Reserve for Debt Repayment as of 2/1/13. The amount entered here will flow to revenue line 880 and appropriation line 89960 in the 2012-13 column.	Key in the amount of the budgeted 2013-14 interest income on the Debt Service Reserve for Debt Repayment. The amount entered here will flow to revenue line 880 and appropriation line 89960 in the 2013-14 column.

<b>RECAP LINE</b>	<b>INSTRUCTION 2012-13 COLUMN</b>	<b>INSTRUCTION 2013-14 COLUMN</b>
70	The amount from revenue line 894 in the original 2012-13 budget will be preloaded onto this line. Update the amount to the 2012-13 budgeted withdrawal from the Debt Service Reserve for Debt Repayment as of 2/1/13. The amount entered here will flow to revenue line 894 in the 2012-13 column.	Key in budgeted withdrawal from Debt Service Reserve for Debt Repayment in 2013-14. The amount entered here will flow to revenue line 894 in the 2013-14 column.
71	Key in the amount of additional balances to be appropriated from Debt Service Reserve for Debt Repayment between 2/1/13 and 6/30/13.	This line is not applicable in the 2013-14 column. No data entry is allowed.
72	Key in the amount of additional balances the district anticipates generating in the Debt Service Reserve for Debt Repayment between 2/1/13 and 6/30/13.	This line is not applicable in the 2013-14 column. No data entry is allowed.
73	This line represents the estimated ending balance in 2012-13 for the Debt Service Reserve for Debt Repayment. This is calculated by the software from the amounts shown on lines 67 through 72.	This line represents the estimated ending balance in 2013-14 for the Debt Service Reserve for Debt Repayment. This is calculated by the software from the amounts shown on lines 67 through 72.

Recapitulation of Balance

District ID :  
District Name :

Id	Name	2011-12	2012-13	2013-14	Comments
<b>1</b>	<b>UNASSIGNED</b>				
2	Beginning Balance 7/1	\$352,370	\$312,473	\$311,911	
3	Less - Budgeted Withdrawal from Unassigned		\$555	\$0	
4	Less - Additional Excess Surplus Budgeted, from budget approp of excess surplus, Ln D2			\$0	
5	Less - Additional Balance to be Appropriated 12-13 after Feb 1		\$1		
6	Plus - Additional Balance Anticipated 12-13 after Feb 1		\$1		
7	Less - Anticipated Transfers to Capital / Maintenance / Emergency Reserves, June 2013		\$7		
8	Ending Balance 6/30	\$312,473	\$311,911	\$311,911	
<b>9</b>	<b>RESTRICTED - LEGAL RESERVE</b>				
10	Beginning Balance 7/1	\$40,628	\$49,350	\$49,350	
11	Plus - Increase in Sale-Leaseback Reserve		\$0	\$0	
12	Plus - Increase in Other Legal Reserve		\$0	\$0	
13	Less - Withdrawal from Sale-Leaseback Reserve		\$0	\$0	
14	Less - Budgeted Excess Surplus		\$0	\$49,350	
15	Less - Withdrawal From Other Legal Reserve		\$0	\$0	

Save Data    Export Excel    Export pdf

**iv. PRESCHOOL EDUCATION AID (PEA)**

This is only to be completed by districts that receive Preschool Education Aid (PEA). Districts that do not receive PEA must leave this screen blank.

Amounts entered into this screen will automatically flow to the preschool lines in the 2013-14 revenue and appropriations screens in the **Budget** tab.

Districts receiving PEA should account for the full cost of the preschool program in fund 20, except for self-contained preschool disabled students and support services needed for preschool disabled students served in general education classrooms. Self-contained preschool disabled students and support services needed for preschool disabled students served in general education classrooms should be accounted for in the applicable special education cost centers of the general fund. There are three categories of preschool children which are funded by various state aids. The budgeting and accounting guidance for each category is included below:

Category	Funding Source	Budgeting and Accounting
Preschool General Education Children	Funded by PEA recorded as revenue in the special revenue fund	Special revenue fund 20

Category	Funding Source	Budgeting and Accounting
Preschool Disabled Inclusion Children	Funded by district K-12 base aid for elementary students in the form of equalization aid as well as special education categorical aid and security aid for each preschool disabled student enrolled.	<p>Special revenue fund 20 for the general education portion of the child's education to be funded by a transfer from the general fund into the special revenue fund of the state aid received for these students for the general education portion of their education.</p> <p>The support services the children need related to their disabilities such as aides or other support services are to be recorded in the general fund.</p> <p>The preschool costs recorded in the special revenue fund are only to be the preschool general education costs for preschool general education children and preschool inclusion children.</p>
Preschool Disabled Children in Self-Contained Classrooms	District K-12 base aid for elementary students in the form of equalization aid as well as special education categorical aid and security aid for each preschool disabled student enrolled.	General fund for the full cost of educating a preschool child in a self-contained classroom recorded in the applicable program codes.

Further explanation of the funding and accounting for preschool program costs is posted at:

<http://www.state.nj.us/education/finance/fp/af/AccountingClarificationMemorandum.pdf>

This form aligns the detailed accounts with the preliminary budgets submitted to the Division of Early Childhood Education. It is used to identify the detail of the intended uses of Preschool Education Aid. The Division of Early Childhood Education-approved 2013-14 preschool budget planning worksheet for full-day three-and four-year-old regular education students must be incorporated into the district-wide budget in fund 20 and is not subject to reallocation.

A transfer line to the general fund is included for those districts that received approval by the Commissioner to use PEA to support K-12 educational programs. Commissioner approval would only be granted if the preschool program has been fully implemented with high-quality elements and universal requirements met. An edit in the software prevents districts without Commissioner approval from using this line. Three description categories are included in the top portion to capture the number of regular education at-risk students serviced either in-district, at a provider program, or at a Head Start program. A special line is also included to capture the number of at-risk special

education students served in general education classrooms.

The budgeted appropriations should be consistent with the costs included in the Preschool Program Plan update and Budget Planning Workbook and should include amounts for anticipated carryover. Districts receiving PEA should account for the full cost of the preschool program in fund 20, except for self-contained preschool disabled students and support services needed for preschool disabled students served in general education classrooms. Self-contained preschool disabled students and support services needed for preschool disabled students served in general education classrooms should be accounted for in the applicable special education cost centers of the general fund.

When the PEA screen is selected, the Programs List screen appears listing the available programs:

All regular districts:

- Preschool – Half Day 3 yr.
- Preschool – Half Day 4 yr.
- Preschool – Full Day 3 yr.
- Preschool – Full Day 4 yr.
- Preschool – Full Day 3yr & 4yr

Select the program to be entered, and then click the “choose” button. This will open the Preschool Education Aid Detailed Budget screen.

Preschool Education Aid Programs list

Please select one program and press the choose button.

Choose

Program
Preschool-Half Day 3Yr
Preschool-Half Day 4Yr
Preschool-Full Day 3Yr
Preschool-Full Day 4Yr
Preschool-Full Day 3Yr and 4Yr

Choose

PEA Detailed Budget Screen:

There are two data tables, one for revenues and enrollments, and the other for Appropriations. Enter the amounts for the selected program and click the “save data” button. There is an edit on the screen to ensure that total revenues entered for the program equals the total program budget. **Data entry will not be saved unless these two amounts agree.**

The potential PEA revenues include:

- GF Contribution – Regular - amount transferred from general fund for general education students and cost of students with disabilities in general education classrooms. Entry on this line will flow to revenue line 835 and appropriation line 2040.
- GF Contribution – Inclusion - amount transferred from general fund including the cost of additional services for these students captured in the special education cost centers in the general fund, plus an amount for regular education students, that is transferred from general fund. Entry on this line will flow to revenue line 836 and appropriation line 2060.
- Current Year PEA – current year funding for PEA that will be used to support the preschool program in 2013-14. Entry on this line will flow to revenue line 760.
- Prior Year PEA C/O – the total amount of audited June 30, 2012 carryover (line (8) of the E-2 schedule of the June 30, 2012 CAFR), plus any anticipated carryover from 2012-13. Entry on this line will flow to revenue line 755.
- Tuition from Individuals – parent paid tuition for non-at-risk students. Entry on this line will flow to revenue line 725. \*
- Tuition from LEAs – tuition received from other LEAs. Entry on this line will flow to revenue line 730. \*

\* These two revenue accounts are included to capture tuition charged for preschool students. Revenue line 725 (Account 20-1310 Tuition Preschool) is used for tuition charged to students for whom the district was not eligible to receive PEA. Revenue line 730 (Account 20-1320 Tuition from LEAs – Preschool) is used for tuition charged to another school district for preschool students eligible to receive PEA.

**NOTE on recording funding for preschool:**

If total funding for preschool (general fund contributions, prior year carryover, tuition, and current year state aid) is greater than the budgeted appropriations for preschool, then the amount budgeted for current year preschool state aid should be reduced from the state aid allocation so that the budget is balanced. The amount of the state aid allocation which is not budgeted in revenue will be calculated on the “Carryover to 2014-15” line on the Additional Information form after the release of state aid. There is an edit to ensure that the amount calculated as carryover is not a negative amount, which will run after the state aid is released.

As a reminder, districts should review the original amounts anticipated as carryover and included in the certified 2012-13 budget and make any required amendments to the approved plan based on the results of the annual audit for differences in anticipated and actual carryover amounts. Amendments will be required to the 2012-13 plans if the audited carryover for PEA was less than the anticipated carryover.

Any additional June 30, 2012 PEA carryover identified through the audit that will not be included in the 2012-13 plan must be budgeted as carryover and incorporated into the 2013-14 plans. This form provides for the identification of carryover funds as a source of funding for the planned program.

To return to the programs list, click the “Go to Programs List” button.

To access the summary page where the program data can be exported to PDF, click on

the “Summary” button.

Preschool Education Aid Detailed Budget

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Preschool Education Aid Detailed Budget (To Be Completed By Regular Districts Only)

Provide the detailed budget for the program selected. Provide the amount of tuition and general fund contribution, if any, used to fund the current year program. Also key the number of students included in the program budget.

Program Name: **Preschool-Half Day 3Yr**

Program	Amount
GF Contribution - Regular:	\$0
GF Contribution - Inclusion:	\$0
Current Year PEA:	\$0
Prior Year PEA Carryover :	\$0
Tuition from Individuals :	\$0
Tuition from LEAs :	\$0
Total Revenues :	\$0
# of Students At-Risk in-district:	0

Additional Information Screen:

After all detail budgets have been entered, click the “Go to Addl Info” button. This will open the PEA Additional Information screen. The total budget for the detail programs will be shown. Data entry is required for the amounts to be transferred to Charter Schools or to General Fund.

The line entitled “Additional Information: Carryover to 2014-15” is a memo line, on which will be calculated the amount of preschool education aid which has not been budgeted in 2013-14 and will carry forward for use in future budget years. The amount to be entered on this line is calculated as:

- a) the total revenues available for the preschool program including:
  1. current year PEA from the state aid allocation,
  2. audited prior year carryover from line (8) of the E-2 schedule in the June 30, 2012 CAFR (included on revenue line 755 with #3 below),
  3. any carryover from 2012-13 anticipated (included in revenue line 755 with #2 above),
  4. transfers from the general fund to the special revenue fund for preschool regular and inclusion items (revenue lines 835 and 836),
  5. preschool tuition from individuals and from LEAs (revenue lines 725 and 730).
- b) LESS: total preschool appropriations budgeted in 2013-14 on line 87100.

There will be an edit check to ensure the amount calculated on the “Carryover to 2014-15” line is not a negative amount.

To return to the programs list, click the “Go to Programs List” button.

Transfers and Appropriation of Carryover

After the start of the budget year, substantive line-item transfers and any appropriation of prior year carryover not anticipated in the original budget certified for taxes, requires approval from the county office. Instructions and forms are provided on the web site at [www.nj.gov/njded/finance/fp/af/](http://www.nj.gov/njded/finance/fp/af/), under “PEA Carryover and Transfer Requests.”

Preschool Education Aid

Preschool Education Aid (To Be Completed By Regular Districts Only).

Provided below is a summary by program of the budgeted uses of Preschool Education Aid and related revenues. A detailed function and object level budget was completed for the amounts shown on these lines except for contribution to Charter Schools and for Transfer to General Fund (if approved by Division of Early Childhood Education), which must be entered below.

<a href="#">Go to programs list</a> <a href="#">Reload Page</a> <a href="#">Save Data</a>		
Program		Amount
Preschool-Half Day 3Yr		\$0
Preschool-Half Day 4Yr		\$0
Preschool-Full Day 3Yr		\$0
Preschool-Full Day 4Yr		\$0
Preschool-Full Day 3Yr and 4Yr		\$0
Contribution to Charter Schools		\$0
Transfer to General Fund		\$0
	Grand Total:	\$0
Additional Information: Carryover to 2013-14		\$0

Note: Preschool costs are not included in school-based appropriations. School-based is for grades K-12.

[Go to programs list](#)   [Reload Page](#)   [Save Data](#)

## v. CAPITAL PROJECTS AND RESERVE

This screen is used to document a summary of each project and the detailed budget for each project.

### Capital Outlay Budget Restriction

In accordance with EFCFA's requirement for local voter or board of school estimate approval of the local funding for capital projects, N.J.A.C. 6A:23A-8.4 includes a provision to ensure capital outlay budgets are spent as approved by the voters or board of school estimate. Pursuant to this section, a district board of education is restricted from transferring funds from capital outlay accounts (excluding equipment) detailed on this screen to current expense accounts without a written request and approval from the Executive County Superintendent upon demonstration of hardship. Unexpended capital outlay balances lapse to surplus at year end. In addition, pursuant to N.J.A.C. 6A:23A-13.3(h), all transfers into capital outlay, excluding equipment and permitted withdrawals of local share from capital reserve, require departmental approval and in most cases, to support an emergent circumstance.

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### Capital Project and Reserve

- ▶ [Capital Project List](#)
  - ▶ [Capital Project Detailed Budget](#)
  - ▶ [Detail of Capital Project Fund Balance](#)
- 

### Capital Projects List screen

The Capital Projects List screen is an advertised report capturing summary level data for each capital outlay project budgeted in the 2013-14 appropriations column under the Facilities Acquisition and Construction Services function (400), including projects budgeted on line 76240, "Capital Outlay – Transfer to Capital Projects," and on line 76320, "Capital Reserve – Transfer to Capital Projects."

Click the "Add Project" button to open a data entry line for a project. List each project separately in the Project Description/Activity column. The "ID" column will be populated by the software when the data is saved. Enter the "Project Number" as identified in the Final Eligible Cost approval letter from DOE, or if not available, the LRFP Project Number. If the project may be eligible for an SDA grant under EFCFA, select "Yes" in the column "Eligible for Grant", otherwise select "No". If the project is to augment a previously approved referendum pursuant to N.J.A.C. 6A:26, then select "Yes" in the column "Request to Exceed Referendum" and select the appropriate funding source from the drop down menu in the column . There are three sources to choose from; 1 is tax levy; 2 is surplus; and 3 is capital reserve withdrawal. The district will need to complete the required "statement of purpose," to be included in the advertised newspaper file, outside of

the budget software. This column is only available if Yes is selected in the “request to exceed referendum” column.

Click the “Save Data” button to save the data entry.

If a project is to be deleted from the budget, click on the line to be deleted and then click the “Delete Project” button. An on-screen message will confirm that you wish to delete the project. Any detailed information entered on the Capital Projects Detail screen will also be deleted, and this is acknowledged by an on-screen message.

The data may be exported to Excel or PDF by clicking the “Export to Excel” or “Export to PDF” buttons, respectively. See the **"Note on Export Excel and Export PDF Files"** in Section II of this EDC Manual on renaming the files when you save them.

Click the “Back” option in the top right corner of the screen to return to the Capital Projects and Reserve menu.

Do not include equipment on this screen. See supporting documentation item “Equipment” for details of budgeted equipment.

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Capital Projects List for District

District ID :  
Name :

ID	Project Number	Description/Activity	Eligible for Grant	Request to Exceed Referendum	Funding Source for Request to Exceed Referendum

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Capital Projects Detailed Table screen

This screen is used to detail each capital outlay project by function/object. A list of all projects entered on the Capital Projects List screen is shown. Each of the items listed should be selected by highlighting the line and selecting the “choose” button. The Capital Project Detail Table screen will open, which is used to provide the detail of what is to be included in the detailed appropriations for that project. Key the amount budgeted for this project for each applicable appropriation line. The amounts keyed in this screen will flow to the appropriations screen for each line, in the 2013-14 column. Click the “Save Data” button to save the data entry before moving to another project.

The “Back” selection in the upper right corner will return the user to the previous screen.

**Capital Projects List in District**

District ID                      Name :

(Please select one project and press choose button)

Project Number
test project 1
test2

Capital Project Detail Table

District ID :                      District Name :  
 Project ID : 1                      Project Name : sample 1

Line	Description	Account Number	2013-14 Amount
76000	Salaries	12-000-400-100	\$0
76020	Legal Services	12-000-400-331	\$0
76040	Architectural/Engineering Services	12-000-400-334	\$0
76060	Other Purchased Prof. And Tech. Services	12-000-400-390	\$0
76080	Construction Services	12-000-400-450	\$0
76100	Supplies and Materials	12-000-400-600	\$0
76120	Land and Improvements	12-000-400-710	\$0
76140	Lease Purchase Agreements - Principal	12-000-400-721	\$0
76160	Bldgs. Other than Lease Purchase Agreements	12-000-400-722	\$0
76180	Infrastructure	12-000-400-780	\$0
76200	Other Objects	12-000-400-800	\$0
76220	Facilities Grant - Transfer to Special Revenue	12-000-400-930	\$0
76240	Capital Outlay - Transfer to Capital Projects	12-000-400-932	\$0
76320	Capital Reserve - Transfer to Capital Projects	12-000-400-931	\$0
Total for Project			0

Capital Project Fund Balance screen

The Detail of Capital Project Fund Balance screen is used to identify the detail of the amount reported in the Audsum as the unreserved capital projects fund balance at June 30, 2012. If a deficit balance is reported, a zero will appear in the line at the top of the screen.

Use the “Add Project” button to open a data entry line. In the spaces provided, key the issue date of either the grant or bond, original project amount, and the unexpended balance for each bonded project or project completed with grant funds as of June 30, 2012. The date is selected from a drop-down calendar. To navigate the calendar, either click on the arrows to scroll month-to-month, or click on the year for a list of years to drop down, and click on the month for a list of the months to drop down. The original project amount and unexpended balance should include all resources recorded and/or transferred into the capital projects fund. For each project, also report whether the original purpose of the project is complete by selecting Yes or No from the drop-down list. There will be an on-screen edit check that the total of the amounts entered agrees with the amount reported by the auditor, which also appears on the screen.

Click the “Save Data” button to save the data entry.

If a line is to be removed from the data entry screen, click on the line, then click on the “delete” button.

Capital Project Fund

District ID :  
Name :

Capital Projects Fund Unreserved Fund Balance 6/30/12 Per Audit: \$ :

ID	Issue Date	Original Project Amount	Original Purpose Complete	Unexpended Balance
<i>Total</i>				\$0

**vi. APPROPRIATION OF EXCESS SURPLUS**

This screen is used to calculate the amount of excess general fund surplus, if any, that under statute must be appropriated in the 2013-14 budget to fund 2013-14 appropriations. The calculation is automatic using data from the recapitulation of balances, revenue and appropriation lines. Data entry is only required on lines A1 through A3 as follows:

- A1 “Federal Impact Aid Adjustment” – enter current year amount as described below.
- A2 “Reserved Fund Balance” – Purpose Beyond 2013-14- enter the amount and the corresponding purpose of the funds for any legal reserve included

in line 18 on the recapitulation of balances that will not be appropriated in the 2013-14 budget. **A copy of the board resolution establishing the legal reserve and the departmental approval letter if established as of June 30, 2012 must be included in the budget package submission to the county office.**

A3 “School Bus Advertising Fee Adjustment” – enter the amount of any 2012-13 school bus advertising fees that will not be appropriated in the 2012-13 budget.

Line (A1) - Federal Impact Aid districts should use the “Federal Impact Aid Adjustment” line to record the amount which will be a deduction for the effect of unbudgeted Federal Impact Aid on the projected surplus. The amount entered on this line should be at least the amount shown on revenue line 530 in the 2012-13 column of the revenues screen, and not greater than the total of revenue line 530 in 2012-13 plus any additional balance anticipated on recap of balances line 6 in the 2012-13 column for unbudgeted anticipated 2012-13 impact aid as of 2/1/13.

Line (A2) – Districts using this adjustment must submit a copy of the board resolution establishing the legal reserve with other budget materials to the county office. The executive county superintendent will review the resolution and any amounts keyed on this line for propriety. In most cases this line will not be applicable since most legal reserves require appropriation in the next budget year. If the reserve is established as of June 30, 2012, the district must provide a copy of the departmental approval per N.J.A.C. 6A:23A-16.2(j).

Line (A3) – N.J.S.A. 18A:39-31 requires that 50 percent of school bus advertising revenue be used to offset the fuel costs of providing pupil transportation services. If a district receives such revenue and is unable to utilize the offset, they must reserve the revenue for use in the subsequent year. Districts that set up a reserve for school bus advertising at June 30, 2012 may use the reserve as an adjustment to fund balance for purpose of calculating the estimated excess surplus. Line A3 is to be used for this purpose.

Click the “Save Data” button at the bottom of the screen to save the calculation, even if no data needs to be entered.

June 30, 2012 audited surplus will be appropriated in the 2013-14 budget as follows:

1. Recapitulation of balances line 14 (general fund legal reserve)
2. Revenue line 580

The budget software will flow the audited surplus to these lines automatically. The calculation of June 30, 2012 excess surplus was performed as part of the annual audit and the excess amount, if any, was reported to the department in the Audsum and preloaded on line (D1).

The aforementioned calculations do not apply to county special services school districts. This screen is not applicable to and cannot be accessed by county special services districts.

The amount from line D2 will flow to the Recapitulation of Balances, line 4, and to the budgeted fund balance, revenue line 580.

Appropriation Excess Surplus

District ID :  
District Name :

Line	Name	Amount
A	Estimated General Fund Free Balance @ 6/30/13	\$4,400,053
<b>A1</b>	<b>Federal Impact Aid Adjustment</b>	<b>\$0</b>
<b>A2</b>	<b>Reserved Fund Balance - Purpose beyond 2013-2014 - Purpose:</b>	<b>\$0</b>
	Sqw7up[jyr[pjt\ke]6=	
<b>A3</b>	<b>School Bus Advertising Fee Adjustment</b>	<b>\$0</b>
A4	Adjusted Estimate @ 6/30/13 ((A)-(A1)-(A2)-(A3))	\$4,400,053
B	2012-13 General Fund Appropriations	\$62,278,483
B1	2011-12 Encumbrances in 2012-13 Appropriations	\$1,753,161
B2	2012-13 Transfer to Food Services to Cover Deficit	\$0
B3	2012-13 Appropriations Net of Encumbrances ((B)-(B1)-(B2))	\$60,525,322
	Regular Districts:	
C	Greater of 2% * B3 \$ 1210506 or \$250,000	\$1,210,506
D	Excess General Fund Free Balance @ 6/30/13 ((A4)-(C))	\$3,189,547
D1	Excess General Fund Free Balance @ 6/30/12 (from the Audit)	\$1,015,753
D2	Additional Excess General Fund Free Balance ((D)-(D1))	\$2,173,794

**vii. SEMI**

This screen should be used to calculate the amount of Medicaid revenue that must be budgeted under the Special Education Medicaid Initiative (SEMI).

In accordance with N.J.S.A. 18A:55-3, school districts are required to maximize their participation in SEMI. The accountability regulations (N.J.A.C. 6A:23A-5.3) include programmatic guidelines and standards for school districts to maximize participation in SEMI. A guidance memo will be issued by the Department explaining the SEMI participation requirements and calculation of the projected revenue. District specific information including estimated Medicaid-eligible/Special Education students and the projected revenue to be used in developing the 2013-14 budget will be distributed to each school district through the county office. Districts should reference the Department of the Treasury website for further details on this program and related guidance memos at <http://www.state.nj.us/treasury/administration/semi-mac/semi-mac.htm>.

If a district has fewer than 40 SEMI-eligible students and has received a waiver from the county office, then the box “District has approved waiver” should be checked. Districts with waivers may still budget SEMI revenue in the budget by entering the amount to be budgeted in the last cell of the screen “Alternate Revenue Projection.” This alternate amount will flow to revenue line 540.

If a district has prepared alternate revenue projection due to a phase-in plan for maximizing parental consent, then the box “Phase-in plan for maximizing parental consent was prepared by district” should be checked, and the amount of the

alternate revenue projection entered in the last cell on the screen “Alternate Revenue Projection.” This alternate amount will flow to revenue line 540.

If a district has prepared alternate revenue projection due to a revenue reduction analysis prepared by the district, then the box “Revenue reduction analysis was prepared by district” should be checked, and the amount of the alternate revenue projection entered in the last cell on the screen “Alternate Revenue Projection.” This alternate amount will flow to revenue line 540.

For districts with no waiver, no alternate revenue projection, and that are budgeting the 90% required amount, no data entry is required on this form.

If a district opts to budget more than the 90% required amount, check the box on the line entitled “Districts may budget more than the 90% projected amount. If the district opts to budget more, check this box and enter the budgeted amount below.” Also enter the amount to be budgeted in the last cell of the screen “Alternate Revenue Projection.” This alternate amount will flow to revenue line 540.

A sample data entry screen for SEMI follows.

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Special Education Medicaid Incentive(SEMI)

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Program	Amount
Projected SEMI Revenue:	\$9,293
<b>Districts with Approved Waivers for 2013-14:</b>	
District has approved waiver:	<input type="checkbox"/>
<b>If the box above is checked then no SEMI revenue is required to be budgeted in 13-14. If no waiver has been received for 13-14, continue to next section.</b>	
<b>Non-Waiver Districts:</b>	
90% of Projected SEMI Revenue:	\$8,364
<b>The district must budget at least 90% of projected SEMI revenue, unless one of the following conditions is met:</b>	
Phase-in plan for maximizing parental consent was prepared by the district:	<input type="checkbox"/>
Revenue reduction analysis was prepared by district:	<input type="checkbox"/>
<b>If a district is budgeting less than 90% of the projected SEMI revenue, then the district must submit the Department-approved documentation for the alternate revenue projection with the budget statement.</b>	
Districts may budget more than the 90% projected amount. If the district opts to budget more, check this box and enter the budgeted amount below.	<input type="checkbox"/>
Alternate Revenue Projection:	\$0

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**viii. SCHOOL BASED BUDGET**

School-based budgeting is maintained in the budget software. Districts that were required to submit school-based budgets in previous years are required to continue to do so for 2013-14. As such, those districts must enter school-based budget information into the budget software and complete the school-based budget screens. The school-based revenue and appropriation lines are on a single screen for each school.

Districts submitting school-based budgets as part of their district-wide budget submission must select the **School-Based Budget** item from the **Budget** tab. From the sub-menu select the individual schools and enter the school-based

revenue and appropriation data. The columns and functionality are the same as the Revenues screen, as discussed in Section II-B of this document, with the following addition. At the top of the screen are two methods by which districts may navigate to another school to continue data entry:

- 1) In the top left corner of the screen is a link to “Click to Go Back to All schools (SBB) list.” Clicking this link will return the user to the school list, where another school can be selected.
- 2) In the top right corner of the screen is a drop-down box entitled “Choose Another School.” Select another school name in this drop-down box and the program will bring the user to the data entry screen for that school.

Revenues are recorded in fund 15 as operating transfers from the general fund (fund 11) and special revenue fund (fund 20). The budget software will include edits for agreement between the amounts entered in the school-based budget screens and the amounts on general fund line 84020 and special revenue fund lines 88160 and 88720, as applicable. Audited expenditure data for fund 15 for 2011-12 will be preloaded from Audsum into each school. The 2012-13 budget information will be preloaded into the 2012-13 column for each school. These amounts must be updated to reflect the revised budget as of February 1, 2013.

The amounts reported in the district-wide budget for the contributions to the blended resource school-based budgets are a summary of the amounts reported as revenues from those sources in the school-based budgets. The school-based budgets must be entered and the revenue sources identified in order to determine the amounts to be reported in the district-wide budget. The general fund contribution amount is the sum of the local resources (taxes, surplus, miscellaneous revenues, tuition, etc.) and unrestricted state aids from the district’s general fund budget that is dedicated to supporting the blended resource school-based budgets. The restricted aid contributions are the allocations of those aids to the school-based budgets. The budget software will contain edit checks for agreement between the following lines of the district-wide detailed appropriations and the total of the amounts reported in the school-based blended resource fund revenues for 2013-14 and 2012-13:

	<u>District-wide</u>	<u>School-Based</u>
General Fund Contribution	Line 84020	Sum of Line 1110
Other State Projects	Line 88160	Sum of Line 1140
Other Federal Projects	Line 88720	Sum of Line 1220

School-Based Revenues

Original budget revenue data for 2012-13 will be preloaded into the 2012-13 column for each school. Districts must update this information to reflect the February 1, 2013 revised budget. The 2013-14 budget information must be entered by the district. The school-based budget revenue account grid follows:

**School-Based Budget Revenues Accounts**

<u>Line</u>		<u>Budget Category</u>	<u>Account Number</u>
<u>New</u>	<u>Old</u>		
1100	664	Adjustment for Prior Year Encumbrances	
1110	665	General Fund Contribution	15-5200
1130	700	Other Restricted State Entitlements	15-32XX
1140	705	Total From Restricted State Sources	
Revenues from Restricted Federal Sources:			
1150	710	Title I - Part A	15-4411 - 4416
1160	720	Title II - Part A - Principal & Teacher Training	15-4451 - 4455
1170	725	Title IV - Part A - Safe & Drug Free	15-4471 - 4474
1180	735	Title II - Part D - Technology	15-4451 - 4455
1190	740	Title III -Part A - English Language Acquisition	15-4491 - 4494
1200	745	Title V - Part A - Innovative Programs	15-4495 - 4499
1210	755	Other Revenues From Federal Sources	15-448X
1220	760	Total From Restricted Federal Sources	
1230	765	Total SBB Resources	

**School-Based Appropriations**

Audited expenditure data will be preloaded into the 2011-12 column for each school. Original budget appropriation data for 2012-13 will be preloaded into the 2012-12 column for each school. Districts must update this information to reflect the February 1, 2013 revised budget. The 2013-14 budget information must be manually entered by the district. The school-based budget appropriation account grid follows this section.

<b>School-Based Budget Appropriations Accounts</b>			
<b>2013-2014</b>			
<b>LINE NO.</b>		<b>DESCRIPTION</b>	<b>ACCOUNT NO.</b>
<b>New</b>	<b>Old</b>		
<b>Regular Programs – Instruction</b>			
2080	02510	Kindergarten - Salaries of Teachers	15-110-100-101
2100	02520	Grades 1-5 - Salaries of Teachers	15-120-100-101
2120	02530	Grades 6-8 - Salaries of Teachers	15-130-100-101
2140	02540	Grades 9-12 - Salaries of Teachers	15-140-100-101
<b>Regular Programs - Undistributed Instruction</b>			
3000	02640	Other Salaries for Instruction	15-190-100-106
3020	02650	Purchased Professional-Educational Services	15-190-100-320
3040	02660	Purchased Technical Services	15-190-100-340
3060	02670	Other Purchased Services (400-500 series)	15-190-100-500
3080	02680	General Supplies	15-190-100-610
3100	02690	Textbooks	15-190-100-640
3120	02700	Other Objects	15-190-100-800
3200	02710	<b>TOTAL REGULAR PROGRAMS - INSTRUCTION</b>	
<b>SPECIAL EDUCATION - INSTRUCTION</b>			
<b>Cognitive - Mild:</b>			
3500	02720	Salaries of Teachers	15-201-100-101
3520	02730	Other Salaries for Instruction	15-201-100-106
3540	02740	Purchased Professional-Educational Services	15-201-100-320

School-Based Budget Appropriations Accounts			
		2013-2014	
LINE NO.		DESCRIPTION	ACCOUNT NO.
New	Old		
3560	02750	Purchased Technical Services	15-201-100-340
3580	02760	Other Purchased Services (400-500 series)	15-201-100-500
3600	02770	General Supplies	15-201-100-610
3620	02780	Textbooks	15-201-100-640
3640	02790	Other Objects	15-201-100-800
3660	02800	<b>Total Cognitive - Mild</b>	
		<b>Cognitive - Moderate:</b>	
4000	02810	Salaries of Teachers	15-202-100-101
4020	02820	Other Salaries for Instruction	15-202-100-106
4040	02830	Purchased Professional-Educational Services	15-202-100-320
4060	02840	Purchased Technical Services	15-202-100-340
4080	02850	Other Purchased Services (400-500 series)	15-202-100-500
4100	02860	General Supplies	15-202-100-610
4120	02870	Textbooks	15-202-100-640
4140	02880	Other Objects	15-202-100-800
4160	02890	<b>Total Cognitive - Moderate</b>	
		<b>Learning and/or Language Disabilities:</b>	
4500	02990	Salaries of Teachers	15-204-100-101
4520	03000	Other Salaries for Instruction	15-204-100-106
4540	03010	Purchased Professional-Educational Services	15-204-100-320
4560	03020	Purchased Technical Services	15-204-100-340
4580	03030	Other Purchased Services (400-500 series)	15-204-100-500
4600	03040	General Supplies	15-204-100-610
4620	03050	Textbooks	15-204-100-640
4640	03060	Other Objects	15-204-100-800
4660	03070	<b>Total Learning and/or Language Disabilities</b>	
		<b>Visual Impairments:</b>	
5000	03170	Salaries of Teachers	15-206-100-101
5020	03180	Other Salaries for Instruction	15-206-100-106
5040	03190	Purchased Professional-Educational Services	15-206-100-320
5060	03200	Purchased Technical Services	15-206-100-340
5080	03210	Other Purchased Services (400-500 series)	15-206-100-500
5100	03220	General Supplies	15-206-100-610
5120	03230	Textbooks	15-206-100-640
5140	03240	Other Objects	15-206-100-800
5160	03250	<b>Total Visual Impairments</b>	
		<b>Auditory Impairments:</b>	
5500	03260	Salaries of Teachers	15-207-100-101
5520	03270	Other Salaries for Instruction	15-207-100-106
5540	03280	Purchased Professional-Educational Services	15-207-100-320
5560	03290	Purchased Technical Services	15-207-100-340
5580	03300	Other Purchased Services (400-500 series)	15-207-100-500
5600	03310	General Supplies	15-207-100-610
5620	03320	Textbooks	15-207-100-640
5640	03330	Other Objects	15-207-100-800
5660	03340	<b>Total Auditory Impairments</b>	
		<b>Behavioral Disabilities:</b>	
6000	03440	Salaries of Teachers	15-209-100-101
6020	03450	Other Salaries for Instruction	15-209-100-106
6040	03460	Purchased Professional-Educational Services	15-209-100-320
6060	03470	Purchased Technical Services	15-209-100-340
6080	03480	Other Purchased Services (400-500 series)	15-209-100-500

School-Based Budget Appropriations Accounts			
		2013-2014	
LINE NO.		DESCRIPTION	ACCOUNT NO.
New	Old		
6100	03490	General Supplies	15-209-100-610
6120	03500	Textbooks	15-209-100-640
6140	03510	Other Objects	15-209-100-800
6160	03520	<b>Total Behavioral Disabilities</b>	
		<b>Multiple Disabilities:</b>	
6500	03770	Salaries of Teachers	15-212-100-101
6520	03780	Other Salaries for Instruction	15-212-100-106
6540	03790	Purchased Professional-Educational Services	15-212-100-320
6560	03800	Purchased Technical Services	15-212-100-340
6580	03810	Other Purchased Services (400-500 series)	15-212-100-500
6600	03820	General Supplies	15-212-100-610
6620	03830	Textbooks	15-212-100-640
6640	03840	Other Objects	15-212-100-800
6660	03850	<b>Total Multiple Disabilities</b>	
		<b>Resource Room/Resource Center:</b>	
7000	03860	Salaries of Teachers	15-213-100-101
7020	03870	Other Salaries for Instruction	15-213-100-106
7040	03880	Purchased Professional-Educational Services	15-213-100-320
7060	03890	Purchased Technical Services	15-213-100-340
7080	03900	Other Purchased Services (400-500 series)	15-213-100-500
7100	03910	General Supplies	15-213-100-610
7120	03920	Textbooks	15-213-100-640
7140	03930	Other Objects	15-213-100-800
7160	03940	<b>Total Resource Room/Resource Center</b>	
		<b>Autism:</b>	
7500	03950	Salaries of Teachers	15-214-100-101
7520	03960	Other Salaries for Instruction	15-214-100-106
7540	03970	Purchased Professional-Educational Services	15-214-100-320
7560	03980	Purchased Technical Services	15-214-100-340
7580	03990	Other Purchased Services (400-500 series)	15-214-100-500
7600	04000	General Supplies	15-214-100-610
7620	04010	Textbooks	15-214-100-640
7640	04020	Other Objects	15-214-100-800
7660	04030	<b>Total Autism</b>	
		<b>Preschool Disabilities - Part-Time:</b>	
8000	04040	Salaries of Teachers	15-215-100-101
8020	04050	Other Salaries for Instruction	15-215-100-106
8040	04060	Purchased Professional-Educational Services	15-215-100-320
8060	04070	Purchased Technical Services	15-215-100-340
8080	04080	Other Purchased Services (400-500 series)	15-215-100-500
8100	04090	General Supplies	15-215-100-600
8120	04110	Other Objects	15-215-100-800
8140	04120	<b>Total Preschool Disabilities - Part-Time</b>	
		<b>Preschool Disabilities - Full-Time:</b>	
8500	04130	Salaries of Teachers	15-216-100-101
8520	04140	Other Salaries for Instruction	15-216-100-106
8540	04150	Purchased Professional-Educational Services	15-216-100-320
8560	04160	Purchased Technical Services	15-216-100-340
8580	04170	Other Purchased Services (400-500 series)	15-216-100-500
8600	04180	General Supplies	15-216-100-600
8620	04200	Other Objects	15-216-100-800
8640	04210	<b>Total Preschool Disabilities - Full-Time:</b>	

School-Based Budget Appropriations Accounts			
		2013-2014	
LINE NO.		DESCRIPTION	ACCOUNT NO.
New	Old		
<b>Cognitive - Severe:</b>			
10000	04710	Salaries of Teachers	15-222-100-101
10020	04720	Other Salaries for Instruction	15-222-100-106
10040	04730	Purchased Professional-Educational Services	15-222-100-320
10060	04740	Purchased Technical Services	15-222-100-340
10080	04750	Other Purchased Services (400-500 series)	15-222-100-500
10100	04760	General Supplies	15-222-100-610
10120	04770	Textbooks	15-222-100-640
10140	04780	Other Objects	15-222-100-800
10150	04790	<b>Total Cognitive - Severe</b>	
10300	04800	<b>TOTAL SPECIAL EDUCATION - INSTRUCTION</b>	
<b>Basic Skills/Remedial - Instruction</b>			
11000	04810	Salaries of Teachers	15-230-100-101
11020	04820	Other Salaries for Instruction	15-230-100-106
11040	04830	Purchased Professional-Educational Services	15-230-100-320
11060	04840	Purchased Technical Services	15-230-100-340
11080	04850	Other Purchased Services (400-500 series)	15-230-100-500
11100	04860	General Supplies	15-230-100-610
11120	04870	Textbooks	15-230-100-640
11140	04880	Other Objects	15-230-100-800
11160	04890	<b>Total Basic Skills/Remedial - Instruction</b>	
<b>Bilingual Education - Instruction</b>			
12000	04900	Salaries of Teachers	15-240-100-101
12020	04910	Other Salaries for Instruction	15-240-100-106
12040	04920	Purchased Professional-Educational Services	15-240-100-320
12060	04930	Purchased Technical Services	15-240-100-340
12080	04940	Other Purchased Services (400-500 series)	15-240-100-500
12100	04950	General Supplies	15-240-100-610
12120	04960	Textbooks	15-240-100-640
12140	04970	Other Objects	15-240-100-800
12160	04980	<b>Total Bilingual Education - Instruction</b>	
<b>Vocational Programs - Local - Instruction</b>			
13000	04990	Salaries of Teachers	15-3XX-100-101
13020	05000	Other Salaries for Instruction	15-3XX-100-106
13040	05010	Purchased Professional-Educational Services	15-3XX-100-320
13060	05020	Purchased Technical Services	15-3XX-100-340
13080	05030	Other Purchased Services (400-500 series)	15-3XX-100-500
13100	05040	General Supplies	15-3XX-100-610
13120	05050	Textbooks	15-3XX-100-640
13140	05060	Other Objects	15-3XX-100-800
13160	05070	<b>Total Vocational Programs - Local - Instruction</b>	
<b>School-Spon. Cocurricular Actvts. - Inst.</b>			
17000	06030	Salaries	15-401-100-100
17020	06040	Purchased Services (300-500 series)	15-401-100-500
17040	06050	Supplies and Materials	15-401-100-600

<b>School-Based Budget Appropriations Accounts</b>			
		<b>2013-2014</b>	
<b>LINE NO.</b>		<b>DESCRIPTION</b>	<b>ACCOUNT NO.</b>
<b>New</b>	<b>Old</b>		
17060	06060	Other Objects	15-401-100-800
17100	06080	<b>Total School-Spon. Co/Extra Curricular Actvts. - Inst.</b>	
		<b>School-Spon. Athletics – Inst.</b>	
17500	06090	Salaries	15-402-100-100
17520	06100	Purchased Services (300-500 series)	15-402-100-500
17540	06110	Supplies	15-402-100-600
17560	06120	Other Objects	15-402-100-800
17600	06140	<b>Total School-Spon. Athletics – Inst.</b>	
		<b>Before/After School Programs – Instruction</b>	
19000	15000	Salaries of Teachers	15-421-100-101
19020	15010	Other Salaries of Instruction	15-421-100-106
19040	15020	Salaries of Teacher Tutors	15-421-100-178
19060	15030	Salaries of Reading Specialists	15-421-100-179
19080	15040	Purchased Professional & Technical Services	15-421-100-300
19100	15050	Other Purchased Services (400-500 Series)	15-421-100-500
19120	15060	Supplies and Materials	15-421-100-600
19140	15070	Other Objects	15-421-100-800
19160	15080	<b>Total Before/After School Programs – Instruction</b>	
		<b>Before/After School Programs – Support Services</b>	
19500	15100	Salaries	15-421-200-100
19520	15110	Purchased Professional & Technical Services	15-421-200-300
19540	15120	Purchased Services (400-500 Series)	15-421-200-500
19560	15130	Supplies and Materials	15-421-200-600
19580	15140	Other Objects	15-421-200-800
19600	15150	<b>Total Before/After School Programs – Support Services</b>	
19620	15160	<b>Total Before/After School Programs</b>	
		<b>Summer School - Instruction</b>	
20000	15200	Salaries of Teachers	15-422-100-101
20020	15210	Other Salaries of Instruction	15-422-100-106
20040	15220	Salaries of Teacher Tutors	15-422-100-178
20060	15230	Salaries of Reading Specialists	15-422-100-179
20080	15240	Purchased Professional & Technical Services	15-422-100-300
20100	15250	Other Purchased Services (400-500 Series)	15-422-100-500
20120	15260	General Supplies	15-422-100-610
20140	15270	Textbooks	15-422-100-640
20160	15280	Other Objects	15-422-100-800
20180	15290	<b>Total Summer School - Instruction</b>	
		<b>Summer School – Support Services</b>	
20500	15300	Salaries	15-422-200-100
20520	15310	Purchased Professional & Technical Services	15-422-200-300
20540	15320	Purchased Services (400-500 Series)	15-422-200-500
20560	15330	Supplies and Materials	15-422-200-600
20580	15340	Other Objects	15-422-200-800
20600	15350	<b>Total Summer School – Support Services</b>	
20620	15360	<b>Total Summer School</b>	
		<b>Instructional Alternative Education Program - Instruction</b>	
21000	15400	Salaries of Teachers	15-423-100-101
21020	15410	Other Salaries of Instruction	15-423-100-106
21040	15420	Salaries of Teacher Tutors	15-423-100-178
21060	15430	Salaries of Reading Specialists	15-423-100-179
21080	15440	Purchased Professional & Technical Services	15-423-100-300
21100	15450	Other Purchased Services (400-500 Series)	15-423-100-500

School-Based Budget Appropriations Accounts			
		2013-2014	
LINE NO.		DESCRIPTION	ACCOUNT NO.
New	Old		
21120	15460	General Supplies	15-423-100-610
21140	15470	Textbooks	15-423-100-640
21160	15480	Other Objects	15-423-100-800
21180	15490	<b>Total Instructional Alternative Education Program – Instruction</b>	
		<b>Instructional Alternative Education Program – Support Services</b>	
21500	15500	Salaries	15-423-200-100
21520	15510	Purchased Professional & Technical Services	15-423-200-300
21540	15520	Purchased Services (400-500 Series)	15-423-200-500
21560	15530	Supplies and Materials	15-423-200-600
21580	15540	Other Objects	15-423-200-800
21600	15550	<b>Total Instructional Alternative Education Program – Support Services</b>	
21620	15560	<b>Total Instructional Alternative Education Program</b>	
		<b>Other Supplemental/At-Risk Programs - Instruction</b>	
22000	15600	Salaries of Teachers	15-424-100-101
22020	15610	Other Salaries of Instruction	15-424-100-106
22040	15620	Salaries of Teacher Tutors	15-424-100-178
22060	15630	Salaries of Reading Specialists	15-424-100-179
22080	15640	Purchased Professional & Technical Services	15-424-100-300
22100	15650	Other Purchased Services (400-500 Series)	15-424-100-500
22120	15660	General Supplies	15-424-100-610
22140	15670	Textbooks	15-424-100-640
22160	15680	Other Objects	15-424-100-800
22180	15690	<b>Total Other Supplemental/At-Risk Programs - Instruction</b>	
		<b>Other Supplemental/At-Risk Programs – Support Services</b>	
22500	15700	Salaries	15-424-200-100
22520	15710	Purchased Professional & Technical Services	15-424-200-300
22540	15720	Purchased Services (400-500 Series)	15-424-200-500
22560	15730	Supplies and Materials	15-424-200-600
22580	15740	Other Objects	15-424-200-800
22600	15750	<b>Total Other Supplemental/At-Risk Programs – Support Services</b>	
22620	15760	<b>Total Other Supplemental/At-Risk Programs</b>	
		<b>Other Alternative Education Program - Instruction</b>	
23000	16000	Salaries of Teachers	15-425-100-101
23020	16010	Other Salaries of Instruction	15-425-100-106
23040	16020	Salaries of Teacher Tutors	15-425-100-178
23060	16030	Salaries of Reading Specialists	15-425-100-179
23080	16040	Purchased Professional & Technical Services	15-425-100-300
23100	16050	Other Purchased Services (400-500 Series)	15-425-100-500
23120	16060	General Supplies	15-425-100-610
23140	16070	Textbooks	15-425-100-640
23160	16080	Other Objects	15-425-100-800
23180	16090	<b>Total Other Alternative Education Program – Instruction</b>	
		<b>Other Alternative Education Program – Support Services</b>	
23500	16100	Salaries	15-425-200-100
23520	16110	Purchased Professional & Technical Services	15-425-200-300
23540	16120	Purchased Services (400-500 Series)	15-425-200-500
23560	16130	Supplies and Materials	15-425-200-600
23580	16140	Other Objects	15-425-200-800
23600	16150	<b>Total Other Alternative Education Program – Support Services</b>	
23620	16160	<b>Total Other Alternative Education Program</b>	
		<b>Other Instructional Programs - Instruction</b>	

<b>School-Based Budget Appropriations Accounts</b>			
		<b>2013-2014</b>	
<b>LINE NO.</b>		<b>DESCRIPTION</b>	<b>ACCOUNT NO.</b>
<b>New</b>	<b>Old</b>		
25000	06150	Salaries	15-4XX-100-100
25020	06160	Purchased Services (300-500 series)	15-4XX-100-500
25040	06170	Supplies and Materials	15-4XX-100-600
25060	06180	Other Objects	15-4XX-100-800
25100	06200	<b>Total Other Instructional Programs - Instruction</b>	
		<b>Undistributed Expend. - Attend. &amp; Social Work</b>	
29500	06370	Salaries	15-000-211-100
29520	06372	Salaries of Drop-Out Prevention Officer/Coordinators	15-000-211-171
29540	06373	Salaries of Family Support Teams	15-000-211-172
29560	06374	Salaries of Family Liaisons/Community Parent Inv. Spec.	15-000-211-173
29580	06375	Salaries of Community/School Coordinators	15-000-211-174
29600	06380	Purchased Professional and Technical Services	15-000-211-300
29620	06390	Other Purchased Services (400-500 series)	15-000-211-500
29640	06400	Supplies and Materials	15-000-211-600
29660	06410	Other Objects	15-000-211-800
29680	06420	<b>Total Undistributed Expend. - Attend. &amp; Social Work</b>	
		<b>Undistributed Expenditures - Health Services</b>	
30500	06430	Salaries	15-000-213-100
30520	06435	Salaries of Social Services Coordinators	15-000-213-175
30540	06440	Purchased Professional and Technical Services	15-000-213-300
30560	06450	Other Purchased Services (400-500 series)	15-000-213-500
30580	06460	Supplies and Materials	15-000-213-600
30600	06470	Other Objects	15-000-213-800
30620	06480	<b>Total Undistributed Expenditures - Health Services</b>	
		<b>Undist. Expend. - Guidance</b>	
41500	06490	Salaries of Other Professional Staff	15-000-218-104
41520	06500	Salaries of Secretarial and Clerical Assistants	15-000-218-105
41540	06510	Other Salaries	15-000-218-110
41560	06520	Purchased Professional - Educational Services	15-000-218-320
41580	06530	Other Purchased Prof. and Tech. Services	15-000-218-390
41600	06540	Other Purchased Services (400-500 series)	15-000-218-500
41620	06550	Supplies and Materials	15-000-218-600
41640	06560	Other Objects	15-000-218-800
41660	06570	<b>Total Undist. Expend. - Guidance</b>	
		<b>Undist. Expend. - Improvement of Inst. Serv.</b>	
43000	06750	Salaries of Supervisor of Instruction	15-000-221-102
43020	06760	Salaries of Other Professional Staff	15-000-221-104
43040	06770	Salaries of Secr and Clerical Assist.	15-000-221-105
43060	06780	Other Salaries	15-000-221-110
43080	06785	Salaries of Facilitators, Math & Literacy Coaches	15-000-221-176
43100	06790	Purchased Prof- Educational Services	15-000-221-320
43120	06800	Other Purch Prof. and Tech. Services	15-000-221-390
43140	06810	Other Purch Services (400-500)	15-000-221-500
43160	06820	Supplies and Materials	15-000-221-600
43180	06830	Other Objects	15-000-221-800
43200	06840	<b>Total Undist. Expend. - Improvement of Inst. Serv.</b>	
		<b>Undist. Expend. - Edu. Media Serv./Sch. Library</b>	
43500	06850	Salaries	15-000-222-100

School-Based Budget Appropriations Accounts			
		2013-2014	
LINE NO.		DESCRIPTION	ACCOUNT NO.
New	Old		
43520	06855	Salaries of Technology Coordinators	15-000-222-177
43540	06860	Purchased Professional and Technical Services	15-000-222-300
43560	06870	Other Purchased Services (400-500 series)	15-000-222-500
43580	06880	Supplies and Materials	15-000-222-600
43600	06890	Other Objects	15-000-222-800
43620	06900	<b>Total Undist. Expend. - Edu. Media Serv./Sch. Library</b>	
		<b>Undist. Expend. - Instructional Staff Training Serv.</b>	
44080	07605	Purchased Professional - Educational Service	15-000-223-320
44100	07606	Other Purchased Prof. and Tech. Services	15-000-223-390
44120	07607	Other Purchased Services (400-500 series)	15-000-223-500
44140	07608	Supplies and Materials	15-000-223-600
44160	07609	Other Objects	15-000-223-800
44180	07610	<b>Total Undist. Expend. - Instructional Staff Training Serv.</b>	
		<b>Undist. Expend. - Support Serv. - School Admin.</b>	
46000	07010	Salaries of Principals/Assistant Principals	15-000-240-103
46020	07020	Salaries of Other Professional Staff	15-000-240-104
46040	07030	Salaries of Secretarial and Clerical Assistants	15-000-240-105
46060	07040	Other Salaries	15-000-240-110
46080	07050	Purchased Professional and Technical Services	15-000-240-300
46100	07060	Other Purchased Services (400-500 series)	15-000-240-500
46120	07070	Supplies and Materials	15-000-240-600
46140	07080	Other Objects	15-000-240-800
46160	07090	<b>Total Undist. Expend. - Support Serv. - School Admin.</b>	
		<b>Undist. Expend. - Custodial Services</b>	
49020	07638	Salaries of Non-Instructional Aides	15-000-262-107
49180	07633	General Supplies	15-000-262-610
49340	07641	<b>Total Undist. Expend. - Custodial Services</b>	
		<b>Undist. Expend. - Security</b>	
51000	15900	Salaries	15-000-266-100
51020	15910	Purchased Professional and Technical Services	15-000-266-300
51040	15920	Cleaning, Repair, and Maintenance Services	15-000-266-420
51060	15930	General Supplies	15-000-266-610
51080	15940	Other Objects	15-000-266-800
51100	15950	<b>Total Undist. Expend. - Security</b>	
51120	07637	<b>Total Undist. Expend-Oper. &amp; Maint. of Plant Serv.</b>	
		<b>Undist. Expend. - Student Transportation Serv.</b>	
52280	07270	Contr Serv(Oth. than Bet Home & Sch) - Vend	15-000-270-512
52480	07350	<b>Total Undist. Expend. - Student Transportation Serv.</b>	
		<b>UNALLOCATED BENEFITS</b>	
71000	12610	Group Insurance	15-000-291-210
71020	12620	Social Security Contributions	15-000-291-220
71040	12630	T.P.A.F. Contributions - ERIP	15-000-291-232
71060	12640	Other Retirement Contributions - PERS	15-000-291-241
71080	12650	Other Retirement Contributions - ERIP	15-000-291-242
71100	12654	Other Retirement Contributions - Deferred PERS Payment	15-000-291-248
71120	12655	Other Retirement Contributions - Regular	15-000-291-249
71140	12660	Unemployment Compensation	15-000-291-250
71160	12670	Workmen's Compensation	15-000-291-260
71180	12680	Health Benefits	15-000-291-270
71200	12690	Tuition Reimbursement	15-000-291-280
71220	12700	Other Employee Benefits	15-000-291-290
71240	12710	<b>TOTAL UNALLOCATED BENEFITS</b>	
			15-000-291-

<b>School-Based Budget Appropriations Accounts</b>			
		<b>2013-2014</b>	
<b>LINE NO.</b>		<b>DESCRIPTION</b>	<b>ACCOUNT NO.</b>
<b>New</b>	<b>Old</b>		
			2XX
71260	12720	<b>TOTAL PERSONAL SERVICES – EMPLOYEE BENEFITS</b>	
72140	07570	<b>TOTAL UNDISTRIBUTED EXPENDITURES</b>	
72260	07580	<b>TOTAL GENERAL CURRENT EXPENSE</b>	
		<b>EQUIPMENT</b>	
73020	07700	Kindergarten	15-110-100-730
73040	07710	Grades 1-5	15-120-100-730
73060	07720	Grades 6-8	15-130-100-730
73080	07730	Grades 9-12	15-140-100-730
		<b>Special Education - Instruction:</b>	
74000	07740	Cognitive - Mild	15-201-100-730
74020	07750	Cognitive - Moderate	15-202-100-730
74040	07770	Learning and/or Language Disabilities	15-204-100-730
74060	07790	Visual Impairments	15-206-100-730
74080	07800	Auditory Impairments	15-207-100-730
74100	07820	Behavioral Disabilities	15-209-100-730
74120	07850	Multiple Disabilities	15-212-100-730
74140	07860	Resource Room/Resource Center	15-213-100-730
74160	07870	Autism	15-214-100-730
74180	07880	Preschool Disabilities - Part-Time	15-215-100-730
74200	07890	Preschool Disabilities - Full-Time	15-216-100-730
74260	07950	Cognitive - Severe	15-222-100-730
74280	07960	Basic Skills/Remedial - Instruction	15-230-100-730
74300	07970	Bilingual Education - Instruction	15-240-100-730
75040	08070	Vocational Programs - Local - Instruction	15-3XX-100-730
75060	08075	At-Risk Programs	15-42X-100-730
75080	08080	School-Sponsored and Other Instructional Program	15-4XX-100-730
75500	08090	Undistributed Expenditures - Instruction	15-000-100-730
75520	08100	Undist. Expend.-Support Serv.-Students - Reg.	15-000-210-730
75600	08130	Undist. Expend.-Support Serv. - Inst. Staff	15-000-220-730
75640	08150	Undistributed Expenditures - School Admin.	15-000-240-730
75760	08164	Undistributed Exp. – Security	15-000-266-730
75880	08230	<b>TOTAL EQUIPMENT</b>	
76400	08340	<b>TOTAL CAPITAL OUTLAY</b>	
84060	09470	<b>SCHOOL-BASED BUDGET GRAND TOTAL</b>	

## **ix. SCHOOL BASED SUMMARY REPORT**

The school-based summary report totals the revenue and appropriation lines for all the schools into a single report. This represents the total combined fund 15 revenues and appropriations.

Using the buttons at the bottom of the screen, this report may be exported to PDF or to Excel.

## **C. Completing the “Calculations” Tab**

### **i. SFRA Calculations**

The school tax levy cap detailed in this EDC Manual and Budget Guidelines impact local and regional school districts only.

- County vocational school districts are subject to the county tax levy cap provisions under P.L. 2010, c.44, not the school tax levy cap provisions detailed in these Budget Guidelines. County vocational school districts should contact their county officials for guidance on the county tax levy cap provisions.
- For county special services school districts, N.J.S.A. 18A:46-31(b) is still applicable. Therefore, a county special services school district’s general fund budget, exclusive of any county contribution, may not exceed the general fund budget, exclusive of any county contribution, in the prebudget year adjusted by the CPI or three percent, whichever is greater, plus an enrollment factor.
- The SFRA calculations section is not accessible by county special services school districts.

### **1. Report of District Status**

The Report of District Status Above or At or Below Expected Local Levy is used to determine the district's responsibility regarding public notice and inspection. A sample of the worksheet follows this section. This calculation will not be available in the software until the release of state aid.

The calculation adds the 2013-14 proposed general fund tax levy from the revenues screen (line (A)) to the district’s 2013-14 Equalization Aid from the revenues screen (line (B)) and compares that sum (line (C)) to the department calculated adequacy budget (line (D)), also included in the state aid print out. If the result on line (E) is positive, the proposed budget exceeds the expected local levy; if zero or negative the proposed budget is at or below the expected local levy.

There is a narrative required when a district has a positive number on line E. The narrative is to be completed in the last line of the screen. This narrative is used to describe in specific detail the reasons why and to the extent that a

district's proposed budget contains spending which exceeds its expected local levy. N.J.A.C. 6A:23A-8.2(b) requires districts to prepare this narrative statement and include it with the budget application and other materials for public inspection. Only districts whose proposed levy exceeds the district's expected local levy are required to complete this section. There is an edit that ensures districts spending in excess of the expected local levy have completed this narrative.

The screen may be exported to Excel or PDF by selecting the buttons at the bottom of the screen.

SFRA Calculation

Report of District Status Above or At or Below Expected Local Levy

District ID :  
District Name :

Line	Name	Amount
	District Budgeted Adequacy Spending	
A	2013-14 General Fund Levy	\$52,000,000
B	Equalization Aid	\$2,200,000
C	Total Budgeted Adequacy Spending (A + B)	\$54,200,000
D	District Adequacy Budget	\$0
E	Excess Amount (C - D)	\$54,200,000
	If E is:	
	Positive: Proposed Budget Exceeds expected local levy	
	Zero or negative: Proposed Budget is at or below the expected local levy	
	<b>Important Note: If Line E above is positive, then complete the explanation in the box below this statement:</b>	
	The school district has proposed programs and services in addition to the core curriculum content standards adopted by the State Board of Education. Briefly describe the programs that cause the proposed budget to exceed the expected local levy amount.	

**2. Minimum Tax Levy**

No data entry is required on this form.

For all regular and vocational districts, the minimum tax levy is determined (pursuant to N.J.S.A. 18A:7F-5(b)) as the lower of the following:

- 1) The district adequacy budget calculated by the DOE and preloaded on line (A) of the Minimum Tax Levy calculation or
- 2) The required local share calculated by the DOE based upon district property value and wealth and preloaded on line (B) of the Minimum Tax Levy calculation, or

- 3) The prebudget year general fund tax levy preloaded on line (C1) of the Minimum Tax Levy calculation and adjusted through line (C3).

The required minimum tax levy is automatically calculated on line (D) of the Minimum Tax Levy Calculation and the data used in the calculation is preloaded on the applicable lines (A) thru (C3), as calculated by the department. Decreases to the prior year levy are for non-permanent separate proposals are preloaded on line (C2).

There will be an edit check that the district's proposed budget includes a tax levy that equals or exceeds the minimum levy as calculated above.

Minimum Tax Levy Calculation		
Line	Name	Amount
A	District Adequacy Budget	\$0
B	Required Local Share	\$0
C1	12-13 General Fund Levy	\$0
	Less:	
C2	Non-Permanent Separate Proposals 12-13	\$0
C3	Adjusted 12-13 General Fund Levy	\$0
D	Minimum Tax Levy = Lesser of (A) or (B) or (C3)	\$0
	*Amount Shown on Line 100 or 110 in 2013-14 Must Equal or Exceed Line D	

### 3. Prebudget Year Levy and Enrollment Adjustment

There is no entry required on this form.

Pursuant to N.J.S.A. 18A:7F-38, local and regional districts shall not adopt a budget with an increase in their general fund tax levy that exceeds their “tax levy growth limitation” of a 2 percent increase over the prior year levy, with limited adjustments. The budget software calculates the tax levy cap on line (G) of the Tax Levy Cap Calculation. Line (A) of the Tax Levy Cap Calculation Report is preloaded by the software from line (Q) of the Adjusted Prebudget Year Tax Levy and Enrollment Adjustment Report. Line (Q) represents the prebudget year adjusted tax levy, including weighted increases for enrollment, inflated by 2 percent.

The following describes the calculation for Prebudget Year Adjusted Tax Levy, Including Weighted Increases for Enrollment, Inflated by 2 percent (line (Q)):

- Lines (A) through (E) calculate the 2012-13 per pupil tax levy. The calculation divides the 2012-13 adjusted tax levy (levy less non-permanent separate proposals) by the 2012-13 DOE projected weighted enrollment.
- Lines (F) through (I) calculate the increase and percentage increase in DOE projected weighted enrollment from the prior year to the budget year.
- Lines (J) through (N) calculate the phase-in of the enrollment growth.  
Enrollment increases between 1 and 2.5 percent of the prior year equals 50%  
Enrollment increases > 2.5 and < or = 4 percent of the prior year equals 75%  
Enrollment increases > 4 percent of the prior year equals 100%
- Line (O) equals the enrollment adjustment, which is the projected per pupil tax levy multiplied by the phased-in enrollment growth (Line E x Line N)
- Line (P) equals the prebudget year adjusted levy plus the calculated enrollment growth (Line C + Line O)
- Line (Q) equals the prebudget year adjusted levy plus the calculated enrollment growth (Line P) inflated by 2 percent. This amount is preloaded onto Line (A) of the Tax Levy Cap Calculation.

For example, assume the district had a DOE projected weighted resident enrollment increase of 258 (Line (H)) students from the pre-budget year (6,137 students) to the budget year (6,395 students). The total percentage increase (Line (I)) is 4.2 percent  $((6,395-6,137)/6,137)$  and the calculation of the weighted increase (128) in the number of students is completed by the budget software on Line (N) as follows:

Criteria	% of Students	Permitted %	Permitted Students
No of students < or = 1%	$(258 / 4.2\%) * 1\% = 61$	0	$61 * 0 = 0$
No of students >1% and < or = 2.5%	$((258 / 4.2\%) * 2.5\%)$ less calculation above of 61 = 92	50	$92 * .50 = 46$
No of students >2.5% and < or = 4%	$((258 / 4.2\%) * 4\%)$ less calculations above of 92 + 61 = 93	75	$93 * .75 = 70$
No of students > 4%	$(258 / 4.2\%) * .2\% = 12$	100	$100 * 12 = 12$
<b>TOTAL</b>			$46+70+12 = 128$

Line	Name	Amount		
	<b>Per Pupil 2012-13 Tax Levy:</b>			
A	2012-13 Tax Levy	\$1,238,974		
B	Less 2012-13 Non-Permanent Separate Proposals	\$0		
C	Subtotal	\$1,238,974		
D	Projected 2012-13 WENR - DOE	110.0		
E	Per Pupil 2012-13 Tax Levy	\$11,263		
	<b>Enrollment Factor:</b>			
F	Projected 2013-14 WENR - DOE	125.0		
G	Projected 2012-13 WENR - DOE	110.0		
H	Increase in enrollment	15.0		
I	Percent Increase in Enrollment	13.64%		
	Number of Students in each category, weighted:	Students	Weight	Calculation
J	Less than or equal to 1%	1	0.00	0
K	Greater than 1% and less than or equal to 2.5%	2	0.50	1
L	Greater than 2.5% and less than or equal to 4%	2	0.75	2
M	Greater than 4%	11	1.00	11
	Subtotal	16		
N	Weighted increase in number of students	14		
O	Enrollment Adjustment	\$157,682		
P	Prebudget year adjusted tax levy, including weighted increases for enrollment	\$1,396,656		
Q	Prebudget year adjusted tax levy, including weighted increases for enrollment, inflated by 2%	\$1,424,589		

#### 4. Adjustment for Increase In Health Care Costs

The adjustment for a budgeted increase in health care costs applies to regular districts with a projected increase in health care costs that exceeds two percent of the prebudget year. Pursuant to N.J.S.A. 18A:7F-38(d), the allowable adjustment cannot exceed the average percentage increase of the State Health Benefits Program (SHBP), as determined annually by the Division of Pensions and Benefits. The average percentage increase of SHBP is preloaded into the budget application. Health benefits are defined as group health and prescription only. It does not include dental, vision, life or any other additional employee benefit offered by the district. For use in 2013-14, the average percentage increase of the SHBP is 13.3 percent. Therefore the maximum adjustment is the increase in health care costs that exceeds two percent but not greater than 13.3 percent, or a maximum of 11.3 percent.

Districts must complete the “**Health Care Costs**” worksheet accessible from the SFRA Calculations menu of the budget software. The budget application will preload the total amount budgeted for group health benefits recorded in object 270 for the budget year and the prebudget year original budget. Districts are required to deduct from the total group health insurance account on the data

entry lines provided in the software at lines A2, A3, B2 and B3 any amount included for the following:

1. dental and vision costs budgeted under object code 270
2. any other costs other than health and prescription budgeted under object code 270
3. budgeted withdrawal from current expense emergency reserve used for health care costs

The amount entered should not be greater than the amount recorded in object code 270 on the Summary of Benefits Report generated from the budget software.

Click on the “**Save Data**” button to save the worksheet.

The health benefits worksheet will compare the net budgeted health care costs recorded under object code 270 in the district’s original 2012-13 budget, inflated by two percent, with the 2013-14 projected budgeted health care costs. The calculated increase will be capped at the SHBP percentage for the budget year.

In addition to the submission of the applicable budget forms, N.J.A.C. 6A:23A-11.4(c) requires the district to submit the detail necessary to support the health and prescription appropriations for the budget year and pre-budget year, including but not limited to the following:

- written verification or estimate, as applicable, of the rate increases for medical and prescription drug insurance from the insurance broker or insurer;
- summary schedule of invoices for the 12 months or four quarters, as applicable, prior to the waiver request for medical and prescription drug insurance;
- actual cost, if available, or estimated cost of medical and prescription drug insurance for the budget year;
- summary schedule of medical and prescription insurance for the budget year and prebudget year including plan type (HMO, etc.), cost of coverage category (single, etc.), and number of employees in each plan category;
- reimbursement required by employees, if applicable;
- written assurance that health benefit invoices are reviewed at least quarterly or that personnel and payroll systems contain controls to ensure that coverage and payments are made only for current eligible employees; and
- for districts not participating in the SHBP, provide detailed analysis of the cost savings achieved from the current provider and documentation to support alternative insurers were examined at least once in the past three years pursuant to the requirements under N.J.S.A. 18A:55-3a.

Adjustment for increase in Health Care Costs

District ID : 0476  
 District Name : BORI

Line	Name	Amount
<b>Total 2013-14 Health Care Costs:</b>		
A1	Health Benefits	\$1,3
A2	Less 2013-14 Dental and Vision costs included in object 270	\$
A3	Less 2013-14 Budgeted Withdrawal from Current Expense Emergency Reserve used for Health Care Costs	
A4	Subtotal 2013-14 Health Care Costs	\$1,3
<b>Total 2012-13 Health Care Costs - Original Budget:</b>		
B1	Health Benefits	\$4,3
B2	Less 2012-13 Dental and Vision costs included in object 270	
B3	Less 2012-13 Budgeted Withdrawal from Current Expense Emergency Reserve used for Health Care Costs	
B4	Subtotal 2012-13 Health Care Costs - Original Budget	\$4,3
C	Inflate 2012-13 Health Care Costs by 2%	\$4,4
D	Increase in Health Care Costs	
E	Enter SHBP percentage increase	1
F	2012-13 Health Care Costs multiplied by average percentage increase in SHBP over 2%	\$4,4
G	Maximum Adjustment for Health Care Costs	

## 5. Deferred Pension Contributions

**This adjustment applies only to those districts which elected to defer payment on the 2008-09 PERS pension liability.**

No data entry is required on this form.

Public Law 2009, Chapter 19 allowed districts to defer 50 percent of the district's 2008-09 PERS pension liability. The law also allows an automatic increase in the tax levy cap for increases in amounts of "certain normal and accrued liability pension contributions." N.J.S.A. 18A:7F-38 (as updated by P.L. 2010, c.44 cap law changes) specifies the allowable adjustment for increases in the amount of normal and accrued liability pension contributions to equal "that portion of the actual increase in total normal and accrued liability pension contributions for the budget year that exceeds two percent of the total normal and accrued liability pension contributions in the prebudget year." Districts could first be eligible for this adjustment in the 2012-13 school year, when the repayment of the deferred PERS pension contribution was required to begin. Lines are included in the benefits appropriations, object code 248, to collect the budgeted payments of the deferred PERS contribution amounts.

Amounts are calculated from the benefits recorded in object 248 in the appropriations screen, which are also shown on the Employee Benefits Summary Comparison Report for object 248. The amount to be recorded in object 248 is the amount of the deferred PERS pension contributions to be repaid in the applicable year, including both principal and interest.

Districts must submit detail necessary to support the amounts included in the adjustment, including but not limited to:

- Board resolution approving deferral of the 2008-09 PERS payment, including documentation of the total amount deferred; and

- Support for the amount of the deferral to be repaid during 2012-13 and 2013-14.
- If the district is budgeting early payoff amounts on the deferred PERS contributions, then a board resolution approving the early payment must be included with the budget documents.

Cap Adjustment for Normal and Accrued Liability Pension Contributions (Deferred Pension)		
District ID : 0		
District Name : B		
Line	Name	Amount
A	2013-14 Eligible Pension Contributions	\$
B	2012-13 Eligible Pension Contributions - Original Budget	
C	2012-13 Contributions Inflated by 2%	
D	Increase in Eligible Pension Contributions	\$

## 6. Adjustment for Responsibility Shifted From/To Another District or Entity

N.J.S.A. 18A:7F-38(f) allows the adjusted tax levy to be increased or decreased accordingly whenever the responsibility and associated cost of a school district activity is transferred to another school district or government entity. An example of a shift in responsibility is the law regarding transportation costs for students placed in resource family homes (foster) (P.L. 2010, c.65). The district where the parent lives is now responsible for arranging and paying for transportation to/from school, where in the past the district where the resource family was located was responsible.

The district must complete the detailed data entry screen, on a separate line for each item where responsibility and the related cost has shifted. **“Responsibility Assumed by District/Cap Increase”** is used for cap increases for responsibilities assumed by the district which result in additional cost to the district. **“Responsibility Shifted To Another District or Entity”** is used for cap decreases for responsibilities transferred to another district or entity which result in reduced costs to the district.

Districts should submit detail to support the amounts included in the adjustment.

### Adjustment for Responsibility Assumed by District (Cap Increase)

Click the “Add” button to add a line.

Each line requires the following information:

- **No.** – This line number is assigned by the budget software when the data is saved.
- **Entity Shifting Responsibility** – enter the name of the district that used to be responsible for the cost being shifted;

- **New Amount in 2013-14** – enter the dollar amount that is included in the district 2013-14 budget for the shifted responsibility;
- **Line Number Increased** – select from the drop-down list the appropriation line number which has been increased in the 2013-14 district budget for the new responsibility;
- **Description of Circumstances** - enter a narrative description of the circumstances, and the use of the additional funds in the 2013-14 budget.

The amounts entered will be totaled at the bottom of the calculation. The total amount will be carried to the Tax Levy Cap Report, Line D, as a positive number.

Lines may be deleted from the calculation by selecting the line to be deleted then clicking the “**Delete Responsibility**” button.

Click on the “**Save Data**” button to save the worksheet.

Responsibility Assumed by District (Cap Increase)

District ID :  
District Name :

No	Entity Shifting Responsibility	New Amount in 2013-14	Line Number Increased	Description of Circumstances
<i>Total</i>		\$0		

Adjustment for Responsibility Shifted to Another District or Entity (Cap Decrease)

Click the “**Add Responsibility**” button to add a line.

Each line requires the following information:

- **No.** – This line number is assigned by the budget software.
- **Entity Taking Over Responsibility** – enter the name of the district that will now be responsible for the cost being shifted;
- **2012-13 Amount Not Recurring in 2013-14** – enter the dollar amount that has been removed from the district 2013-14 budget for the shifted responsibility, as a positive number;
- **Line Number Reduced** – select from the drop-down list the appropriation line number which has been reduced in the 2013-14 district budget for the shifted responsibility;

- **Description of Circumstances** - enter a narrative description of the circumstances for the reduction in the 2013-14 budget.

The amounts entered will be totaled at the bottom of the report. The total amount will be carried to the Tax Levy Cap Report, Line E, as a negative number.

Lines may be deleted from the calculation by selecting the line to be deleted, then clicking the “**Delete Responsibility**” button.

Click on the “**Save Data**” button to save the worksheet.

Responsibility Assumed by District (Cap Decrease)

District ID :  
District Name :

No	Entity Taking Over Responsibility	2012-13 Amount not recurring in 2013-14	Line Number Reduced	Description of Circumstances					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #ffffcc;"> <td style="width: 50%;"><i>Total</i></td> <td style="width: 15%; text-align: center;">\$0</td> <td colspan="3"></td> </tr> </table>					<i>Total</i>	\$0			
<i>Total</i>	\$0								

## 7. Cap Banking Eligibility

In order to determine banked cap the budget program requires all districts to complete the automatic adjustments worksheets to determine eligible amounts. The only line available for data entry is Line J, “Requested Use of Banked Cap in Current Year”. All other amounts are preloaded from prior year or calculated from other reports in the current year software.

In accordance with N.J.A.C. 6A:23A-10.3(b) **a district can request use of “banked cap” only after it has fully exhausted all eligible statutory spending authority in the budget year.** There is an edit on-screen to ensure that requested amounts cannot be entered unless the district is at cap. The code also requires districts requesting use of banked cap to submit a board resolution along with the minutes of the board meeting the “banked cap” request was discussed and adopted. The board resolution must contain the following:

- the need for and amount of the unused spending authority to be included in the base budget; and

- a statement that said need must be completed by the end of the budget year and cannot be deferred or incrementally completed over a longer period of time.

**Districts should only request the amount of banked cap needed to bring the tax levy cap worksheet to the amount of levy needed in the budget year.**

The banked cap from the earliest prebudget year must be used before the amount from a more recent year and should be entered on line J.

Click on the “**Save Data**” button to save the worksheet.

Cap Banking Eligibility

:  
me :

Line	Name	Generated in 2011-12	Generated in 2012-13	Generated in 2013-14
A	Prebudget Year Adjusted Tax Levy, including Weighted Increases for Enrollment, Inflated by 2%			
	<b>Cap Adjustments:</b>			
B	Adjustment in Health Care Costs			
C	Adjustment in Normal and Accrued Pension Contribution (Deferred Pension)			
D	Adjustment for Responsibility Assumed by District			
E	Adjustment for Responsibility Shifted to Another District or Entity			
F	Tax Levy Cap			
G	Tax Levy			
H	Banked Cap Available for Use in Next Three Years (Line F less Line G)			
I	Requested Use of Banked Cap in Prior Years			
J	Requested Use of Banked Cap in Current Year			
K	Available Banked Cap Carried Forward to Following Year			
L	Banked Cap Available for 2014-15			

Save Data    Export Excel    Export PDF

## 8. Tax Levy Cap Calculation

No data entry is required on this form.

This calculation cannot be done until these calculations are completed in the following order:

- Prebudget Year Levy and Enrollment Adjustment
- Health Care Costs
- Deferred Pension Contribution
- Responsibility Shifted To/From Another Entity
- Cap Banking Eligibility

This calculation summarizes the maximum amount of general fund tax levy a regular district may raise, excluding separate proposals. The calculation automatically pulls in each district’s prebudget year adjusted tax levy, including

weighted increases for enrollment, inflated by 2 percent from the Prebudget Year Levy and Enrollment Adjustment screen. The calculation further pulls in any automatic cap adjustments and use of banked cap from the detail screens.

Regular districts are reminded that increases to cap as a result of automatic adjustments should be included in the final budget so that the department may calculate the amount of banked cap available for use in future years. The amount on line 100 of the budget must not exceed the tax levy cap on line (G) of the Tax Levy Cap Calculation, unless the result of a separate proposal passed by the voters. There is an edit to ensure that the tax levy on revenue line 100 does not exceed this cap.

Tax Levy Cap Calculation		
Line	Name	Amount
A	Prebudget year adjusted tax levy, including weighted increases for enrollment, inflated by 2%	
B	Adjustment for increase in health care costs	
C	Adjustment for increase in certain normal and accrued liability pension contributions (pension deferral)	
D	Adjustment for responsibility assumed by district	
E	Adjustment for responsibility shifted to another district or entity	
F	Use of Banked Cap	
G	Tax Levy Cap = sum (A) through (F)	
	Note:	
	2013-14 tax levy recorded on line 100 of the budgeted revenues cannot exceed the amount on line G above, unless the result of a merged separate proposal. Any additional levy increases must be proposed separately to the voters or board of school estimate and be supported by interpretive statements.	

## 9. SEPARATE PROPOSALS SUMMARY

Districts seeking additional funds from the voters or board of school estimate must submit the Separate Proposal Summary which documents the intended purpose(s) and amount(s) of any separate proposal(s) being submitted to the voters or board of school estimate. The total dollars entered on the summary report will be used on the “Effect of Separate Proposals on Estimated Tax Rate” worksheet under the “Tax Levy Certification” tab.

To add a separate proposal, click on the “Add” button at the bottom of the screen. The “No.” column will be populated by the software when the data is

saved. In the “Description of Separate Proposal” column, districts should enter a description of the separate proposal. In the “Amount” column enter the amount to be presented to the voters for this separate proposal.

Click the “**Save Data**” button to save any data entry before leaving the screen.

To remove a line from the screen, click on the line, then click on the “Delete Proposal” button at the bottom of the screen.

A sample of the Separate Proposal Summary follows this section.

The additional proposal amounts approved by the local voters or board of school estimate, pursuant to N.J.S.A. 18A:7F-39, must be submitted to the Commissioner both separately as proposed and approved and as part of the final overall budget certified for taxes. That is, the budget program must be updated to produce a formal state prescribed budget statement merging any approved additional proposals with the base budget amount. The merged budget will reflect the total approved tax levies, detailed appropriations and other data required on the state prescribed budget statement. The “Effect of Separate Proposals on Estimated Tax Rate” worksheet under the “Tax Levy Certification” tab must be completed by all districts with voter or board of school estimate approved separate proposals. Only **APPROVED** additional proposal amounts are to be included in the final budget.

**The Separate Proposal Summary sheet must be updated to reflect only approved amounts.** Districts will also be required to submit an itemized accounting for the approved separate proposals.

If the board of education is presenting a separate proposal(s) to the voters or the Board of School Estimate, an additional certification must be submitted. The district will execute Statement A of the Budget Statement Certification-Separate Proposal if the separate proposal was adopted as approved after the public hearing. Statement B is executed if after the public hearing: the separate proposal is revised; a separate proposal is initially developed and adopted; or the separate proposal is withdrawn from consideration.

If after the public hearing, the separate proposal is revised or initially adopted, two copies of the adopted question shall be (re)submitted to the executive county superintendent.

Separate Proposal Summary

District ID :  
District Name :

No	Description of Separate Proposal	Amount
<i>Total</i>		<i>\$0</i>

## ii. Estimated Tuition Calculations

The estimated tuition calculation is a tool to assist regular districts in estimating tuition rates for both regular and special education students. County Vocational (CVSD) and Special Services (CSSD) School Districts must calculate the estimated tuition rate using forms provided by the Office of School Finance. Appropriation line 84040 (10-000-550-905 Budgeted Increase in Surplus for Estimated Tuition) is available to CVSD and CSSD for use in budgeting an appropriation increase to maintain the legally permitted surplus balances as calculated in the projected tuition rate.

The certification of tuition rates occurs after two years. In the 2013-14 budget, districts are required to include any applicable tuition adjustment for the certification of 2011-12 rates. The software will require districts to withdraw tuition reserve amounts to correspond to the year of rate certification.

The budget software automatically calculates the estimated costs per pupil using the Average Daily Enrollment (ADE) from the School Register Summary as specified in N.J.A.C. 6A:23A-17.1 and prebudget year (2012-13) data. Direct costs are apportioned to the applicable program (e.g. line 2100-Grade 1-5 Teacher Salaries - is apportioned to the tuition costs for grades 1-5). Indirect or undistributed costs are allocated using ratios based on the ADE for each program to the total applicable ADE for the cost area. For example, undistributed instructional costs for regular programs are prorated among regular program cost centers (preschool through grade 12) based on the ratio of ADE for each cost center to the total. Other undistributed instructional program costs (e.g., function 240-school administration) are prorated among regular and special education program cost centers based on the ADE ratio of each cost center to the total.

The district choice allocation section of the Estimated Tuition “Rate for All Programs” screen may be used by districts that prefer an optional ratio allocation method of per pupil costs by program for Section II, instead of the standard program cost per pupil ratios generated.

The tuition data entry screen requires very little data entry if not using the optional allocation method. Receiving districts should send a copy of the applicable Estimated Tuition Reports to the sending districts with an official notification of the rate being charged for each category for the 2013-14 year. Receiving districts are still required to file a letter of intent with the Division of Administration and Finance to perform their own final tuition rate calculations using the forms A4-1 and A4-2.

The estimated tuition calculation reports (regular and special education) sum the applicable current year appropriations as contained in sections I, II, III, and IV of the reports to calculate the Net Total Tuition Costs. This amount is then inflated by the greater of 2.5 percent or CPI to equal the Grand Total. The cost per pupil is calculated by dividing the Grand Total by the ADE.

The estimated tuition calculation is accessed through the Calculations tab of the budget software. When the Estimated Tuition Calculations is chosen, two selections appear:

- 1.) Formulas for Selected Appropriations, and
- 2.) Rate for All Programs.

The Formulas for Selected Appropriations provides the calculation of two amounts included in the rate calculation:

- Building Use Charge
- Allocated Costs – Other than Between Home and School

This screen should be opened before the "Rate for All Programs" screen, in order to initialize the calculations.

The "Rate for All Programs" provides the calculation of the estimated tuition rates. The first row is preloaded with the Average Daily Enrollment (ADE) figures from School Register Summary. The second row “ADE Entered by District” is used to enter the district’s projected ADE for the budget year only if different from the ADE preload **and can only be entered if agreed upon by the executive county superintendent during mediation of a disputed tuition rate**. A warning edit will appear on the Edit Report if the projection differs from the ADE. The software uses the ADE figures on the line entitled “ADE for Ratios” to calculate the ratios used in the program. If there is at least one change to the preloaded ADE figures, then all ADE data should be entered in row “ADE Entered by District”, even if it is the same as the preload. An on-screen message will warn the district that not all amounts have been entered:

**Please enter a value 'equal to' or 'greater than' 0 for ALL columns from 1-15 of 'ADE Entered By School District' row. Otherwise Enrollment section values will default to 'ADE From School Register' row values.**

If district ADE values have been entered and then the district wishes to return to using the preloaded ADE amount, the amounts should be deleted from the cells and the cells left blank on the “ADE Entered by District” row. If zeros are entered to clear out the data entry, the system takes this as zero data-entered ADE and saves this amount as zero in each cell.

Amounts in the optional District Choice Allocations section may be overwritten with district choice amounts. Warning edits on the screen will check to ensure the total of each row equals the amount from the detailed 2012-13 appropriations as shown in the “Total” column of that row.

There are functions at the top of the screen to hide or show columns. This can be used to customize your view of the screen for data entry or for export. In the “**click to hide column**” function, select in the drop-down box the column you wish to hide from view, then click on “**click to hide column**”. The selected column will no longer display on the screen. You may do this for multiple columns. Columns hidden using this function will not be included in the files created using Export to PDF or Export to Excel.

If you have hidden a column and wish to view it again, in the “**click to show column**” function, select in the drop-down box the column you wish to show, then click on “**click to show column**”. The selected column will now display.

Click on the “**Save Data**” button to save the calculations and any data entry.

Samples of the Estimated Tuition screens follow:

**Estimated Tuition Calculation**  
**Formula's for Selected Appropriations**

FORMULA A - Building Use Charge

Row Num #	Line No.	Amount
(A)	890	\$0
(B)	89600	\$0
(C)	89620	\$0
(D)	A1*	0.0%
(E)	A2*	\$0
(F)	Formula A* - Building Use Charge	\$0

A1 = If (B) + (C) <= 0 or (A) equals to 0, then 0%, otherwise ((A)/(B)+(C))

A2 = (B) \* (D)/100

Formula A - Building Use Charge = If (B) - (E) <= 0, then \$0, otherwise (B) - (E)

FORMULA B - Allocated Costs - Other than between Home and School

Row Num #	Line No.	Amount
(A)	52000	\$0
(B)	52020	\$0
(C)	52040	\$0
(D)	52060	\$0
(E)	52080	\$0
(F)	52100	\$0
(G)	52120	\$17,600
(H)	52140	\$0
(I)	52400	\$0
(J)	52420	\$2,500
(K)	52440	\$0
(L)	52450	\$0
(M)	52460	\$2,500
(N)	B1*	0.0%
(O)	Formula B* - Allocated Costs	\$0

B1 = (D) / TOTAL((A) + (B) + (C) + (D) + (E))

Formula B - Allocated Costs = (N) \* TOTAL((F) + (G) + (H) + (I) + (J) + (K) + (L) + (M))

Enrollments		Enrollments		Preschool/K	Grades 1-5	Grades 6-8	Grades 9-12	Cognitive-Mild
Enrollments	Account	Line No	Total	01	02	03	04	05
ADE From School Register			141.8	37.2	85.8	18.8	0	
ADE Entered By District								
ADE For Ratios			141.8	37.2	85.8	18.8	0	
Ratio Reg Ed			141.8	0.2623	0.6051	0.1326	0	
Ratio Spec Ed			0					
Ratio All			141.8	0.2623	0.6051	0.1326	0	
<b>Section I</b>								
Direct Expenses			571,308	90,139	420,042	61,127	0	
Local Contrib - Transfer to Special Revenue			0	0				
Equipment			0	0	0	0	0	
<b>Section II District Choice Allocation</b>								
TOTAL VOCATIONAL PROGRAMS - LOCAL - INSTRUCTION	11-3XX-100-XXX/15-3XX-100-XXX	13160	0	0	0	0	0	
TOTAL SCHOOL-SPON. CO/EXTRA CURR. ACTVTS. - INST	11-401-100-XXX/15-401-100-XXX	17100	11,000	2,885	6,656	1,459	0	
TOTAL SCHOOL-SPONSORED ATHLETICS - INSTRUCTION	11-402-100-XXX/15-402-100-XXX	17600	0	0	0	0	0	
TOTAL OTHER INSTRUCTIONAL PROGRAMS - INSTRUCTION	11-4XX-100-XXX/15-4XX-100-XXX	25100	0	0	0	0	0	
TOTAL UNDIST. EXP.-SPEECH, OT, PT& RELATED SVCS	11-000-216-XXX	40580	40,000	10,492	24,204	5,304	0	
Salaries of Other Professional Staff	11-000-219-104	42000	46,651	12,237	28,229	6,186	0	
Salaries of Secretarial and Clerical Assistants	11-000-219-105	42020	13,374	3,508	8,093	1,773	0	
Other Salaries	11-000-219-110	42040	0	0	0	0	0	
Purchased Professional - Educational Services	11-000-219-320	42060	18,000	4,721	10,892	2,387	0	
Other Purchased Prof. and Tech. Services	11-000-219-390	42080	0	0	0	0	0	
Other Purchased Services (400-500 series)	11-000-219-500	42100	0	0	0	0	0	

## D. COMPLETING THE SUPPORTING DOCUMENTATION TAB

### Listing of Supporting Documentation Items and Samples

The Supporting Documentation is included as part of the budget program. The following items are required if applicable to the district:

Statement of Priorities and Core Curriculum Content Standards	All Districts
Contract Information for Select Staff	All Districts
Per Pupil Costs	Regular, Vocational and CSSD Districts
Administrative Cost Limit	Regular Districts
Employee Benefits	All Districts
Shared Services	All Districts
Unusual Revenues and Appropriations	All Districts
Equipment	All districts except ESC

**i. District Statement of Priorities and CCCS**

Statement of Priorities:

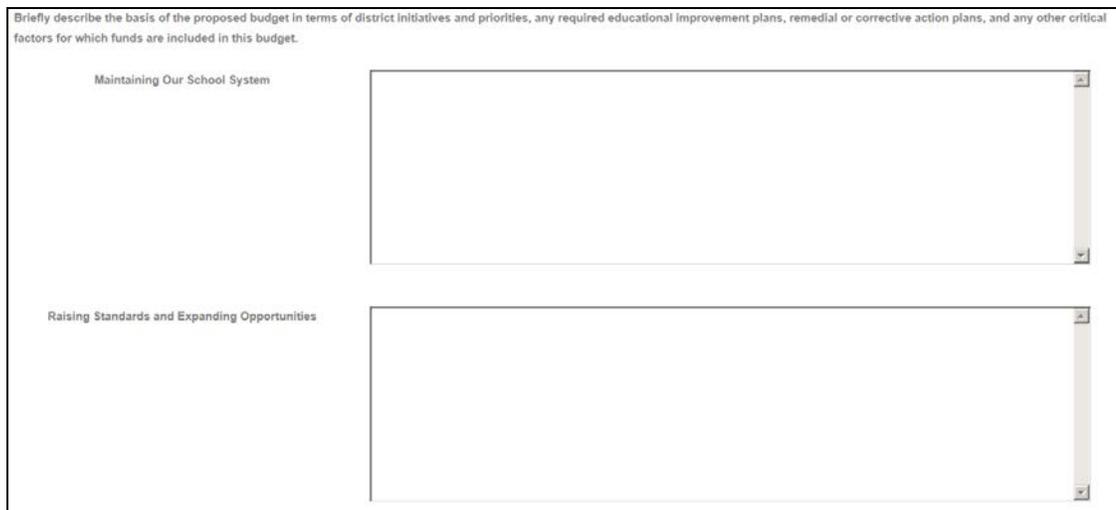
This supporting documentation is used to illustrate a district’s initiatives and priorities. It should be completed using the five categories of budget areas of focus. Districts should list in outline format the initiatives and priorities in the proposed budget for each of the following five categories:

- Maintaining Our School System
- Raising Standards and Expanding Opportunities
- Building Professionalism
- Protecting Our Investment (Capital & Maintenance Projects/Capital Reserve)
- Planning for the Future

Briefly describe the basis of the proposed budget in terms of district initiatives and priorities, any required educational improvement plans, remedial or corrective action plans, and any other critical factors for which funds are included in this budget.

Maintaining Our School System

Raising Standards and Expanding Opportunities



**NOTE:** After the Statement of Priorities has been completed, districts must select the “**Save and Continue**” button to move to the Core Curriculum Content Standards section of the support doc. Data **must** be entered into each of the five sections on the Statements of Priorities Screen. An on-screen error will display if the “**Save and Continue**” button is clicked and no entry has been made in all five of the entry boxes.

A sample completed Statement of Priorities is available on the department website: <http://www.nj.gov/education/finance/fp/dwb.shtml>

Core Curriculum Content Standards:

This supporting documentation item is also used to provide narrative information regarding new programs or enhancements to existing programs that will ensure the implementation of the nine Core Curriculum Content Standards in the budget year. Districts must either complete a narrative for each standard, or check the box indicating that no information will be entered. Districts must click the “**Continue**” button at the bottom of the screen through the entire Core Curriculum Content Standards area, to reach the last screen where the “**Save CCCS Data**” button is available to save the data entry.

Briefly describe new programs or enhancements to existing programs that will ensure the implementation of the Core Curriculum Content Standards in the 2013-14 school year.

Select the checkbox if Math Info will not be entered.

Math Info

Please continue to end of CCCS section to Save the data.

## ii. Supporting Documentation– Contract Information for Select Staff

### General Information:

**NOTE:** Do not use the browser “**BACK ARROW**” on these screens, or the data will not refresh properly.

This supporting document was developed to capture the information required under N.J.S.A. 18A:22-8a at budget time in a standardized format. This is applicable to all operating types including County Vocational and County Special Services School Districts.

Additional information is collected on the data entry screen as support. The department will receive all the data entered into the data entry screen (see sample on next page). When the district selects “User Friendly Budget” on the software menu, the summary level of detail required for posting on the district web site will be created into the user friendly budget file in HTML format. See Section IV of this document for further details on the user friendly budget files.

The contractual salary and benefit information is required in the user friendly budget summary forms for the superintendent, assistant superintendent(s), school business administrator, and any employee with an annual salary that exceeds \$75,000 who is not a member of a collective bargaining unit. **Districts should complete each link on the Contract Information for Select Staff screen using contractual information in effect as of January 1st of the prebudget year.** This information is a snapshot as of January 1, 2013 and should not be updated for personnel changes subsequent to January 1, 2013.

Pursuant to the accountability laws, regulations and standards for review of certain administrator contracts (N.J.A.C. 6A:23A-3.1), certain benefits have been limited and/or are no longer permitted to be included in new administrator contracts that the executive county superintendent is required to review and approve under N.J.S.A. 18A:7-8(j). A Q&A regarding administrator contract review was distributed to district superintendents on July 12, 2011, and is posted on the department's website at [http://education.state.nj.us/broadcasts/2011/JUL/12/3503/Administrator%20Contracts%20Q&A%20\(7-11\).pdf](http://education.state.nj.us/broadcasts/2011/JUL/12/3503/Administrator%20Contracts%20Q&A%20(7-11).pdf)

#### Shared Services Agreements:

For districts with formal shared services agreement contracts for these positions, the district providing the shared services should list all of the employees, the salaries, and the benefits amounts. The employer district should report the shared position at the full dollar amount and full FTE, and in the column entitled "Shared?" should enter Yes, then enter the shared district's county and district names. If shared with multiple districts, the "Additional Comments" section on the Employee Benefit Detail screen for the employee should be used to enter more district names. The district(s) receiving services under a formal shared services contract should simply list "shared services agreement" in the column for "Employee Name", the "Job Title" column should state the title of the position being shared with no "Base Annual Salary" provided. The amount being paid under the shared service agreement should be reported in the "Additional Comments" section.

If a district holds a contract directly with an individual, then the district should record the full information requested by this supporting document for that individual.

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#### Contract Information for Select Staff

- ▶ [Employee List](#)
- ▶ [Teacher Contract](#)
- ▶ [Employee Benefit Detail](#)

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#### Employee List Screen:

Click the "Add Employee" button at the bottom of the screen to open a data entry line. The following cells are available for data entry:

**ID and District:** These cells are automatically populated by the software when the screen is saved.

**Name:** Enter the name of the employee. For shared services agreements, see the section “Shared Services Agreements” above.

**Job Title:** There are two boxes to enter the job title of the employee. The first box is a drop-down list to select one of the following:

- Superintendent
- Assistant Superintendent
- Business Administrator
- Assistant Business Administrator
- Accountant
- Administrative Assistant
- Assistant Director
- Assistant Principal
- Attorney
- Board Secretary
- Coordinator/Director/Manager/Supervisor
- Executive Assistant
- Guidance Counselor
- Information Technology
- Nurse
- Principal
- Psychologist
- Secretary
- Social Worker
- Speech Therapist
- State Fiscal Monitor
- Teacher
- Vice Principal
- Other

The second job title box is for further details to be entered for these titles. For the positions of assistant superintendent and coordinator/director/manager/supervisor, enter the area of specialty in the second box. For the “other” employees, enter the employee’s job title in the second box. There is an on-screen edit that will require entry of Job Title II if “other” is selected in “job title”.

**Member of Collective Bargaining Unit (CBU):** Select “Y” or “N” from the drop-down menu to indicate whether or not the employee is a member of a collective bargaining unit. Pursuant to N.J.S.A. 18A:7F-5.3, employees other than the Superintendent, Assistant Superintendent, and Business Administrator, with an annual salary that exceeds \$75,000 who are not a member of a collective bargaining unit, are required to be included in this collection. In the past, some districts have completed the form for all employees regardless of their status in a collective bargaining unit. This column will allow the Department to identify which employee salaries are not required to be posted under the law.

**Base annual salary:** Enter the contracted base salary that was in effect at January 1, 2013. For shared services agreements, see the section “Shared Services Agreements” above.

For employees that are paid at a per diem rate, the amount of base salary should be calculated based on the number of days in the employee’s contract. For example, an interim BA is being paid a per diem rate of \$300 per day for 3 days per week: \$300 per day times 3 days per week times 52 weeks per year = \$46,800 to be entered in the base annual salary. The district should disclose the per diem amount in the “additional information” section at the end of the Employee Benefit Detail form.

**FTE:** Enter numerically the full-time equivalent of that employee. If the employee has more than one job title within the district, enter the combined total FTE for this employee. The amount entered may not be greater than 1.0. An edit will ensure that the amount entered is not greater than 1.0. For shared services agreements, see the section “Shared Services Agreements” above.

**Shared?** Select “Y” or “N” from the drop-down menu to indicate whether the employee’s time is shared with another district in a formal agreement. If yes, you must select the county code and district code of the other district from the drop-down menu, and enter the employee’s job description in that district. There are on-screen edits to ensure that the shared county, district and description are completed if “Y” is selected in the “Shared?” column. See the general information section above for a discussion of how to complete data for shared services agreements. The shared services arrangement should be described in the budget on the Supporting Documentation “Shared Services.”

<p><b>NOTE:</b> Districts must enter an amount in each of the following cells. An on-screen edit will ensure that entry has been made. Amounts entered in the “days” columns cannot be greater than 365.</p>
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**Contract Begin Date:** Select from the calendar the month, day and year that contract begins, e.g. 7/1/2012. To navigate the calendar, either click on the arrows to scroll month-to-month, or click on the year for a list of years to drop down, and click on the month for a list of the months to drop down.

**Contract End Date:** Select from the calendar the month, day and year that contract expires, e.g. 6/30/2015. To navigate the calendar, either click on the arrows to scroll month-to-month, or click on the year for a list of years to drop down, and click on the month for a list of the months to drop down.

**Annual work days:** Enter the total number of contracted working days in the year for this employee. For example, a full-time employee would have a contract for 260 days. Enter one total number.

**Annual vacation days:** Enter the total number of vacation days allowed per year in the contract.

**Annual sick days:** Enter total number of sick days allowed per year in the contract.

**Annual personal days:** Enter total number of personal/administrative days allowed per year in the contract.

**Annual consulting days:** Enter the total number of consulting days allowed per year in the contract.

**Non-Working Days:** Enter the number of other days off not included in other categories above (e.g. advisory days where employee works in another location for a certain number of days per year). Enter zero if none. In the description column, enter a brief (25 character) description of these days.

Click the “**Save Data**” button to save the data entered.

If a line is to be deleted, click on the line to be deleted, then click on the “Delete Employee” button at the bottom of the screen. After the line is deleted, make sure to click the “Save Data” button to save the change.

Click the “Back” link in the upper right corner of the screen to return to the previous menu.

Employee Contract List for District

District ID :  
Name :

ID	District	Name	Job Title	Job Title II	Member of CBU	Base Annual Salary	FTE	Shared?	Shared County	Shared District	J D
1											

Teacher Contract Screen:

The amounts entered on the “**Teacher Contract**” screen will be used to calculate the excess paid to the employee over the teacher contract for the individual employees. This screen should be completed before the Employee Benefit Detail screen in order for the calculations to flow properly.

In the amount column enter the annual amount that would be paid by the district for a teacher, calculated as a weighted average of the cost of coverage for a teacher based on the January 1, 2013 contract. These items must have annual dollar amounts entered.

For each of the fringe benefit categories, if the employees are covered under the state plan, use the State Plan lines. If the employees are covered under a private plan, use the Private Plan lines. Use the Other lines for any plans other than the state or district plan covering the employees.

**Health Insurance:** Enter the total annual amounts to be paid by the district for health insurance under the teacher contract. Prescription and vision are included in the “Other” category below. Weighted average amounts for insurance for teachers must be entered on this screen.

**Dental Insurance:** Enter the total annual amounts to be paid by the district for dental insurance under the teacher contract. Weighted average amounts for insurance for teachers must be entered on this screen.

**Life Insurance:** Enter the cost of annual premiums for life insurance paid by the district under the teacher contract. Weighted average amounts for insurance for teachers must be entered.

**Other Insurance:** Enter the total annual amount paid by the district for all of the list below that apply to the teacher contract. Weighted average amounts for insurance for teachers must be entered.

- Prescription**
- Vision**
- Workers Compensation**
- Supplemental Disability**
- Other**

Click the “**Save Data**” button to save the data entry.

Teacher Contract Amount

Program name	Amount
Health Insurance(State Plan)	\$100
Health Insurance(Private Plan)	\$0
Health Insurance(Other Plan)	\$0
TOTAL HEALTH INSURANCE	\$100
Dental Insurance(State Plan)	\$0
Dental Insurance(Private Plan)	\$0
Dental Insurance(Other Plan)	\$0
TOTAL DENTAL INSURANCE	\$0
Life Insurance(Private Plan)	\$0
Life Insurance(Other Plan)	\$0
TOTAL LIFE INSURANCE	\$0
Other Insurance(Prescription)	\$0
Other Insurance(Vision)	\$0
Other Insurance(Workers Compensation)	\$0
Other Insurance(Supplemental Disability)	\$0
Other Insurance(Other 1)	\$0
Other Insurance(Other 2)	\$0
Other Insurance(Other 3)	\$0
TOTAL INSURANCE	\$0
Retirement Plan(Employees shares)	\$0
Retirement Plan(Annuity)	\$0
Retirement Plan(Trust Account)	\$0
Retirement Plan(Other 1)	\$0
Retirement Plan(Other 2)	\$0
Retirement Plan(Other 3)	\$0
TOTAL RETIREMENT PLAN	\$0

Employee Benefit Detail Screen:

A list of employees entered on the “Employee List Screen” will show on the screen. Click on an employee, then click on the “Choose” button to access the data entry screen for the benefit details.

(Please select one employee and press choose button)

Name
test employee 1

choose

In the lines for the benefits information, place an annualized dollar amount and a description of the benefit and how it is calculated in the description column. For example, if the employee has a travel allowance of up to \$400 a month in the contract language of January 1, 2013, then the annualized amount is \$4,800 (\$400 x 12). It is the potential amount of this benefit that the employee could have claimed. If the contract language states that the employee is entitled to a maximum of \$10,000 in travel expenses to be reimbursed in a year, enter the \$10,000 as the potential amount of this benefit over a year's time. If the contract simply states that the district will cover a reasonable amount of travel expenses for the employee, calculate a reasonable estimate of the annual travel expenses for the employee and enter that amount. The district will be required to give an explanation in the description column of how this benefit is administered under the contract.

If the district does not offer a benefit that is on the list, enter zero in the amount.

Lines have been created for entry of other benefits not specifically listed in each category. If there are benefits provided to the employee that are not specifically listed in that category, in an "other" line enter an annualized amount with a short description of the benefit.

Fringe benefits such as the allowances, insurances, etc. must be calculated as an annual rate based on the January 1, 2013 contract. These must have annual amounts listed. For the retirement payouts, the calculation should be based on the amount of payout that would occur if the employee retired on January 1, 2013.

Allowances:

**Automobile:** Enter the annual contractual total amount of all costs for providing an automobile to the employee for work and/or personal purposes except gasoline which is a separate category. Include the following costs: rental or purchase amount, insurance, mileage if no gasoline allowance, maintenance or other related costs. For example: if the car is rented by the district, include the dollars spent on rental payments over a year. In the

description column, enter a description of the automobile benefits provided to the employee.

**Gasoline:** Enter the total amount allowable in the contract for a year unless this is part of travel expenses or included under mileage in the automobile category. In the description column, enter a description of the gasoline benefits provided to the employee.

**Computer/Internet:** Enter the total annual cost of any hardware and software, fax and internet fees paid by the district for home use by the employee, whether work or personal. In the description column, enter a description of the computer, fax and internet benefits provided to the employee.

**Cell Phone:** Enter the total annualized cost of fees and calls for a cell phone supplied by the district for the employee. In the description column, enter a description of the cell phone benefits provided to the employee.

**Meals/Travel Expenses:** Enter the total annualized amount for travel expenses related to travel to and from work functions, or travel to and from conferences or workshops and any meals that are associated with any travel or business entertainment. In the description column, enter a description of the meals and travel benefits provided to the employee.

**Tuition:** Enter annualized amounts paid by the district for benefits for tuition, conference fees, or any kind of professional development training plus books, supplies, and any other expenses except travel that is reported in the category above. In the description column, enter a description of the professional development, tuition and education benefits provided to the employee. Note that N.J.S.A. 18A:6-8.5 and 18A:8.6 include requirements for receipt of employee tuition assistance effective July 1, 2010.

**Professional Membership Fees:** Enter amounts paid by the district for annual fees for membership in professional organizations, such as NJASA and NJASBO. In the description column, enter a description of the professional membership benefits provided to the employee.

**Other:** Enter any additional annualized allowances such as clothing, housing, expense accounts, moving, dependent care, or donations to charitable organizations in the employee's name, etc. In the description column, enter a description of the other allowances provided to the employee.

Bonuses:

**Meeting of professional performance goals:** Enter any extra amount of money awarded for meeting goals and criteria described in the contract and agreed upon by the board and employee. Report the maximum allowable amount the person could receive in a year. In the description column, enter a description of the bonus provided to the employee.

**Longevity:** Enter amounts that would be awarded at benchmark years set in the contract and not included in future base salary. Report the amount the

employee will receive in this year. In the description column, enter a description of the bonus provided to the employee.

**Other:** Enter other bonuses, with descriptions, for such things as bonuses for having the budget pass, passing an audit, etc.

Stipends:

**Other:** Enter amounts to be paid to the employee for stipends, with descriptions of what type of stipends are being paid.

District Contributions to Fringe Benefits, in Excess of Contributions for Teaching Staff:

For all insurance categories include a description of the coverage in the description section provided on the form. In the employee detail screen, enter the total annual amount of the district's contribution for this employee in each insurance category based on the January 1, 2013 contract. These items must have annual dollar amounts entered.

For each of the fringe benefit categories, if the employees are covered under the state plan, use the State Plan lines. If the employees are covered under a private plan, use the Private Plan lines. Use the Other lines for any plans other than the state or district plan covering the employees. Use the description columns to detail the coverage.

The amount in the column "**above teacher contract**" for these lines will be calculated based on entry in these lines on this screen compared to entry on the "**Teacher Contract**" data entry screen.

**Health Insurance:** Prescription and vision are included in the "Other" category below. Enter in the employee amount column the total annual amount to be paid by the district for health insurance for this employee. A description of the insurance must be included in the description section.

**Dental Insurance:** Enter in the employee amount column the total annual amount to be paid by the district for dental insurance for this employee. A description of the insurance must be included in the description section.

**Life Insurance:** Enter in the employee amount column the total annual amount of premiums to be paid by the district for life insurance for this employee. A description of the insurance must be included in the description section.

**Other Insurance:** Enter the total annual amount paid by the district for all of the list below that apply. Enter in the employee amount columns the total annual amount to be paid by the district for the other insurance. A description of the insurances must be included in the description sections.

- Prescription**
- Vision**
- Workers Compensation**
- Supplemental Disability**

## Other

### Retirement Plan:

**Employee Share of Contribution to Pension Plan:** Enter the district's contribution to the plan for this employee's share of the state pension contribution. (Note: This is no longer allowed in new contracts under N.J.A.C. 6A:23A-3.1, but is included here to allow for contracts created before the change in administrative code.)

**Annuity:** Enter the total amount of any annual contribution toward an annuity purchased on behalf of the employee.

**Trust Account:** Enter the total annual amount of any deposits made to a trust account where the employee is the beneficiary of that account.

**Other:** Enter the annual amount of any other type of retirement plan provided by the district, as well as a description of the retirement plan.

### Contractual Post-Employment Benefits:

**Payout of Sick days:** Enter the total maximum amount allowed based on the payout that would occur if the employee retired on January 1, 2013. e.g., if the contract allows for a maximum of 15 sick days to be paid to the employee at the end of their contract, and the employee has accrued 25 days, calculate the daily rate of pay multiplied by the 15 sick days for the employee amount. Districts must enter a description of the payout arrangement in the description column. There is an edit to ensure that a description of the arrangement is entered. If no payout is allowed, enter "not applicable" in the description field.

**Payout of Vacation days:** Enter the total maximum amount allowed based on the payout that would occur if the employee retired on January 1, 2013. e.g., if the contract allows for a maximum of 20 vacation days to be paid to the employee at the end of their contract and the employee has accrued 25 days, calculate the daily rate of pay multiplied by the 20 vacation days for the employee amount. Districts must enter a description of the payout arrangement in the description column. There is an edit to ensure that a description of the arrangement is entered. If no payout is allowed, enter "not applicable" in the description field.

**Payout of Personal days:** Enter the total maximum amount allowed based on the payout that would occur if the employee retired on January 1, 2013. e.g., if the contract allows for a maximum of 5 personal/administrative days to be paid to the employee at the end of their contract and the employee has accrued 7 days, calculate the daily rate of pay multiplied by the 5 personal/administrative days for the employee amount. Districts must enter a description of the payout arrangement in the description column. If no payout is allowed, enter "not applicable" in the description field.

**Other Post-employment benefits:** Enter the amount and description of any other post-employment benefits to be paid to the employee.

Any other or in-kind benefits:

**Buyback of sick time in cash:** Enter the total maximum amount allowed. e.g., if the contract allows for a maximum of 15 sick days to be paid to the employee at the end of the year, calculate the daily rate of pay multiplied by the 15 sick days for the employee amount. Enter a description of the buyback arrangement in the description column.

**Buyback of vacation time in cash:** Enter the total maximum amount allowed. e.g., if the contract allows for a maximum of 20 vacation days to be paid to the employee at the end of the year, calculate the daily rate of pay multiplied by the 20 vacation days for the employee amount. Enter a description of the buyback arrangement in the description column.

**Buyback of personal time in cash:** Enter the total maximum amount allowed. e.g., if the contract allows for a maximum of 5 personal/administrative days to be paid to the employee at the end of the year, calculate the daily rate of pay multiplied by the 5 personal/administrative days for the employee amount. Enter a description of the buyback arrangement in the description column.

**Other Remuneration:** Enter the amount and description of any other benefits to be paid to the employee that were not included in the categories above.

Comments

Include any general explanatory information not included in the previous descriptions.

Employee Benefit Detail Table

District Name :

Employee Name :]

Benefit Category	Amount	Above Teacher Contract	Description
Automobile			
Gasoline			
Computer/Internet			
Cell Phone			
Meal/Travel			
Tuition			
Professional Membership Fees			
Other Allowances 1			
Other Allowances 2			
Other Allowances 3			
TOTAL ALLOWANCES			
Meeting of Performance Goals			
Longevity			
Other Bonus 1			
Other Bonus 2			
Other Bonus 3			
TOTAL BONUSES			
Other Stipends 1			
Other Stipends 2			
Other Stipends 3			
TOTAL STIPENDS			
Health Insurance(State Plan)			

Save Data

Export Excel

Export PDF

### iii. Per Pupil Cost Calculations

Data entry for the 2012-13 and 2013-14 appropriations and the enrollment screen should be completed before running this report. The Advertised Per Pupil Cost Calculations report is generated automatically by the budget program in a separate window without the windows menus at the top. Districts should turn off the pop-up blocker in their internet browser in order to see the report. A sample of the report follows this section.

To print the report, right-click in the window and select “print” from the menu.

The first three columns, 2010-11 Actual, 2011-12 Actual, and 2012-13 Original Budget are downloaded by the department and act as the “draft” of the department’s 2013 Taxpayers’ Guide to Education Spending (formerly Comparative Spending Guide) publication for each district’s review and comment. The per pupil costs calculations for the 2012-13 Revised Budget and 2013-14 Proposed Budget are calculated by the software using the 2012-13 revised appropriations and 2013-14 appropriations keyed in the Detailed Appropriations section of the 2013-14 budget and the 10/15/12 actual and 10/15/13 estimated enrollments shown in the Enrollments section of the 2013-14 budget. The explanatory notes for the sixteen calculations presented for each year are included as Appendix A of this document.

Pursuant to N.J.A.C. 6A:23A-5.2(a)(3), districts with legal costs that exceed 130 percent of the statewide average per pupil amount should establish specific internal control procedures for the reduction of costs or provide evidence that such procedures would not result in a reduction of costs. If a district’s audited per pupil legal cost exceeds the 130 percent threshold as calculated using statewide audited data (published in the Taxpayers’ Guide to Education Spending (formerly Comparative Spending Guide)) then the district will be required to implement the procedures in the regulation referenced above.

The 2013-14 budget includes a warning edit if the district’s 2012-13 budgeted per pupil legal costs, revised as of February 1, 2013, exceeds 130 percent of the statewide average per pupil budget legal costs (using original 2012-13 budgets). This is to provide districts planning time for the implementation of the new procedures if the actual costs for year ended June 30, 2013 remain above 130 percent of the statewide per pupil average. The procedures are required if a district’s actual 2012-13 per pupil cost exceeds the 130 percent regulatory threshold unless evidence is provided that such procedures would not result in a reduction of costs.

Per Pupil Cost Calculations					
	2010-11 Actual (1)	2011-12 Actual (2)	2012-13 Original Budget (3)	2012-13 Revised Budget (4)	2013-14 Proposed Budget (5)
Total Budgetary Comparative Per Pupil Cost					
Total Classroom Instruction					
Classroom – Salaries and Benefits					
Classroom – General Supplies and Textbooks					
Classroom – Purchased Services and Other					
Total Support Services					
Support Services – Salaries and Benefits					
Total Administrative Costs					
Administration – Salaries and Benefits					
Legal Costs					
Total Operations and Maintenance of Plant					
Operations and Maintenance of Plant – Salaries and Benefits					
Board Contribution to Food Services					
Total Extracurricular Costs					
Total Equipment Costs					
Employee Benefits as a percentage of Salaries <i>(Does not include pension and social security paid by the State on behalf of the district)</i>					
Restricted Federal and State Revenue other than Preschool Education Aid Included Above**					
<p>The information presented in columns 1 through 3 as well as the related descriptions of the per pupil cost calculations are contained in the 2013 Taxpayers' Guide to Education Spending (formerly Comparative Spending Guide) and can be found on the Department of Education's Internet address: <a href="http://www.state.nj.us/education">http://www.state.nj.us/education</a> under Finance, when available. This publication is available in the board office and public libraries. The same calculations were performed using the 2012-13 revised appropriations and the 2013-14 budgeted appropriations presented in this advertised budget. Total Budgetary Comparative Per Pupil Cost is defined as current expense exclusive of tuition expenditures, transportation, residential costs, and judgments against the school district. For all years it also includes the restricted entitlement aids. With the exception of Total Equipment Cost, each of the other per pupil cost calculations presented is a component of the total comparative per pupil cost, although all components are not shown.</p>					

#### iv. Supporting Documentation– Administrative Cost Limit

Pursuant to N.J.S.A. 18A:7F-5(c), all regular non-vocational districts must submit a proposed 2013-14 budget to the executive county superintendent in which the advertised per pupil administrative cost does not exceed the lower of: (1) the district's adjusted, as of February 1, per pupil administrative cost for 2012-13 or; (2) the 2013-14 per pupil administrative cost limit for the district's region, inflated (regional limit). The per pupil administrative regional limits for 2013-14 are \$1,985 for the Northern region, \$1,848 for the Central region, and \$1,841 for the Southern region.

The district must complete the appropriations for 2012-13 and 2013-14, the enrollments, and the Per Pupil Cost supporting documentation item before the administrative cost limit per pupil can be calculated.

This supporting documentation item details, by function and object, the district's administrative spending and compares it to the applicable limit. The function and object detail is only presented as a tool to assist districts in planning and reviewing the administrative costs. It is the last line of the report that calculates the total per pupil administrative cost. The total administrative costs are summed together and divided by the sum of enrollments for the applicable year.

The 2012-13 Revised Budget column preloads the 2012-13 appropriations updated as of February 1<sup>st</sup> as entered in the detailed appropriations data entry screen. The enrollment data is calculated from the district's 10/15/12 ASSA data reported to the department. The 2012-13 Approved Change column is to be used **only** for districts that are requesting approval of the Executive County Superintendent to increase the 2012-13 base costs pursuant to N.J.A.C. 6A:23A-8.3(c). The 2013-14 Regional Limit column is calculated by equalizing the regional limit based on the district's projected enrollments. The 2013-14 Budget column draws the amounts from the district's data entered in the detailed appropriations and the district's projected enrollments as calculated on the Advertised Enrollment report.

Employee benefits are consolidated into two lines, allocated and unallocated.

#### **DATA ENTRY**

The only data entry required on this supporting documentation item is if a district is requesting approval from the Executive County Superintendent to increase the base 2012-13 administrative costs. Pursuant to N.J.A.C. 6A:23A-8.3(c), districts under the regional limit may submit a request to exceed the district's adjusted February 1<sup>st</sup> per pupil administrative cost for the current year by up to 2.5% or the CPI, whichever is greater, by request to the executive county superintendent in writing prior to the due date of the budget submission. The 2012-13 Approved Change column must be completed with all written requests along with any applicable supporting documentation. The law allows the executive county superintendent to approve increases up to the rate of inflation; however, such approvals do not allow districts to exceed the applicable regional limit. Approvals will be granted with final budget approval and are only permitted for the following cost factors:

1. enrollment changes
2. administrative changes to fulfill mandated requirements
3. administrative vacancies
4. changes to nondiscretionary fixed costs
5. participation in a shared services agreement as a provider
6. opening a new school
7. other mitigating factors

In the 2012-13 Approved Change column, the district should enter the amount of the total revised budget including the requested increase and the

rationale for the needed increase. If the district is requesting an increase, they must data enter all applicable lines at the full dollar amount in the approval column, not just the lines or amounts for which approval is being sought. This is necessary as the calculation in the budget application will default to the revised column for all amounts even if just one amount is entered. The report will calculate the dollar and percentage increase from the 2012-13 revised budget and will calculate the incremental employee benefit cost resulting from an increase in a salary account which will sum into the unallocated benefit amount. The employee benefit percentage rate used is the unallocated employee benefit rate as calculated in the advertised per pupil cost report and defined in Appendix A of the Budget Guidelines.

Click the “save data” button to save the data entered.

The administrative cost limit calculation may be exported to PDF or to Excel by clicking the buttons at the bottom of the screen “Export PDF” or “Export Excel”.

### **BUDGET SUBMISSION**

The district may not submit a budget in which the 2013-14 proposed per pupil administrative cost exceeds the lesser of either the prior year adjusted as of February 1<sup>st</sup> or the per pupil cost regional limit. The bottom of the report includes the following statement with the district specific data inserted.

“NOTE: The district’s per pupil cost for administration of \$\_\_\_\_\_ must be less than or equal to the lower of the regional limit of \$\_\_\_\_\_ or the district’s 2012-13 revised budgeted per pupil cost for administration of \$\_\_\_\_\_.”

Budgets submitted to the executive county superintendent over the limit must be revised and resubmitted within the limit no later than five working days prior to the last day to advertise for public hearing, through either a reduction in administrative costs and/or submission of a separate proposal for the excess costs. The Commissioner has the authority to develop the final administrative budget for advertising if the district does not comply.

Two edits will compare that the requested increase is less than or equal to inflation and the per pupil cost regional limit. Another edit will compare that the administrative cost is less than or equal to the lesser of either the prior year adjusted as of February 1<sup>st</sup> or the per pupil cost regional limit.

Administrative costs in excess of the district’s limit may be presented to the voters or board of school estimate as a separate proposal, pursuant to N.J.A.C. 6A:23A-8.3(e), subject to all requirements for separate proposals at N.J.A.C. 6A:23A-12.13.

## Shared Administrative Services

Arrangements for sharing the costs of administrative and other non-instructional personnel and related costs under joint agreements where the employees remain under the employment of one lead district would be accounted for in an internal service fund in the records of the lead district. Each of the "sharing" districts, including the employing lead district, should reflect their agreed-upon portion of the costs in the general fund. For the employing district, that cost would be budgeted as a salary expenditure. The "sharing" districts would account for the payments made to the lead district as a contracted service under the appropriate function. If the shared employees have employment contracts with each of the districts involved, each district's share of the employees' salary and related costs would be budgeted and expended against the appropriate salary and other accounts and there would be no need for any of the districts involved to establish an internal service fund.

- The district board of education providing the shared service shall allocate the costs on a user charge basis to all participating entities on an annual basis at a minimum.
- User charges should be reported by entities or funds being serviced by the internal service fund in the applicable line item account for the goods or services received.
- Sales and purchases of goods and services for a price approximating their external exchange value should be reported as revenues ("Services Provided to Other Funds"). The total user charges should approximate the total costs of the internal service fund.

For more information regarding internal service funds, please refer to the annual Audit Program, section II-70.

Please open the "Per Pupil Costs" support doc before completing this support doc.

Administrative Cost	Account#	2012-2013 Revised Budget	2012-2013 Approved Change	Reason for Increase/Decrease	2013-2014 Regional Limit	2013-2014 Budget
<b>Undist. Expend. - Support Serv. - Gen. Admin.</b>						
Salaries	11-000-230-100	54,200	0		20,925	0
Salaries of Attorneys	11-000-230-108	0	0		135	0
Legal Services	11-000-230-331	10,000	0		6,480	0
Audit Fees	11-000-230-332	10,000	0		2,700	0
Architectural/Engineering Services	11-000-230-334	0	0		945	0
Other Purchased Professional Services	11-000-230-339	14,000	0		2,025	0
Purchased Technical Services	11-000-230-340	0	0		540	0
Communications / Telephone	11-000-230-530	10,000	0		7,560	0
BOE Other Purchased Services	11-000-230-585	0	0		135	0
Misc. Purch Serv (400-500) [Other than 530 & 585]	11-000-230-590	4,500	0		5,265	0
General Supplies	11-000-230-610	5,000	0		675	0
BOE In-House Training/Meeting Supplies	11-000-230-630	0	0		0	0
Miscellaneous Expenditures	11-000-230-890	1,500	0		945	0
BOE Membership Dues and Fees	11-000-230-895	2,000	0		1,080	0
<b>Subtotal - General Admin</b>		<b>111,200</b>	<b>0</b>		<b>49,410</b>	<b>0</b>

Save Data
Export Excel
Export PDF

Line details for the calculation include:

Administrative Cost	Account#	2012-2013 Revised Budget	2012-2013 Approved Change	Reason for Increase / Decrease	2013-2014 Regional Limit	2013-2014 Budget
<b>Undist. Expend. -Support Serv.- Gen. Admin.</b>						
Salaries	11-000-230-100	0	0		0	0
Salaries of Attorneys	11-000-230-108	0	0		0	0
Legal Services	11-000-230-331	0	0		0	0
Audit Fees	11-000-230-332	0	0		0	0
Architectural/Engineering Services	11-000-230-334	0	0		0	0
Other Purchased Professional Services	11-000-230-339	0	0		0	0
Purchased Technical Services	11-000-230-340	0	0		0	0
Communications / Telephone	11-000-230-530	0	0		0	0
BOE Other Purchased Services	11-000-230-585	0	0		0	0
Misc. Purch Serv (400-500) [Other than 530 & 585	11-000-230-590	0	0		0	0
General Supplies	11-000-230-610	0	0		0	0
BOE In-House Training/Meeting Supplies	11-000-230-630	0	0		0	0
Miscellaneous Expenditures	11-000-230-890	0	0		0	0
BOE Membership Dues and Fees	11-000-230-895	0	0		0	0
Subtotal - General Admin		0	0		0	0
<b>Undist. Expend.-Support Serv.- School Admin.</b>						
Salaries of Principals/Asst. Principals/Prog Dir	11-000-240-103	0	0		0	0
Salaries of Other Professional Staff	11-000-240-104	0	0		0	0
Salaries of Secretarial and Clerical Assistants	11-000-240-105	0	0		0	0
Other Salaries	11-000-240-110	0	0		0	0
Purchased Professional and Technical Services	11-000-240-300	0	0		0	0
Other Purchased Services (400-500 series)	11-000-240-500	0	0		0	0
Supplies and Materials	11-000-240-600	0	0		0	0
Other Objects	11-000-240-800	0	0		0	0
Subtotal - School Admin		0	0		0	0
<b>Undist. Expend. - Central Services</b>						

Administrative Cost	Account#	2012-2013 Revised Budget	2012-2013 Approved Change	Reason for Increase / Decrease	2013-2014 Regional Limit	2013-2014 Budget
Salaries	11-000-251-100	0	0		0	0
Purchased Professional Services	11-000-251-330	0	0		0	0
Purchased Technical Services	11-000-251-340	0	0		0	0
Misc. Purchased Services (400-500) [O/T 594]	11-000-251-592	0	0		0	0
Sale/Lease-back Payments	11-000-251-594	0	0		0	0
Supplies and Materials	11-000-251-600	0	0		0	0
Interest on Current Loans	11-000-251-831	0	0		0	0
Miscellaneous Expenditures	11-000-251-890	0	0		0	0
Subtotal - Central Services		0	0		0	0
<b>Undist. Expend. - Admin Info Tech</b>						
Salaries	11-000-252-100	0	0		0	0
Purchased Professional Services	11-000-252-330	0	0		0	0
Purchased Technical Services	11-000-252-340	0	0		0	0
Other Purchased Services (400-500 series)	11-000-252-500	0	0		0	0
Supplies and Materials	11-000-252-600	0	0		0	0
Other Objects	11-000-252-800	0	0		0	0
Subtotal - Admin Info Tech		0	0		0	0
Benefits:						
Allocated		0	0			0
Unallocated		0	0			0
Subtotal - Benefits		0	0		0	0
Total Administrative Costs		0	0		0	0
<b>Enrollment for Per Pupil Calculation:</b>						
From Enrollment Section of the Advertised Budget:						
Line 11: On Roll Regular Full Time		0	0		0	0
1/2 of Line 12: On Roll Regular Shared Time		0	0		0	0
Line 21: On Roll Special Full Time		0	0		0	0
1/2 of Line 22: On Roll Special Shared Time		0	0		0	0

<b>Administrative Cost</b>	<b>Account#</b>	<b>2012-2013 Revised Budget</b>	<b>2012-2013 Approved Change</b>	<b>Reason for Increase / Decrease</b>	<b>2013-2014 Regional Limit</b>	<b>2013-2014 Budget</b>
From Enrollment Projection Report:						
Less Line 35: Charter Schools		0	0		0	0
Total Enrollment for Per Pupil Calculation		0	0		0	0
<b>Total Administrative Costs per Pupil</b>		0	0		0	0

#### **v. Employee Benefits**

The employee benefits screen summarizes the allocated and unallocated employee benefits from the appropriations screen by object code. The screen also collects the total amount of employee withholding for health benefits costs in each budget year. The amount of withholding from data entry is combined with the district budgeted health benefit costs to disclose the total amount of employee health benefits at the bottom of the Employee Benefits screen.

Health care costs budgeted in appropriations object 270 should be recorded net of employee withholding. The amount of employee withholding should be reported on the data entry screen in the 2013-14 and 2012-13 columns.

Click on the “Save” button to save the data entered.

The “Reload Page” button will refresh the screen to the last saved version.

		Reload Page	Save		
	Object	2011-12 Expenditures	2012-13 Appropriations	2013-14 Appropriations	
Group Insurance	210	\$0	\$0	\$0	
Social Security Contribution	220	\$95,332	\$85,648	\$0	
T.P.A.F. Contribution - ERIP	232	\$0	\$0	\$0	
Other Retirement Contributions - PERS	241	\$78,756	\$94,830	\$0	
Other Retirement Contributions - ERIP	242	\$0	\$0	\$0	
Other Retirement Contributions - Deferred PERS Pymt	248	\$0	\$0	\$0	
Other Retirement Contributions - Regular	249	\$0	\$0	\$0	
Unemployment Compensation	250	\$0	\$0	\$0	
Workmen's Compensation	260	\$55,633	\$56,650	\$0	
Health Benefits	270	\$1,108,869	\$1,301,045	\$0	
Tuition Reimbursement	280	\$15,080	\$15,000	\$0	
Other Employee Benefits	290	\$32,600	\$20,000	\$0	
Totals		\$1,386,270	\$1,573,173	\$0	
Districts have the option of allocating direct benefits to the applicable programs and functions. The expanded reporting is summarized to the object level for comparison purposes.					
P.L. 2010, c. 2 established a minimum contribution to be made by employees toward their health and prescription coverage, at 1.5% of the employee's salary, in contracts with start dates after May 21, 2010. P.L. 2011, c. 78 changed the employee contribution and benefit provisions. Below is a summary of the total health benefits costs for the district, showing district and employee shares:					
A District Share			\$1,301,045	\$0	
B Total Employee Share			\$0	\$0	
C Total Health Benefits Costs			\$1,301,045	0	
		Reload Page	Save		

## vi. Shared Services

The district must enter any pertinent information relating to a shared service agreement on this data entry screen. The district should use as many lines as necessary to describe the shared service arrangement. Separate lines should be used for each service/agreement.

At the bottom of the screen click the "Add Row" button to add a data entry row. In the column "Shared Service Category Type", select the type of shared service from the drop-down list. The list includes the following selections:

- Business Services
- Superintendent and Assistant Sup.
- Transportation Services, including Fuel
- Purchasing
- Municipal/Public Works

Curriculum Services  
 Professional Staff Development  
 Technology Services  
 Insurance Coverage and Benefits  
 Special Education Services  
 Custodial and Maintenance Services  
 Nursing Services  
 Food Services  
 Social Worker/Psychologist  
 Recycling  
 Banking  
 Staffing - Other  
 Other

The same category may be selected multiple times if there are multiple arrangements. In the “Shared Service Category Description” column enter a description of the shared service arrangement. Data entry will wrap in this cell. The “Amount Spent (Optional)” column is used to record the amount of the shared services arrangement. Entry in this column is optional. Data lines may be deleted by selecting the line, then clicking the “Remove Row” button at the bottom of the page. Click the “Save Data” button to save the data entry. The “Reload Page” button will refresh the page to the last saved version.

The “Export PDF” button will export the shared services page to a PDF document.

This information is automatically incorporated into the user friendly budget file in HTML format by selecting under the report menu “User Friendly Budget”. See Section IV of this document for further details on the user friendly budget files. See Section III-D for a discussion of how to record costs for shared administrative services in the budget.

Shared Service Category Type	Shared Service Category Description	Amount Spent(Optional)

## **vii. Unusual Revenues and Appropriations**

This supporting documentation item is used to summarize unusual revenues and appropriations and to provide a description of the circumstances surrounding the unusual amounts. Unusual revenues and appropriations would be those items that are not used or earned in the normal course of operating a school district, such as revenue from the sale of a building, cell tower or advertising fees.

The screen will show a list of all revenue and appropriation lines and descriptions, and the 2013-14 amounts entered in the revenue and appropriations screens. The first button on the page is “Reload Page”. Selecting this button will refresh the page from the revenues and appropriations, and revert to the last saved version of the data entry on the supporting documentation page. The “Summary” button will open a summary page which will show all the unusual revenues and appropriations which have been entered in this supporting documentation item. From the summary page, the entered data may be exported to a PDF file.

To enter unusual revenue and appropriation items, highlight the line which includes the unusual amount, and select the “choose” button. This will open the Unusual Revenues and Appropriations Details screen which will allow entry regarding the unusual amounts on the selected line. On the detail screen, select the “Add Row” button to open a data entry line to describe the unusual amount. Complete the columns for Source, Amount and Explanation. Data entry in the text fields will wrap in the cells. The amount entered cannot be more than the balance in the selected line in the revenue or appropriation screen, which is displayed at the top of the screen. Click the “Save Data” button to save the data entered. To delete a row of entry, highlight the row, then click the “Remove Row” button. After removing the row, the “Save Data” button must be clicked to save the deletion. The “Reload Page” button will refresh the page to the last saved version.

This information is automatically incorporated into the user friendly budget file in HTML format by selecting under the report menu “UFB/Advertised Budget.” See Section IV for further details on the user friendly budget files.

Select the revenue or appropriation line which includes the unusual item. Click on the "Choose" button and on the next screen enter the details regarding the unusual item.

Line Number	Account	Description	Amount
100	10-1210	Local Tax Levy	0
185	10-130X	Tuition (only for FY13 Budget)	0
190	10-1300	Total Tuition	0
300	10-100X	Unrestricted Miscellaneous Revenues	0
340	10-100X	Interest Earned on Capital Reserve Funds	0
370		SUBTOTAL - REVENUES FROM LOCAL SOURCES	0
420	10-3121	Categorical Transportation Aid	0
430	10-3131	Extraordinary Aid	0
440	10-3132	Categorical Special Education Aid	0
470	10-3177	Categorical Security Aid	0
500	10-300X	Other State Aids	0
520		SUBTOTAL - Revenues from State Sources	0
560	18-4522	Education Jobs Fund	0
570		SUBTOTAL - Revenues from Federal Sources	0
580	10-303	Budgeted Fund Balance - Operating Budget	0
715		Actual Revenues (Over)/Under Expenditures	0
720		TOTAL OPERATING BUDGET	0
745	20-100X	Total Revenues from Local Sources	0
765	20-320X	Other Restricted Entitlements	0
770		TOTAL REVENUES FROM STATE SOURCES	0
775	20-4411-4416	Title I	0
780	20-4451-4455	Title II	0

Unusual Revenues and Appropriations Details

Reload Page Add Row Remove Row Save Data

Line number: 300 Account: 10-100X Total rev/approp amount: 0  
 Description: Unrestricted Miscellaneous Revenues

SOURCE	AMOUNT	EXPLANATION

Reload Page Add Row Remove Row Save Data

### **viii. Equipment**

Appropriations for 2013-14 equipment must be entered in the appropriations screen before completing this supporting documentation item. There are on-screen edits to ensure that the details entered in this supporting documentation item agree to the appropriations amounts.

The first screen lists all the equipment lines included in the budget document, with the amounts entered in the appropriations and school-based screens. Column 1 shows the line number and column 2 shows the account description. Column 3 shows the account number. Column 4 shows the amount entered in the 2013-14 appropriations screen for each line. Column 5 shows the 2013-14 school-based appropriations for each line number. Column 6 shows the total appropriations amount, which is the sum of the district-wide and school-based amounts. The first button on the page is “Reload Page”. Selecting this button will refresh the page from the appropriations, and revert to the last saved version of the data entry on the supporting documentation page. The “Summary” button will open a summary page which will show all the equipment details which have been entered in this supporting documentation item. From the summary page, the entered data may be exported to a PDF file.

The “Reload Page” button will refresh the screen to the latest saved version. To enter equipment data, select the specific equipment line and click on the “choose” button. The “Summary” button will open a summary screen of all the equipment details which have been entered in this supporting documentation item.

Equipment

Select the equipment line which includes the item. Click on the "Choose" button and on the next screen enter the details regarding that equipment.

Line Number	Description	Account	13-14 District - Wide Appropriation	13-14 School - Based Appropriation	Total Appropriation Amount
73000	Preschool	12-105-100-730	\$0	\$0	0
73020	Kindergarten	12-110-100-730	\$0	\$0	0
73040	Grades 1-5	12-120-100-730	\$0	\$0	0
73060	Grades 6-8	12-130-100-730	\$0	\$0	0
73080	Grades 9-12	12-140-100-730	\$0	\$0	0
73100	Home Instruction	12-150-100-730	\$0	\$0	0
74000	Cognitive - Mild	12-201-100-730	\$0	\$0	0
74020	Cognitive - Moderate	12-202-100-730	\$0	\$0	0
74040	Learning and/or Language Disabilities	12-204-100-730	\$0	\$0	0
74060	Visual Impairments	12-206-100-730	\$0	\$0	0
74080	Auditory Impairments	12-207-100-730	\$0	\$0	0
74100	Behavioral Disabilities	12-209-100-730	\$0	\$0	0
74120	Multiple Disabilities	12-212-100-730	\$0	\$0	0
74140	Resource Room/Resource Center	12-213-100-730	\$0	\$0	0
74160	Autism	12-214-100-730	\$0	\$0	0
74180	Preschool Disabilities - Part-Time	12-215-100-730	\$0	\$0	0
74200	Preschool Disabilities - Full-Time	12-216-100-730	\$0	\$0	0

Once a line is chosen, on the next screen entitled "Equipment Details" enter descriptions and amounts of the equipment budgeted on that appropriation line. Click the "Add Row" button to open a data entry line. In the "Equipment" column, enter a description of the equipment. The data entry will wrap in the cell. In the second column "Amount", enter the amount budgeted for this equipment. In the third column, select from the drop-down box either "New" or "Replaced", to indicate whether this item is being budgeted as a new piece of equipment or a replacement of an existing piece of equipment. If multiple equipment items are being budgeted to the same account, use the "Add Row" button to create a separate line on the data entry screen for each item in that account. The total of the detail amounts entered must agree to the amount from the appropriations screen, which is displayed at the top of the screen. There is an on-screen edit to ensure that the amounts agree. You must have amounts that agree for the data entry to be saved. Use the "Remove Row" button to delete a row of data on this screen. The "Reload Page" button will refresh the screen to the last saved version.

Equipment Details		
<div style="text-align: right;"> <input type="button" value="Reload Page"/> <input type="button" value="Add Row"/> <input type="button" value="Remove Row"/> <input type="button" value="Save"/> </div>		
Line number: 73000		Account: 12-105-100-730
Total Appropriations amount: 0		Description: Preschool
EQUIPMENT	AMOUNT	NEW/REPLACED
<div style="text-align: right;"> <input type="button" value="Reload Page"/> <input type="button" value="Add Row"/> <input type="button" value="Remove Row"/> <input type="button" value="Save"/> </div>		

## E. Completing the Enrollment Tab

The enrollment screen reflects categories in ASSA required to implement the School Funding Reform Act of 2008 (SFRA).

The information shown in the enrollment table is obtained from the applicable year's Application for State School Aid (ASSA) with corresponding district projections for the 10/15/13 enrollments. Although data is presented and requested for preschool enrollments and adult high school, resident enrollment does not include preschool or adult high school students. The information as of 10/15/11 and 10/15/12 is updated by the budget program using the ASSA line references given parenthetically below. District projections as of 10/15/13 for regular and vocational district budgets will be calculated by the budget program using the data entered in the enrollment projection data entry screen. Samples of the projected enrollments data entry screens follow this section. Special services districts will continue to key projected enrollments in two categories only – on roll special full-time and on roll special shared-time.

The projected number of charter school students should be entered on line (35) of column (A) and (B) on the projected enrollments screen. Charter school students are included in the corresponding enrollment categories in addition to reporting on line (35). The data on line (35) allows for the accurate calculation of a district's per-pupil costs.

Following ASSA, school choice students should be recorded on-roll of the district receiving the students, not the resident district.

The data entry screen has collapsed the expanded reporting of the various categories of enrollment data included in the 10/15/12 ASSA summary report to the level of detail that will be needed to calculate district projected resident enrollment and district projected weighted resident enrollments. Key the 10/15/13 projections of enrollment on the appropriate line in the appropriate column, using the 10/15/12 report as a reference.

The DOE Growth Rate is shown at the upper left of the screen and the Acceptable range shown at the upper middle of the screen. Space is provided on the screen for explanations of calculated percentage changes. Explanations and supporting documentation will be required for all growth percentages that deviate by 1% from the DOE projected growth rate used in the state aid calculations. If the DOE growth rate is 3%, the acceptable range requiring no explanation would be between 2% to 4%. Explanations would be required for a change rate lower than 2% and higher than 4%. The rate used for comparison is an overall rate, thus it is possible that the explanation may be the shift of a portion of the student population from one category line to another. Another example of an explanation would be the anticipated influx of pupils from new housing. Such documentation could include written estimates of additional students due to a charter or non-public school closing, or written estimates from the municipality of additional students to anticipate in the budget year related to opening a new development or apartment complex.

The information regarding students sent to CSSDs appears on a separate line in the 10/15/12 ASSA summary report as well as being included in the special education lines in the sent column. When keying 10/15/13 projections, include these pupils only on the detail line provided for sent to CSSD. The budget program will calculate the change in enrollment from 10/15/12 for each line of data keyed and compare the calculated percentage change to the enrollment growth rate used in the DOE state aid calculations. The downloaded 10/15/12 data that will be used in these calculations will be adjusted accordingly to remove the CSSD students from the special education counts.

County vocational districts should include only out-of-county pupils in the received full and received shared column. This differs from the instructions for completion of the ASSA. However, when calculating resident enrollment, the department eliminates in-county students reported on the ASSA. The budget program does not. It subtracts the number of students keyed as received from the number keyed as on-roll when calculating the resident students. If in-county students are reported in the received columns, an incorrect projected resident enrollment will be calculated. For part-time post-secondary students, county

vocational schools should report 10/15/13 projections and the actual 10/15/12 count since Part-Time Post-Secondary students are not currently collected in the ASSA. Consistent with the School Register Summary reporting, Part-Time Post-Secondary students should be reported using full-time equivalents (FTE). For this purpose an FTE is 12 credit hours. Therefore, a student enrolled in a 3-credit program has an FTE of .25; 6 credits an FTE of .5; and 9 credits an FTE of .75. Students with 12 or more credits during the school year should be reported as Full-Time Post-Secondary.

If an amount entered causes the resident enrollment calculation in column H to be less than zero, the cell will not accept the data entry and will revert back to the last saved item in that cell.

The “Save Data” button must be selected to save the entry on the screen. The: Export Excel" button will export the enrollment table to an Excel file and the “Export PDF” button will export the entire enrollment table to a PDF file.

The executive county superintendent will review for reasonableness and certify the district projections and explanations. This information is important since district projections of enrollments are used in the department’s review of the budget and in the calculation of district administrative cost limits.

The 2013-14 advertised enrollment data is created from entries on the enrollment page. The advertised enrollment data for 2011-12 and 2012-13 are preloaded in the budget report from the ASSA system. Descriptions of the advertised enrollment lines are:

<b>Line</b>	<b>Title</b>	<b>ASSA References</b>
11	Pupils on Roll – Regular - Full Time	Total regular full-time pupils on roll, excluding adult high school and post-graduate (on-roll full: line 18 less 15, 16 & 17 plus 37 (voc))
12	Pupils on Roll – Regular – Shared Time	Total regular shared-time pupils on roll (on-roll shared: line 18 less 15, 16 & 17 plus 37 (voc))
13	Accredited Adult High School	Total full-time and part-time accredited adult high school (on-roll full: lines 16 & 17)
21	Pupils on Roll – Special – Full Time	Total special education full-time pupils on roll (on-roll full: line 28)
22	Pupils on Roll – Special – Shared Time	Total special education shared-time pupils on roll (on-roll shared: line 28)
30	Post-Secondary Full Time	Total full-time post-secondary pupils on-roll (on-roll full (vocational only): line 38)
40	Private School Placements	Total private school placements (line 39)
50	Contracted Preschool Programs	Total reported as sent to contracted preschool programs on the ASSA

<b>Line</b>	<b>Title</b>	<b>ASSA References</b>
51	Pupils Sent to Other Districts – To Regular Programs	Total full-time and ½ of shared-time regular sent excluding adult high school and post-graduate (sent-full: line 18 less 15, 16 & 17 plus sent-shared: ½ of total of line 18 less 15, 16 & 17)
52	Pupils Sent to Other Districts – to Special Education Programs	Total full-time and ½ of shared-time special ed sent including students sent to regional day schools (sent-full: line 28 plus ½ sent shared line 28 plus sent to RDS line 28)
60	Pupils Received	Total pupils received excluding adult high school and post-graduate (received-full: line 39 less 15, 16 & 17 plus ½ received- shared line 39)
70	Pupils in State Facilities	Total pupils in state facilities (lines 45 through 50)

Regular District – Enrollment													
Line	Subtitle	A	B	C	D	E	F	G	H	I	J	K	L
Short								Private Schools	10/15/2013	10/15/2012	10/15/2013	10/15/2013	
	Enrollment	OnRoll		Sent		Received		for the	Resident	Resident	Increase	Increase %	
	Categories	Full	Shared	Full	Shared	Full	Shared	Disabled	Students	Students	(Decrease)	(Decrease %)	Explanation
C1	Half Day Preschool - 3 YR	0	-	0	-	0	-	-	-	-	-		-
C2	Half Day Preschool - 4 YR	0	-	0	-	0	-	-	-	-	-		-
D1	Full Day Preschool - 3 YR	0	0	0	0	0	0	-	-	-	-		-
D2	Full Day Preschool - 4 YR	0	0	0	0	0	0	-	-	-	-		-
C3	Half Day Preschool - 3 YR (Contr. Presch. Prg.)	-	-	0	-	-	-	-	-	-	-		-
C4	Half Day Preschool - 4 YR (Contr. Presch. Prg.)	-	-	0	-	-	-	-	-	-	-		-
D3	Full Day Preschool - 3 YR (Contr. Presch. Prg.)	-	-	0	0	-	-	-	-	-	-		-
D4	Full Day Preschool - 4 YR (Contr. Presch. Prg.)	-	-	0	0	-	-	-	-	-	-		-
3	Half Day Kindergarten	0	-	0	-	0	-	-	-	-	-		-
4	Full Day Kindergarten	0	0	0	0	0	0	-	-	100	-100	-100.00%	
5	Grades 1-5	0	0	0	0	0	0	-	-	395	-395	-100.00%	
6	Grades 6-8	0	0	0	0	0	0	-	-	63	-63	-100.00%	
7	Grades 9-12	0	0	0	0	0	0	-	-	-	-		
8	Adult High School	0	-	-	-	-	-	-	-	-	-		-

Regular District – Enrollment													
Line	Subtitle	A	B	C	D	E	F	G	H	I	J	K	L
Short								Private Schools	10/15/2013	10/15/2012	10/15/2013	10/15/2013	
	Enrollment	OnRoll		Sent		Received		for the	Resident	Resident	Increase	Increase %	
	Categories	Full	Shared	Full	Shared	Full	Shared	Disabled	Students	Students	(Decrease)	(Decrease %)	Explanation
9	Subtotal	-	-	-	-	-	-	-	-	558	-558	-100.00%	
10	Sp Ed - Elementary	0	0	0	0	0	0	0	-	57	-57	-100.00%	
11	Sp Ed - Middle School	0	0	0	0	0	0	0	-	12	-12	-100.00%	
12	Sp Ed - High School	0	0	0	0	0	0	0	-	-	-		
19	Sent to CSSD - Elementary	-	-	0	-	-	-	-	-	1	-1	-100.00%	
20	Sent to CSSD - Middle School	-	-	0	-	-	-	-	-	-	-		
21	Sent to CSSD - High School	-	-	0	-	-	-	-	-	-	-		
22	Subtotal	-	-	-	-	-	-	-	-	70	-70	-100.00%	
25	Total	-	-	-	-	-	-	-	-	628	-628	-100.00%	
29	Regional Day School Students - Elementary	-	-	0	-	-	-	-	-	-	-		
30	Regional Day School Students - Middle School	-	-	0	-	-	-	-	-	-	-		
31	Regional Day School Students - High School	-	-	0	-	-	-	-	-	-	-		
32	State Facilities	-	-	-	-	-	-	-	0	-	-		-
33	Total Resident Enrollment	-	-	-	-	-	-	-	-	628	-628	-100.00%	

**Vocational District – Enrollment:**

Line	Subtitle	A	B	E	F	H	I	J	K	L
Short						10/15/2013	10/15/2012	10/15/2013	10/15/2012	10/15/2013
	Enrollment	OnRoll		Received		Resident	Resident	Increase	Increase %	
	Categories	Full	Shared	Full	Shared	Students	Student	(Decrease)	(Decrease %)	Explanation
6	Grades 6-8	0	0	0	0	-	-	-		-
7	Grades 9-12	0	0	0	0	-	-	-		-
8	Adult High School	0	-	-	-	-	-	-		-
9	Subtotal	-	-	-	-	-	-	-		-
10	Sp Ed - Elementary	0	0	0	0	-	-	-		
11	Sp Ed - Middle School	0	0	0	0	-	-	-		
12	Sp Ed - High School	0	0	0	0	-	110	-		
22	Subtotal	-	-	-	-	-	+110	-		
23	County Vocational - Regular	0	0	0	0	-	371	-371	-100.00%	
24	County Vocational - F.T. Post-Secondary	0	-	0	-	-	-	-		-
25	Total	-	-	-	-	-	+481	-481	-100.00%	
32	Total Resident Enrollment	-	-	-	-	-	+481	-481	-100.00%	
34	County Vocational - P.T. Post-Secondary	-	-	-	-	0	0	0	0.00%	

Save Data Reload Export pdf

County Special Services District - Enrollment

Enrollment Table (Special District)

District ID :  
District Name :

Line_No	Subtitle	Actual 10/15/2011	Actual 10/15/2012	Estimated 10/15/2013
1	Pupils on Roll - Special Full Time	0	0	0
2	Pupils on Roll - Special Shared Time	0	0	0

Save Data    Export Excel    Export PDF

## F. Completing the “Tax Levy Certification” Tab

### i. A4F

#### **GENERAL INSTRUCTIONS FOR COMPLETION**

Completion of the A4F is included as part of the budget program. Based on your district type, the software will display the appropriate data entry screens to complete the A4F. Non-regional districts will be given a Form A (Certification) to complete, and regional districts (including the 13 districts that merged with non-operating districts at July 1, 2009) will be required to complete both a Form A and a Form B (Tax Allocations to Municipalities). In order for the “Effect of Separate Proposals on Estimated Tax Rate” section of the “Estimated Tax Rate Info” worksheet under the “Tax Levy Certification” tab to be completed districts must first complete the A4F forms in the budget software. **For districts with an April election, the A4F should not be filed with the Municipal Clerk or Tax Assessor prior to the school election. For districts with a November election, the A4F must be filed with the Municipal Clerk or Tax Assessor by May 19<sup>th</sup>.**

#### **TYPE II SCHOOL DISTRICTS WITHOUT A BOARD OF SCHOOL ESTIMATE, NON-REGIONAL DISTRICTS WHICH BUDGET FOR GRADES K-12 AND CONSTITUENT DISTRICTS OF REGIONAL HIGH SCHOOL DISTRICTS**

The board secretary should complete one Form A as follows:

If taxes are raised on a school year basis (fiscal year basis)

1. The local tax levies entered in the 2013-14 column of the revenues section of the budget on lines 100 (general fund), and 860 (debt service) will appear on the related line in Tax Levy Certified by Board of School Estimate, Municipality, Commissioner or Voted (col. 2). Line 861 (debt service premerge) is applicable only to the 13 districts merged with non-operating districts.
2. Column 3, Balance of Levy from 2012-13 to be Raised in 2013 will be blank for districts with April elections. For districts with November elections, the amount of the passed November 2012 question from column 6 of the 2012-13 A4F will be preloaded here.
3. Complete column 4, Amount in Col. 2 to be Raised in 2013 Tax Levy by inserting the same figures that appear in column 2 on lines 1, 2 and 3. The software will calculate the total amount appearing on line 4.
4. The amounts entered in column 4 on lines 1 and 2 will appear on the appropriate line in column 5, Total 2013 Tax Levy. The software will calculate the total amount appearing on line 4. Enter on line 5 any amount certified by the

Commissioner which was too late for the 2012 tax levy. Enter on line 6 any adjustments which are not part of the 2013-14 school budget such as an amount necessary to correct a prior year's tax levy. The software will calculate the grand total amount appearing on line 7 as the total of lines 4, 5, and 6.

5. Column 6, Amount in Col. 2 Deferred to 2014 Levy should be blank.
6. Column 7, November Separate Question to be Raised in 2014, is used for districts with November elections which have a passed separate question at the election. The total amount of the passed November separate question must be entered here. After the November election, a revised A4F form containing the passed November separate proposal must be submitted to the personnel listed in item 8 below, within 15 days of the election.
7. The board secretary should complete and sign the certification in the lower left-hand corner (municipal clerk does not sign).
8. One copy should be distributed to each of the following:

County Board of Taxation  
Local Assessor  
NJ Division of Local Government Services  
    Bureau of Financial Regulation and Assistance  
    PO Box 803  
    Trenton, NJ 08625-0803  
Municipal Clerk  
Executive County Superintendent  
School District

If taxes are raised on a calendar year basis (split-year basis)

1. The local tax levies entered in column 4 of the revenues section of the budget on lines 100 (general fund) and 860 (debt service) will appear on the related line in Tax Levy Certified by Board of School Estimate, Municipality, Commissioner or Voted (col. 2). Line 861 (debt service premerge) is applicable only to the 13 districts merged with non-operating districts.
2. Preloaded on lines 1, 2 and 3 in Balance of Levy from 2012-13 to be Raised in 2013 (col. 3), will be the remainder of the 2012-13 tax levy to be raised in 2013. The amounts will agree with those from column 6 of the A4F for the 2012-13 school year for the respective line as transmitted to the department.
3. Complete column 4, Amount in col. 2 to be Raised in 2013 Levy, after consulting with your municipal clerk. THE AMOUNT FOR THE GENERAL FUND MUST BE AT LEAST 50% OF THE COLUMN 2 AMOUNT, less the column 7 amount. An on-screen edit will ensure that the amount entered on the general fund line is at

least 50% of column 2 less column 7. **Data entry will not be saved until the on-screen edit is passed.**

4. The software will calculate the amounts for lines 1 through 4 in columns 5 and 6 based on the amounts shown on those lines in columns 3 and 4. The amount shown in column 5, Total 2013 Tax Levy is the sum of columns 3 and 4 for the applicable lines. The amount shown in column 6 is the result of column 2 minus column 4 for the applicable line. Enter on line 5 any amount certified by the Commissioner which was too late for the 2012 tax levy. Enter on line 6 any adjustments which are not part of the 2013-14 school budget such as an amount necessary to correct a prior year's tax levy. Line 7 is calculated by the software as the sum of lines 4 through 6.
5. Column 7, November Separate Question to be Raised in 2014, is used for districts with November elections which have a passed separate question at the election. The total amount of the passed November separate question must be entered here. After the November election, a revised A4F form containing the passed November separate proposal must be submitted to the personnel listed in item 8 below, within 15 days of the election.
6. The board secretary should complete and sign the certification in the lower left-hand corner.
7. The municipal clerk should complete and sign the certification in the lower right-hand corner.
8. One copy should be distributed to each of the following:

County Board of Taxation  
Local Assessor  
NJ Division of Local Government Services  
    Bureau of Financial Regulation and Assistance  
    PO Box 803  
    Trenton, NJ 08625-0803  
Municipal Clerk  
Executive County Superintendent  
School District

**REGIONAL SCHOOL DISTRICTS (including the 13 districts that merged with phase 1 non-operating districts at July 1, 2009)**

The board secretary should complete both Form A and Form B for the district as follows:

**Form B**

1. The 2013-14 Tax Allocation to Municipalities (Form B) must be completed first. The 2013-14 Tax Allocation to Municipalities screen requires entry in three columns, Percentage Share (col. 2), Adjustments – Prior Year Tax Levy Certification Received too Late for 2012 (col. 6), and Adjustments – Other (col. 7). All other data is calculated by the software. A separate line will appear on the screen for each of the member municipalities of the regional district. Enter the tax levy percentage share for each member from the "2013-14 Municipal Percentage Shares of Regional School District Tax Levy" printout in column 2. The total of the member percentage shares must equal 100% or data entry will not be able to be saved on this screen. Using the percentage shares entered and the local tax levies entered in the revenues section on lines 100 and 860, the software will calculate each member municipality's share of the general fund and debt service tax levies. For the debt service levy premerge entered on line 861 the software will allocate the entire amount to the former receiving district, as recommended by the executive county superintendents and approved by the Commissioner in the merge approvals.
1. Enter in column 6 the total of any amount certified by the Commissioner which was too late for the 2012 tax levy. Enter in column 7 any adjustments which are not part of the 2013-14 budget such as an amount necessary to correct a prior year's tax levy. These additional amounts should be allocated using 2012-13 municipal percentage shares. These same amounts will be detailed in column 5 of Form A for the member municipality on lines 5 (Tax Cert/Prior Yr) and 6 (Other), respectively. The data entered in these columns will flow to lines 5 and 6 on Form A.
2. Once the data entry on Form B is complete, click the "Save Data" button at the bottom of the screen. Form B may be exported to either excel or PDF by using the buttons at the bottom of the screen.
3. To access Form A for each municipality, click the link in the "A4F Form A" column for the individual municipality.

### **Form A**

5. Form A must be completed for each member municipality. When a member municipality Form A link is selected from the Form B screen, a Form A will appear for the member. The information in column 2, Tax Levy Certified by Board of School Estimate, Municipality, Commissioner or Voted is drawn from the amounts calculated by the software in the 2013 Form B screen.

If taxes are raised on a school year basis (fiscal year basis)

- a. Column 3, Balance of Levy from 2012-13 to be Raised in 2013 will be blank for districts with an April election. For districts with November elections, the amount of the passed November 2012 question from column 6 of the 2012-13 A4F will be preloaded here.

- b. Complete column 4, Amount in Col. 2 to be Raised in 2013 Tax Levy by inserting the same figures that appear in column 2 on lines 1, 2 and 3. The software will calculate the total amount appearing on line 4.
- c. The amounts entered in column 4 on lines 1, 2 and 3 will appear on the appropriate line in column 5, Total 2013 Tax Levy. The software will calculate the total amount appearing on line 4. On line 5 will be the amount from Form B for any amount certified by the Commissioner which was too late for the 2012 tax levy. On line 6 will be the amount from Form B for any adjustments which are not part of the 2013-14 school budget such as an amount necessary to correct a prior year's tax levy. The software will calculate the grand total amount appearing on line 7 as the total of lines 4, 5, and 6.
- d. Column 6, Amount in Col. 2 Deferred to 2014 Levy should be blank.
- e. Column 7, November Separate Question to be Raised in 2014, is used for districts with November elections which have a passed separate question at the election. The total amount of the passed November separate question must be entered here. After the November election, a revised A4F form containing the passed November separate proposal must be submitted to the personnel listed in item 8 below, within 15 days of the election.
- f. The board secretary should complete and sign the certification in the lower left-hand corner (municipal clerk does not sign).
- g. One copy of the regional district's Form B and all constituent municipalities' Form A should be distributed to each of the following:

County Board of Taxation  
 NJ Division of Local Government Services  
 Bureau of Financial Regulation and Assistance  
 PO Box 803  
 Trenton, NJ 08625-0803  
 Executive County Superintendent  
 School District

One copy of the Form A for their respective municipality should be distributed as follows:

Municipal Clerk  
 Local Assessor

If taxes are raised on a calendar year basis (split-year basis)

- a. Enter in Balance of Levy from 2012-13 to be Raised in 2013 (col. 3) the remainder of the 2012-13 tax levy to be raised in 2013. The amounts should agree

with those shown in column 6 of the member municipality's A4F for the 2012-13 school year for the respective line.

- b. Complete column 4, Amount in col. 2 to be Raised in 2013 Tax Levy, after consulting with the member municipality's municipal clerk. THE AMOUNT FOR THE GENERAL FUND MUST BE AT LEAST 50% OF THE COLUMN 2 AMOUNT, less the column 7 amount. An on-screen edit will ensure that the amount entered is at least 50% of the amount in column 2 less column 7. Data entry will not be saved until the on-screen edit is passed.
- c. The software will calculate the amounts for lines 1 through 4 in columns 5 and 6 based on the amounts keyed on those lines in columns 3 and 4. The amount shown in column 5, Total 2013 Tax Levy is the sum of columns 3 and 4 for the applicable lines. The amount shown in column 6 is the result of column 2 minus column 4 for the applicable line. Enter on line 5 any amount certified by the Commissioner which was too late for the 2012 tax levy. On lines 6 will be any adjustments which are not part of the 2013-14 school budget such as an amount necessary to correct a prior year's tax levy, from Form B. On line 7 will be any other adjustments from Form B. Line 7 is calculated by the software as the sum of lines 4 through 6.
- d. Column 7, November Separate Question to be Raised in 2014, is used for districts with November elections which have a passed separate question at the election. The total amount of the passed November separate question must be entered here. After the November election, a revised A4F form containing the passed November separate proposal must be submitted to the personnel listed in item 8 below, within 15 days of the election.
- e. The board secretary should complete and sign the certification in the lower left-hand corner.
- f. The municipal clerk of each member municipality should complete and sign the certification in the lower right-hand corner of his/her municipality's Form A.
- g. One copy of the regional district's Form B and all constituent municipalities' Form A should be distributed to each of the following:

County Board of Taxation  
NJ Division of Local Government Services  
Bureau of Financial Regulation and Assistance  
PO Box 803  
Trenton, NJ 08625-0803  
Executive County Superintendent  
School District

One copy of the Form A for their respective municipality should be distributed as follows:

Municipal Clerk  
Local Assessor

**A4F FOR CONSOLIDATED SCHOOL DISTRICTS**

The board secretary should complete both Form A and Form B by referencing section C above, Regional School Districts, and following the instructions applicable to the manner in which the tax levy amounts are to be raised in 2013 (fiscal or split-year basis). For consolidated school districts, the percentage shares referred to for completion of the 2013-14 Tax Allocation to Municipalities (Form B) should be obtained from the County Board of Taxation, pursuant to N.J.S.A. 18A:8-37 and 54:4-49. Districts should submit a copy of their budgets to their County Board of Taxation, so that the apportionment calculations can be performed. Upon completion, the County Board of Taxation will distribute a form to the consolidated districts within their county that contains the net valuation, apportionment share, debits and credits, and total school tax due from each constituent municipality. The district will use this data to complete Form B of the A4F.

**A4F FOR DISTRICTS WITH DEFEATED BUDGETS**

The A4F should not be filed with the municipal clerk or tax assessor until action has been taken by the municipality or the Commissioner. The budget data contained in the budget program should be updated to reflect the budget based on the tax levy being certified by the municipality. The board secretary should complete and distribute copies of Form A and Form B (if necessary) by following the appropriate instructions above.

**A4F FOR TYPE I AND TYPE II DISTRICTS WITH A BOARD OF SCHOOL ESTIMATE**

The board secretary should complete only Form A by referencing section B above, Type II School Districts Without a Board of School Estimate, Non-Regional Districts Which Budget for Grades K-12 and Constituent Districts of Regional High School Districts, and following the instructions applicable to the manner in which the tax levy amounts are to be raised in 2013 (fiscal or split-year basis). Distribution of the A4F is limited to the school district, and the executive county superintendent.

Form A:

Accounts	Tax Levy Certified by Board of School Estimate or Municipality or Commissioner or Voted	Balance of levy from 2012-2013 to be raised in 2013	Amount in column 2 to be raised in 2013 tax levy	Total 2013 tax Levy	Amount in column 2 deferred to 2014 levy	November separate question to be raised in 2014
(1)	(2)	(3)	(4)	(5)	(6)	(7)
General Fund	\$0	\$0	\$0	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0	\$0	\$0	\$0
Debt Service - PreMerge	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS	\$0	\$0	\$0	\$0	\$0	\$0
Tax certification of prior year received too late for 2012 levy				\$0		
OTHER*				\$0		
GRAND TOTAL				\$0		

Form B:

2013-2014 Tax Allocations To Municipalities Within A Regional District								
Member Municipalities	Percentage Share	General Fund	Debt Service	Debt Service-Premerge	Adjustment - Prior Year Tax Certification Received to Late for 2012	Adjustment - Other	Total Tax Levy 2013-2014	A4F Form A
COLTS NECK	0.0000000%	\$0	\$0	\$0	\$0	\$0	\$0	Form A
ENGLISHTOWN	0.0000000%	\$0	\$0	\$0	\$0	\$0	\$0	Form A
FARMINGDALE	0.0000000%	\$0	\$0	\$0	\$0	\$0	\$0	Form A
FREEHOLD BORO	0.0000000%	\$0	\$0	\$0	\$0	\$0	\$0	Form A
FREEHOLD TWP	0.0000000%	\$0	\$0	\$0	\$0	\$0	\$0	Form A
HOWELL TWP	0.0000000%	\$0	\$0	\$0	\$0	\$0	\$0	Form A
MANALAPAN	0.0000000%	\$0	\$0	\$0	\$0	\$0	\$0	Form A
MARLBORO TWP	0.0000000%	\$0	\$0	\$0	\$0	\$0	\$0	Form A
Total	0%	\$0	\$0	\$0	\$0	\$0	\$0	

## ii. Estimated Tax Rate Information (Revised 2/28/13)

Pursuant to N.J.S.A. 18A:22-8a, as amended, districts are required to report budget information in user friendly budget summary forms, as promulgated by the department, and submit the user friendly budget information to the Department of Education and have it available to the public. The school tax rate and equalized tax rate are two requirements of the user friendly budget information. This screen captures this information at budget time in a standardized format.

The A4F data entry must be completed before this screen can be completed. This screen uses the tax levy amounts from column 5 of the A4F form.

Data entry on this screen is only required if the district is revising the Estimated Net Taxable Valuation and/or the Estimated Equalized Valuation. The preloaded estimates as of October 1, 2012 were obtained from the Department of Treasury and are posted at <http://www.state.nj.us/treasury/taxation/lpt/lptvalue.shtml>. If a district has a more recent estimate of the net taxable valuation and the equalized valuation amounts, they may enter them in columns B and H, respectively, along with the date of the estimates. Entry in columns B and H will flow automatically to columns E and K, respectively. If the district is not changing these valuation estimates, all that is required is to open the screen and click the “save data” button.

Member municipalities are listed in the first column. If your district is a regular district, you will see your single municipality. Regional districts will see a line for each member municipality in the regional school district.

### School Tax Rate Based on Estimated Net Taxable Valuation: Without Repayment of Debt or Adjustments

- Column A uses the general fund tax levy from line 1 of column 5 of the Certification of Taxes form A4F for the general fund school levy.
- Column B1 is preloaded with the net taxable valuation received from the Department of Treasury, and column B2 is preloaded with the date of the estimated valuation, 10/1/12. Districts may overwrite the amount and date with a more recent estimate if they have one.
- Column C is calculated as column A divided by column B1, multiplied by 100. This is the estimated general fund school tax rate.

### With Repayment of Debt and Adjustments

- Column D uses the total tax levy from line 7 of column 5 of the Certification of Taxes form A4F for the total school levy.
- Column E is populated with the same information from column B.

- Column F is calculated as column D divided by column E1, multiplied by 100. This is the estimated total school tax rate.

School Tax Rate Based on Equalized Valuation:

Without Repayment of Debt or Adjustments

- Column G uses the general fund tax levy from line 1 of column 5 of the Certification of Taxes form A4F for the general fund school levy.
- Column H1 is preloaded with the equalized valuation received from the Department of Treasury, and column H2 is preloaded with the date of the estimated valuation, 10/1/12. Districts may overwrite the amount and date with a more recent estimate if they have one.
- Column I is calculated as column G divided by column H1, multiplied by 100. This is the estimated equalized general fund school tax rate.

With Repayment of Debt and Adjustments

- Column J uses the total tax levy from line 7 of column 5 of the Certification of Taxes form A4F for the total school levy.
- Column K is populated with the same information from column H.
- Column L is calculated as column J divided by column K1, multiplied by 100. This is the estimated equalized total school tax rate.

A partial sample of the screen follows:

Estimated 13-14 School Tax Rate							
Without Repayment of Debt or Adjustments				With Repayment of Debt and Adjustments			
General Fund School Levy	Estimated Net Taxable Valuation		Estimated 13-14 General Fund School Tax Rate	Total School Levy	Estimated Net Taxable Valuation		
A	B		C	D	E		
Member Municipalities	B1	B2(Date)	(A/B1)*100		E1	E2(Date)	

## **G. Completing the “Edit Report” Tab**

Selecting the “Edit Report” tab will run the edit tests on the data entry in the budget software. This report may take a few seconds to load. All fatal edits (noted with “error” in the first column) must be cleared before a district will be able to submit the budget to the executive county superintendent for review. The edits labeled as “warning” will not prevent a district from submitting a budget to the county office, but must be reviewed to ensure that data entry in the noted area is proper. Some of the warning edits are there to provide information to the county offices for the review process. A list of the edits is included at [Appendix B](#) of this document.

## **H. Completing the “County Review and Approval” Tab (Revised 2/28/13)**

All edits must be cleared before the district will be able to submit the budget to the Executive County School Business Administrator (ECSBA) and Executive County Superintendent (ECS) for review and approval. There will be a message at the top of the screen if all edits have not been cleared.

When the district is ready to submit the budget for Executive County Review for Advertising, check the box “Ready for Review” on the “District” line in the “For Advertising” section. The date will populate automatically when the page is saved. Districts may use the “Comments” box to provide any additional information they wish to communicate to the county office.

Once the ECSBA has checked the box “Review Started”, the district will be blocked from performing any additional data entry in the budget software, until the ECSBA has either unchecked the “review started” box, or checked the “rejected” box. Note that the district must un-check the “Ready for Review” box and save the screen to access data entry again.

Once the ECS has checked the box “Review Started”, the district will be blocked from performing any additional data entry in the budget software, until the ECS has either unchecked the “review started” box, or checked the “rejected” box. Note that the district must un-check the “Ready for Review” box and save the screen to access data entry again.

After the advertisement has been prepared, there may be changes needed to the budget as a result of the public hearings. If changes are needed, the district must communicate this to the county office. The county office will check the box “Budget Revisions Needed”, which will allow the district access to make any needed changes.

Once the budget has been certified, the district will need to check either statement A or B in the “Final Budget Certified for Taxes” section. If no changes were required above, and box A is selected, then no more entry is required. If changes were required, and Box B is selected, then the district must make all needed

changes in the budget and check “Ready for Final Review.” The date will populate automatically. Districts must use the “Comments” box to provide a listing of what accounts changed and reasons for the change.

Once the ECSBA has checked the box “Final Review Started”, the district will be blocked from performing any additional data entry in the budget software, until the ECSBA has either unchecked the “Final Review Started” box, or checked the “Rejected” box.

Once the ECS has checked the box “Final Review Started”, the district will be blocked from performing any additional data entry in the budget software, until the ECS has either unchecked the “Final Review Started” box, or checked the “Rejected” box.

# County Review and Approval

Please go to the 'Edit Report page' and clear the errors.

## For Advertising:

**District:** Ready for Review  Date: \_\_\_\_\_ Comments: \_\_\_\_\_

**ECSBA Preliminary Review:** Review Started  Approved  Rejected  Comments: \_\_\_\_\_

**ECS Review:** Review Started  Approved  Rejected  Comments: \_\_\_\_\_

Date: \_\_\_\_\_

## Budget Revisions Needed:

ECS - Budget Changes Needed for Final Preparation

## Final Budget Certified for Taxes:

District - Select Statement A or B:

A: I certify that the 2013-14 budget approved by the Executive County Superintendent was adopted as approved after the public hearing.

B: I certify that the 2013-14 budget was revised either by reallocating resources to other line items or by revising the total amount after the approval by the Executive County Superintendent and adopted after the public hearing, and all changes are reflected in the school district budget statement.

**District:** Ready for Review  Date: \_\_\_\_\_ Comments: \_\_\_\_\_

**ECSBA Final Review:** Review Started  Approved  Rejected  Comments: \_\_\_\_\_

**ECS Final Review:** Review Started  Approved  Rejected  Comments: \_\_\_\_\_

## SECTION IV

### UFB/Advertised File

#### A. User-Friendly Budget (UFB)

All edits must be cleared before the district will be able to create the User-Friendly Budget (UFB) file.

Included in the user-friendly budget file are the following reports:

- Advertised Enrollments
- Advertised Revenues
- Advertised Appropriations
- Advertised Recapitulation of Balances
- Per Pupil Costs
- Unusual Revenues and Appropriations
- Shared Services
- Estimated Tax Rate Information
- Contract Information for Select Staff
- Advertised Blended Resource Statement (school-based budget districts only)

#### **Creating the File with the Budget Software**

This section will be completed when the user friendly budget file is released.

(This page intentionally left blank.)

**B. Posting the User-Friendly Budget File to the District Web Site**

This section will be completed when the user friendly budget file is released.

(This page intentionally left blank.)

### C. Advertised File for Newspapers (Revised 2/28/13)

All edits must be cleared and the budget marked as “ready for review” on the County Review and Approval tab before the district will be able to create the advertised file for newspapers.

The advertised file does not apply to and is not accessible from the report menu by county vocational and special services school districts.

Included in the advertised file for newspapers are the following reports:

- Advertised Enrollments
- Advertised Revenues
- Advertised Appropriations
- Advertised Recapitulation of Balances
- Per Pupil Costs
- Capital Projects Summary
- Advertised Blended Resource Statement (school-based budget districts only)

The advertised enrollment report is comprised of three enrollment columns. The first two columns are preloaded amounts from ASSA. The third column is calculated from entries made on the Enrollment tab in the budget software.

On the revenues report, five transfer lines to other funds (lines 835 & 836, transfers from general fund to special revenue, line 855, transfers from capital reserve to debt service, line 72120 transfer property sale proceeds to debt service reserve, and line 87080 preschool education aid transfer to general fund) are subtracted from the bottom of the advertised revenues report for a new grand total, net of transfers.

The advertised appropriations section of the budget (function level) is a summary of the information contained in the unadvertised section detailed appropriations (object level.) With the budget program, there is no data entry screen for the advertised appropriations. This report is created from the entries made on the appropriations screen. Transfer lines to other funds (lines 2020/2040/2060, local contribution to special revenue fund, line 76340, transfers from capital reserve to debt service, line 72120, transfer of property sale proceeds to debt service reserve, and line 87080, transfers from preschool education aid to general fund) are subtracted from the bottom of the advertised appropriations report for a new grand total, net of transfers.

The advertised school-based statement reflects summary totals of the revenues and appropriations reported in the school-based budgets.

To create the advertised file for newspaper, on the UFB/Advertised Budget tab, select Advertised Budget. At the bottom of the page click on the link “Click to generate Advertised Budget Summary.” This will open a separate window

and may take a few seconds to calculate. The window will display the advertised file and contains a link at the top right corner "Export As Word." Click on this export link to create a Word file containing the entire file. The file can be saved from Word. The report is designed as landscape-oriented on legal size paper. Please make sure to adjust your page setup in Word before printing this document.

## SECTION V

### PRINTING (Revised 2/28/13)

Selecting the “Printable PDF” tab will take users to a screen where they will be able to reproduce the contents of each of the individual Budget screens as separate tables within a single document in the PDF format for ease of sharing and printing. Once on this screen, users will first see a description of what is to be created, as well as some cautions and advice on settings necessary to ensure smooth production of the PDF. To create the PDF, users will click on the hyperlink embedded in the text.

#### Detailed Budget Report Printable PDF

This will generate a PDF file reporting all data currently entered for this district by category (excepting school-based). Note this is a detailed file reporting many categories at the individual line level and is for review purposes; it is not a User Friendly Budget summary or an Advertised Budget and must not be treated as such. Be aware this file can exceed one hundred pages in length and requires legal-sized paper for printing. This report will take several seconds to generate. Depending on your browser settings, the report may open in your browser, or your browser may require that you save the file to your PC.

Additionally, please be aware that users of Internet Explorer version 7 may experience problems generating the PDF file; if you find this to be the case, then we suggest either upgrading your browser to a later version of Internet Explorer, or printing tables separately using the "Export PDF" option on each desired page.

For all users, it is important for Adobe Reader to permit the browser to use a pop-up for displaying results; therefore, if after selecting the above "Click to generate the PDF" link you do not have a pop-up appearing at the bottom of your screen, please proceed with the following:

- 1) Open Adobe Reader
- 2) Select "Edit" menu on the toolbar and click on "Preferences"
- 3) In the open Preferences window, select "Internet" under Categories
- 4) Under "Web Browser Options" click to remove the checkmark next to "Display PDF in browser"
- 5) Click "OK"
- 6) Return to the Budget webpage and select again "Click to generate the PDF"