

**INSTRUCTIONS FOR CAFR
PREPARATION ISSUED
BY
NJDOE DIVISION OF FINANCE**

BLENDING RESOURCE FUND 15 - SCHEDULE OF EXPENDITURES ALLOCATED BY RESOURCE TYPE – ACTUAL (EXHIBIT D-2 SERIES)

Overview:

The *Schedule of Expenditures Allocated by Resource Type - Actual (Exhibit D-2 series)* is prepared from the district's records, and is the responsibility of the district. A separate schedule is prepared for each school in order to calculate surplus/carryover by funding source at the school level. The individual school-level carryovers are added together to determine the district-wide surplus/carryover by funding source. Comparative schedules are not required. These schedules are to be included in the Other Supplementary Information section of the CAFR.

The resource types and amounts included on the *Schedule of Expenditures Allocated by Resource Type- Actual* represent the resources, including June 30th prior year fund balance reserved for encumbrances associated with the general fund contribution for the prior year, and any deferred revenue or carryover from the prior year which was budgeted in the CAFR year to fund the current year of the school two-year report on instructional priorities. The prior year encumbrances allocated to the restricted federal resources are a component of the prior year deferred revenue blended in the current year school-based budget. Schools not required to prepare school-based budgets in the prior year would include only the current year resource allocations on the school's *Schedule of Expenditures Allocated by Resource Type-Actual* and would not have school-level fund balance reserved for encumbrances associated with the general fund contribution at the prior year end, or deferred revenue or carryover at the beginning of the current year.

Total expenditures reported on the *Schedule of Blended Expenditures – Budget and Actual* will be allocated to the various funding sources using the ratio of the individual resource to the total resources in that school. For example, if 25% of the resources blended in a school are from Title I, then 25% of the expenditures in that school are Title I expenditures. There will not be any deferred revenue/carryover resulting from budgeted restricted state aids because restricted state aids are considered spent before the general fund contribution when allocating expenditures to state and local contributions to school based budgets. This results in any unspent state or local contributions to SBB falling to general fund surplus at June 30.

Calculation For the First Year of Implementation of SBB:

The percent of resources calculation used to allocate expenditures to the various funding sources is detailed on the *Schedule of Expenditures Allocated by Resource Type – Actual (Exhibit D-2 series)*. The “% of Total Resources” column is a calculation of what percentage each resource type is of the total resources blended in the school-based budget. The calculation is the individual resource amount divided by the total of all resources. “Total Expenditures Allocated as a % of Total Resources” is calculated as the total actual expenditures from the individual location's *Schedule of Blended Expenditures – Budget and Actual (Exhibit D-3)* multiplied by the “% of Total Resources” for each funding type. “Total Surplus/Carryover” is the surplus/carryover for each resource type and is calculated as the difference between the “Resource Amount (Final Budget)” and the “Total Expenditures Allocated as a % of Total

Resources.” For federal programs, “Total Surplus/Carryover” at June 30 is considered deferred revenue/carryover.

Calculation for Second and Subsequent Years of Implementing SBB:

In the second and subsequent years of implementing SBB, schools will have general fund balance reserved for encumbrances and deferred revenue/carryover from June 30 of the prior year as well as current year resource allocations to be blended in their school-based budgets.

Once the prior year June 30 allocation is performed and the deferred revenue/carryover for the federal funding sources is calculated, the LEA has the option of reallocating the federal funds back to the schools on July 1st in the amounts that were originally deferred, or reporting the amounts less the individual funding sources allocation of June 30 encumbrances as unexpended program funds at August 31st and including those amounts on the district’s carryover application as of August 31st.

Since the state fiscal year is July 1 through June 30, and the federal grant period is September 1 through August 31, if the deferred revenue/carryover is reallocated back to the schools at July 1st of the subsequent year, an additional allocation similar to the one detailed above, in the section entitled “Calculation For the First Year of Implementation of SBB,” is required for July and August of the subsequent year to determine the various federal program expenditures to be included on the final expenditure report. If this approach is taken, the calculation of expenditures allocated by resource type should be prepared in two pieces; July and August; and, September 1 through June 30. These two pieces from the current fiscal year will be added together for CAFR reporting purposes. The July and August piece will be added to the prior year September through June piece for federal final expenditure reporting purposes.

If the prior year June 30 deferred revenue/carryover less the allocation of encumbrances is reported as unexpended program funds at August 31 and included on the district’s carryover application as of August 31st of the year subsequent to the current year, expenditures allocated to the various funding sources on June 30 of the subsequent year are calculated based on the ratio of total deferred revenue/carryover returned to the schools to fund the rollover of encumbrances plus the current year allocation to the total resources blended in the school-based budget. The total school-based expenditures are then multiplied by this percentage to determine the school-based expenditures allocated to the particular funding source. Once the total school-based budget expenditures allocated to the particular funding sources are determined, **those expenditures are allocated to the deferred revenue/carryover/general fund reserve for encumbrances before being allocated to the current year allocation** when determining deferred revenue/carryover at June 30 of the subsequent year. For example, if the Title 1 allocation was \$10,000 for 20X3-X4 and the 20X2-X3 carryover was \$1,000, total Title 1 expenditures are allocated first to the \$1,000 carryover and then to the \$10,000 current year allocation. Therefore, if the Title 1 allocated expenditures are \$9,000, the \$1,000 carryover was spent first and the remaining \$8,000 was spent from the current year allocation. This process is repeated each June 30 to allocate expenditures, determine June 30 deferred revenue, and report carryover on August 31.

Operating Transfers and District-wide Summary:

Once the total expenditures and encumbrances by resource type are determined, districts are required to adjust the corresponding revenue amounts recorded in Fund 15 for each SBB school. This is accomplished as part of the year-end closing procedures similar to the revenue adjustments on Exhibit C-2. An equal and corresponding operating transfer into Fund 15 should offset the GAAP basis expenditures plus the change in June 30 encumbrances reported for each funding source. This amount will be the same as the budgetary basis expenditures calculated on the encumbrance worksheet (Exhibit ENC-W/S). Federal deferred revenue/carryover associated with allocations to SBB schools should be reported in the special revenue fund at June 30th with a corresponding operating transfer into Fund 15.

Once a *Schedule of Expenditures Allocated by Resource Type - Actual* (Exhibit D-2 series) is prepared for each location, a district-wide summary is prepared. This summary provides the detail of the expenditures by funding source necessary to complete the *Worksheet of Reserve for Encumbrances Allocated by Resource Type for Goods and Services Received after June 30, 20XX* (ENC W/S). This worksheet is necessary to convert GAAP basis expenditures to the budgetary basis for inclusion in the *Schedule of Expenditures of Federal Awards and State Financial Assistance* (Exhibits K-3 and K-4, respectively), and to determine the amount of the operating transfers into Fund 15 to offset the GAAP basis expenditures plus the change in June 30 encumbrances. **The district-wide summary is a summation of the amounts reported on the individual school calculations. This information is not to be recalculated for the district as a whole.**

The *Schedule of Expenditures Allocated by Resource Type - Actual* (Exhibit D-2) is prepared on the modified accrual basis (with the exception of the deferred last state aid payment(s)), where encumbrances are not recorded as expenditures until the year the goods or services are received. The *Budgetary Comparison Schedule - Special Revenue Fund* - (Exhibit E-2) and the Single Audit Schedules (K Schedules) are prepared on a budgetary basis, where encumbrances are recorded as expenditures in the year the purchase order is written. Therefore, the *Schedule of Expenditures Allocated by Resource Type - Actual* must be adjusted for encumbrances (illustrated on the Encumbrance Worksheet) before preparing the *Budgetary Comparison Schedule - Special Revenue Fund* and the Single Audit Schedules. The Encumbrance worksheet is not required to be submitted with the district's CAFR.

Exhibits D-2

ANYTOWN SCHOOL DISTRICT
Blended Resource Fund 15
Schedule of Expenditures Allocated by Resource Type - Actual
for the Fiscal Year Ended June 30, 20XX

District-wide

Resources	Resource Amount (Final Budget)	District- wide Blended % of Total Resources	Total Expenditures Allocated as a % of Total Resources	Total Surplus/ Carryover
General Fund Contribution to SBB	\$ 2,110,077		\$ 1,919,400	\$ 190,677
General Fund Reserve for Encumbrances at June 30, 20PY	53,734		53,734	-
Other State Resources				
Contribution to SBB- Restricted Source(s)	1,998,000			
Total Other State Resources	<u>1,998,000</u>		1,998,000	-
Combined General Fund Contribution & State Resources	<u>4,161,811</u>	71.98%	<u>3,971,134</u>	<u>190,677</u>
Restricted Federal Resources				
Title I, Part A of NCLB: <i>Improving Basic Programs</i>	635,000		602,394	32,606
Title I, Part A - June 30, 20PY Deferred Revenue	13,370		13,370	-
	<u>648,370</u>	11.21%	<u>615,764</u>	<u>32,606</u>
Title II, Part A: <i>Teacher and Principal Training and Recruiting</i>	515,503		495,400	20,103
Title II, Part A - June 30, 20PY Deferred Revenue	2,282		2,282	-
	<u>517,785</u>	8.96%	<u>497,682</u>	<u>20,103</u>
Title II, Part D: <i>Enhancing Education through Technology</i>	110,000		106,136	3,864
Title II, Part D - June 30, 20PY Deferred Revenue	5,935		5,935	-
	<u>115,935</u>	2.01%	<u>112,071</u>	<u>3,864</u>
Title IV, Part A: <i>Safe and Drug-Free Schools and Communities</i>	155,000		146,253	8,747
Title IV, Part A - June 30, 20PY Deferred Revenue	4,066		4,066	-
	<u>159,066</u>	2.75%	<u>150,319</u>	<u>8,747</u>
Title V, Part A: <i>Innovative Programs</i>	173,000		165,220	7,780
Title V, Part A - June 30, 20PY Deferred Revenue	5,767		5,767	-
	<u>178,767</u>	3.09%	<u>170,987</u>	<u>7,780</u>
Total Restricted Federal Resources	<u>1,619,923</u>	28.02%	<u>1,546,823</u>	<u>73,100</u>
Totals	<u>\$ 5,781,734</u>	100.00%	<u>\$ 5,517,957</u>	<u>\$ 263,777</u>

[Updated 7/09]

Exhibit D-2a

ANYTOWN SCHOOL DISTRICT
Blended Resource Fund 15
Schedule of Expenditures Allocated by Resource Type - Actual
for the Fiscal Year Ended June 30, 20XX

School: Lincoln

Resources	Resource Amount (Final Budget)	% of Total Resources	Total Expenditures Allocated as a % of Total Resources	Total Surplus/ Carryover
General Fund Contribution to SBB	\$ 1,182,855		\$ 1,148,230	\$ 34,625
General Fund Reserve for Encumbrances at June 30, 20PY	13,500		13,500	-
Other State Resources				
Contribution to SBB-Restricted Source(s)	800,000			
Other State Resources	<u>800,000</u>		800,000	-
Combined General Fund Contribution & State Resources	<u>1,996,355</u>	71.44%	<u>1,961,730</u>	<u>34,625</u>
Restricted Federal Resources				
Title I, Part A: Improving Basic Programs	250,000		245,589	4,411
Title I, Part A - June 30, 20PY Deferred Revenue	6,492		6,492	-
	<u>256,492</u>	9.18%	<u>252,081</u>	<u>4,411</u>
Title II, Part A: Teacher and Principal Training and Recruiting	314,523		309,009	5,514
Title II, Part A - June 30, 20PY Deferred Revenue	1,287		1,287	-
	<u>315,810</u>	11.30%	<u>310,296</u>	<u>5,514</u>
Title II, Part D: Enhancing Education through Technology	75,000		73,673	1,327
Title II, Part D - June 30, 20PY Deferred Revenue	5,411		5,411	-
	<u>80,411</u>	2.88%	<u>79,084</u>	<u>1,327</u>
Title IV, Part A: Safe and Drug-Free Schools and Communities	49,000		48,118	882
Title IV, Part A - June 30, 20PY Deferred Revenue	2,133		2,133	-
	<u>51,133</u>	1.83%	<u>50,251</u>	<u>882</u>
Title V, Part A: Innovative Programs	90,000		88,412	1,588
Title V, Part A - June 30, 20PY Deferred Revenue	4,128		4,128	-
	<u>94,128</u>	3.37%	<u>92,540</u>	<u>1,588</u>
Total Restricted Federal Resources	<u>797,974</u>	28.56%	<u>784,252</u>	<u>13,722</u>
Totals	<u>\$ 2,794,329</u>	100.00%	<u>\$ 2,745,982</u>	<u>\$ 48,347</u>

[Updated 7/09]

Exhibit D-2b

ANYTOWN SCHOOL DISTRICT
Blended Resource Fund 15
Schedule of Expenditures Allocated by Resource Type - Actual
for the Fiscal Year Ended June 30, 20XX

School: Washington

Resources	Resource Amount (Final Budget)	% of Total Resources	Total Expenditures Allocated as a % of Total Resources	Total Surplus/ Carryover
General Fund Contribution to SBB	\$ 927,222		\$ 771,170	\$ 156,052
General Fund Reserve for Encumbrances at June 30, 20PY	40,234		40,234	-
Other State Resources				
Contribution to SBB- Restricted Source(s)	1,198,000			
Other State Resources	<u>1,198,000</u>		1,198,000	-
Combined General Fund Contribution & State Resources	<u>2,165,456</u>	<u>72.49%</u>	<u>2,009,404</u>	<u>156,052</u>
Restricted Federal Resources				
Title I, Part A : <i>Improving Basic Programs</i>	385,000		356,805	28,195
Title I, Part A - June 30, 20PY Deferred Revenue	6,878		6,878	-
	<u>391,878</u>	<u>13.12%</u>	<u>363,683</u>	<u>28,195</u>
Title II, Part A: <i>Teacher and Principal Training and Recruiting</i>	200,980		186,391	14,589
Title II, Part A - June 30, 20PY Deferred Revenue	995		995	-
	<u>201,975</u>	<u>6.76%</u>	<u>187,386</u>	<u>14,589</u>
Title II, Part D: <i>Enhancing Education through Technology</i>	35,000		32,463	2,537
Title II, Part D - June 30, 20PY Deferred Revenue	524		524	-
	<u>35,524</u>	<u>1.19%</u>	<u>32,987</u>	<u>2,537</u>
Title IV, Part A: <i>Safe and Drug-Free Schools and Communities</i>	106,000		98,135	7,865
Title IV, Part A - June 30, 20PY Deferred Revenue	1,933		1,933	-
	<u>107,933</u>	<u>3.61%</u>	<u>100,068</u>	<u>7,865</u>
Title V, Part A: <i>Innovative Programs</i>	83,000		76,808	6,192
Title V, Part A - June 30, 20PY Deferred Revenue	1,639		1,639	-
	<u>84,639</u>	<u>2.83%</u>	<u>78,447</u>	<u>6,192</u>
Total Restricted Federal Resources	<u>821,949</u>	<u>27.51%</u>	<u>762,571</u>	<u>59,378</u>
Totals	<u>\$ 2,987,405</u>	<u>100.00%</u>	<u>\$ 2,771,975</u>	<u>\$ 215,430</u>

[Updated 7/09]

**SAMPLE DISTRICT FINANCIAL
STATEMENTS
SCHOOL BASED**

D-2

Trenton School District
Blended Resource Fund

Schedule of Expenditures Allocated by Resource Type - Actual

Year ended June 30, 2010

District-wide

Resources	Resource Amount	Blended % of Total Resources	Total Expenditures Allocated as a % of Total Resources	Total Surplus/ Carryover
General Fund contribution	\$ 81,430,834	95.95%	\$ 78,780,243	\$ 2,650,591
Restricted Federal Resources: Title I, Part A of ESEA	3,434,062	4.05%	3,368,647	65,415
Restricted Federal Resources Total	3,434,062	4.05%	3,368,647	65,415
Total	\$ 84,864,896	100.00%	\$ 82,148,890	\$ 2,716,006

D-2a

Trenton School District
Blended Resource Fund

Schedule of Expenditures Allocated by Resource Type - Actual

Year ended June 30, 2010

Cadwalader

Resources	Resource Amount	Blended % of Total Resources	Total Expenditures Allocated as a % of Total Resources	Total Surplus/ Carryover
General Fund contribution	\$ 2,689,296	96.91%	\$ 2,624,021	\$ 65,275
Restricted Federal Resources: Title I, Part A of ESEA	35,609	3.09	83,531	2,078
Restricted Federal Resources Total	35,609	3.09	83,531	2,078
Total	\$ 2,724,905	100.00%	\$ 2,707,552	\$ 67,351

D-2c

**Trenton School District
Blended Resource Fund**

Schedule of Expenditures Allocated by Resource Type - Actual

Year ended June 30, 2010

Dunn

Resources	Resource Amount	Blended % of Total Resources	Total Expenditures Allocated as a % of Total Resources	Total Surplus/ Carryover
General Fund contribution	\$ 4,691,167	94.96%	\$ 4,568,514	\$ 122,653
Restricted Federal Resources: Title I, Part A of ESEA	248,771	5.04	242,267	6,504
Restricted Federal Resources Total	248,771	5.04	242,267	6,504
Total	\$ 4,939,938	100.00%	\$ 4,810,781	\$ 129,157

**SAMPLE DISTRICT FINANCIAL
STATEMENTS
NON SCHOOL BASED**

EXHIBIT B-2

**MOUNT HOLLY SCHOOL DISTRICT
GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED JUNE 30, 2010
(With Comparative Totals for June 30, 2009)**

	GENERAL FUND	SPECIAL REVENUE FUND	TOTALS (MEMORANDUM ONLY)	
			JUNE 30, 2010	JUNE 30, 2009
Revenues:				
Local Sources:				
Local Tax Levy	\$6,889,889		6,889,889	6,814,889
Tuition Charges	222,341		222,341	
Interest Earned	4,924		4,924	83,683
Miscellaneous	135,235		135,235	115,065
Total Local Sources	7,252,389		7,252,389	7,013,637
State Sources	9,468,120	546,790	10,014,910	11,358,161
Federal Sources	1,456,318	1,424,637	2,880,955	1,035,713
Total Revenues	18,176,827	1,971,427	20,148,254	19,407,511
Expenditures:				
Current:				
Regular Instruction	4,741,823	1,051,295	5,793,118	6,152,373
Special Education Instruction	1,737,377		1,737,377	1,491,839
Other Instruction	482,674		482,674	496,843
Support Services & Undistributed Costs:				
Tuition	1,386,051		1,386,051	1,342,821
Student & Instruction Related Services	1,552,295	845,195	2,397,490	2,213,242
General Administrative Services	414,840		414,840	447,724
School Administrative Services	707,299		707,299	669,699
Central Services	504,243		504,243	269,809
Plant Operations & Maintenance	1,470,316		1,470,316	1,884,142
Pupil Transportation	404,517		404,517	382,978
Unallocated Employee Benefits	4,397,603		4,397,603	4,427,037
Capital Outlay	72,381	74,937	147,318	42,308
Total Expenditures	17,871,419	1,971,427	19,842,846	19,820,815
Excess/(Deficiency) of Revenues Over/ (Under) Expenditures	305,408		305,408	(413,304)
Net Change in Fund Balances	305,408		305,408	(413,304)
Fund Balance - July 1	1,573,626		1,573,626	1,986,930
Fund Balance - June 30	\$1,879,034	-	1,879,034	1,573,626

See Accompanying Notes to Financial Statements

D. School Based Budgets Schedules

Not Applicable

EXHIBIT B-2

**BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY
GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE FISCAL YEAR ENDED JUNE 30, 2010
(With Comparative Totals for June 30, 2009)**

	GENERAL FUND	SPECIAL REVENUE FUND	CAPITAL PROJECTS FUND	TOTALS (MEMORANDUM ONLY)	
				JUNE 30, 2010	JUNE 30, 2009
Revenues:					
Local Sources:					
County Appropriations	\$15,894,974			15,894,974	15,894,974
Tuition from LEA's	4,534,510			4,534,530	4,413,200
Other Tuition	733,174			733,174	744,645
Other Local Revenue/Miscellaneous	77,414			77,414	192,505
Total Local Sources	21,240,092			21,240,092	21,245,324
State Sources	14,486,171	74,414		14,560,585	15,979,724
Federal Sources	2,478,956	1,753,805		4,232,761	1,519,313
Total Revenues	38,205,219	1,828,219		40,033,438	38,744,361
Expenditures:					
Current Expense:					
Regular Instruction	5,154,747	698,465		5,853,212	6,133,778
Special Education Instruction	92,558			92,558	79,247
Other Instruction	9,185			9,185	7,610
Vocational Education	8,217,224			8,217,224	8,014,830
Other Instruction	1,350,422			1,350,422	1,336,051
Support Services & Undistributed Costs:					
Student & Instruction Related Services	2,791,658	605,421		3,397,079	2,823,190
Other Administrative Services	1,007,380			1,007,380	920,625
School Administrative Services	3,188,396			3,188,396	2,385,401
Plant Operations and Maintenance	5,402,894			5,402,894	5,557,227
Pupil Transportation	221,492			221,492	199,452
Business & Other Support Services					677,369
Employee Benefits	7,487,624	83,035		7,570,659	7,522,547
Capital Outlay	2,719,345	441,298	14,775	3,175,418	1,116,801
Special Schools	1,589,483			1,589,483	1,812,123
Total Expenditures	39,232,408	1,828,219	14,775	41,075,402	38,586,251
Excess/(Deficiency) of Revenues Over/(Under) Expenditures	(1,027,189)		(14,775)	(1,041,964)	158,110
Other Financing Sources/(Uses):					
Operating Transfers In (Out) - Unemployment Trust					(170,000)
Operating Transfers In (Out) - Food Service Fund	(200,000)			(200,000)	
Miscellaneous / Other	11,537			11,537	
Total Other Financing Sources/(Uses)	(188,463)			(188,463)	(170,000)
Excess/(Deficiency) of Revenues & Other Financing Sources Over/(Under) Expenditures and Other Financing Uses	(1,215,652)		(14,775)	(1,230,427)	(11,890)
Fund Balances July 1	2,136,658		59,872	2,196,530	2,208,420
Fund Balances June 30	\$921,006	-	45,097	966,103	2,196,530

The accompanying Notes to Financial Statements are an integral part of this statement.

D. School Based Budget Schedules

Not Applicable