**BUDGET REVIEW – FY 2020 -WHEN ENTERING YOUR BUDGET SAVE YOUR DATA BEFORE MOVING TO THE NEXT PAGE.**

**SUBMISSION:**

 Must be no later than the last date to submit as found in Election Calendar.

 Must include:

 Resolution approving budget

 Resolution approving use of banked cap

Resolution approving use of any Reserves, i.e., Capital, Maintenance, Tuition & Emergency

Resolution approving Maximum Travel Expenditures for **FY 2019/2020**

Resolution approving use of any adjustment, i.e., enrollment, health, deferred pension.

Justification Documents for Use of Health Adjustment

Position Control Roster

Send/Receive Worksheets with certification that the send/receive districts agree on number of students and per pupil tuition.

SEMI Revenue Projections

Tuition Revenue/Appropriation Excel Worksheets that tie into your budgeted amounts

State Facilities Tuition and FY 19-20 Charter School Aid District Summary (if applicable)

Statement of Purpose for Capital Reserve Withdrawal (if applicable)

If you are using your additional 18/19 state aid in your 19/20 budget, submit a copy of the resolution your board was required to pass in July/August stating same.

Warning Edits List with explanation as to why they were resolved.

**Completed Appendices D and D-1.**

 **RESOLUTION APPROVING BUDGET:**

Verify that dollars in resolution to approve budget match the dollars in the budget software.

 Resolution should include Operating Budget, Special Funds and Debt Service.

 Must include amount to be received in taxes (Operating and Debt Service).

 Include a statement that district used all automatic adjustments, i.e. enrollment and prebudget

 year tax levy (if applicable).

**USE OF BANKED CAP:**

Must have Board of Education Approval through resolution.

District must use all the 2019-2020 CAP Adjustments prior to requesting use of Banked Cap.

 The amount of Banked Cap requested is only the amount used to increase the tax levy.

 Review SFRA Calculations Tax Levy Cap Calculations to ensure you have used all adjustments.

Your Board Resolutions must contain the need for and amount of unused spending authority to be included in the base budget and a **statement that says need must be completed by the end of** **the budget year and cannot be deferred or incrementally completed over a longer period of time.**

The earliest year of available banked cap is utilized first and is recorded on Cap Banking Eligibility Document.

**USE OF CAPITAL RESERVE**

 Must have Board of Education approval through resolution

 Must include Statement of Purpose

 Statement of Purpose Wording (see page 229 in Budget Guidelines) or Addendum A attached.

 Statement of Purpose must be part of your advertised budget.

**USE OF MAINTENANCE RESERVE**

 Must have Board of Education approval through resolution

 Must be used as an offset of Required Maintenance (Accounts 11-000-261-xxx)

 Cannot exceed the total of Required Maintenance

 Cannot be transferred out of Required Maintenance during the budget year

**USE OF TUITION RESERVE**

Must have Board of Education approval through resolution

Make full appropriation of the reserve for tuition adjustment in the second year following the contract year.

**USE OF EMERGENCY RESERVE**

 Must have Board of Education approval through resolution

 Can be used to offset health costs and/or security costs

 Resolution must delineate the use of the reserve

**ADDITIONAL/LOSS OF STATE AID**

Preloaded 2018-19 data (revenue and appropriations must be updated to reflect additional and/or loss of state aid based on notification received in July 2018 and budgeted/reduced in 2018-2019.

Additional State Aid reserved for FY 2019/2020 will be entered on the Appropriation of Excess surplus Tab on the new line A4 – Other DOE Approved Adjustments. The only allowable entry is for that reserved state aid. Must submit August resolution approving use of the aid in the FY 2019/2020 budget.

**REVENUES**

For miscellaneous revenues, descriptions must be included in the Explanation Column for Lines 300, 350, 500, 740, 765 and 825. Edits 80 through 85 will test for completion.

New Revenue Lines added in 2019-2020:

 Line 115 – Account 10-1230 – Payroll Taxes Collected by Muni

 Line 395 – Account 10-2300 - “PILOT” Payments to School District

 Line 445 – Account 10-3140 – Vocational Expansion Stabilization Aid

**APPROPRIATIONS**

Advertised Total Lines that a +/- greater than 4% require an explanation. **(This applies to both** **Revenue and Appropriations.)**

Explanation should accurately reflect the plus or minus sign, i.e., a -4.8% should not be explained as an increase.

Be sure the explanation accurately reflects what is causing the increase or decrease, i.e., a large increase in professional services should not explained as increased positions.

Unacceptable Explanations:

 Reallocation of Salaries

 Redistribution and Staff Assignments according to GAAP Accounts

Acceptable Explanations:

Reallocated two teachers to Basic Skills or Reallocated Teacher to Regular Education Grades 1-5

 Includes FY 18-19 Retroactive Salary Payment

 Purchased New Software or textbooks or Chromebooks.

 Be specific.

Anyone reading your explanation should have a clear picture of why you need or don’t need the same level of expenditures as the previous year.

If you have greater that 4% increase in an unadvertised line, please either give an explanation on the total for that account code or provide the information in the backup so I have a clear understanding of the increase.

**POSITION CONTROL**

Must be organized by GAAP Account Code

 Must include Position Control Number (PCN)

 Must show all staff with their titles

 Must include all pertinent salaries

 Base Salary

 Stipends

 Overtime

 Substitute Costs

 Must include vacancies on February 1, anticipated new hires and retirements for FY 20.

**POSITION CONTROL TOTALS** **MUST RECONCILE WITH SALARY TOTALS INCLUDED IN THE BUDGET APPROPRIATIONS.**

**REPORT OF DISTRICT STATUS**

A narrative is required if the district exceeds their district adequacy budget.

The district must briefly explain programs and services that are in addition to New Jersey Student Learning Standards adopted by the State Board of Education.

Explanation should not be that salaries are higher in North Jersey or that Special Education costs are too high.

Explanation should include those areas that are not required by thorough and efficient, i.e., Chromebook initiative, Makerspace, Advanced Placement Courses, large number of Extra-curricular activities, etc.

Use this as an opportunity to talk briefly about the positive elements of your district.

**HEALTH ADJUSTMENT**

Must have Board approval through a resolution.

Must complete the Health Care Work Sheet

Health Benefits are defined as group health and prescription only.

It does not include dental, vision, life or any other additional employee benefit.

Budgeted withdrawal from Emergency Reserve is deducted from your budgeted health benefit costs.

The district must submit the following detail to support the health adjustment:

Written verification or estimate, as applicable, of the rate increases for medical and drug insurance from your insurance broker or insurer.

Summary schedule of medical and prescription payments for the 12 months or four quarters (whichever is applicable) prior to adjustment request for medical and prescription.

Census that shows plan type (Direct 10, HMO, etc.) and number of people in each category, i.e., Family, Husband & Wife, etc.

Worksheet that shows actual costs (if available) or estimated cost of medical and prescription by plan type, number of employees in each plan type, and total for the year.

Reimbursement by employees, if applicable. Each total monthly employee contribution for July through January 31 will suffice. If changes to employee contribution have been negotiated and will be in effect for FY 2020, this should be noted on summary.

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.

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.

**DO NOT SEND IN EMPLOYEE LISTS WITH OR WITHOUT SOCIAL SECURITY NUMBERS.**

**CONTRACT INFORMATION FOR SELECT STAFF**

 **As of January 1, 2019**

Employee List Screen must include:

 Superintendent

 Interim or Acting Superintendent

 Assistant Superintendent

 Business Administrator

 Any other employee who makes more than $75,000 and who is not part of an association, i.e.,

 Technology Supervisor

 Director of Facilities and Grounds

 Assistant Business Administrator or Accountant

 Executive Confidential Secretary

 Board Secretary, etc.

 Shared Services:

 District issuing employee contract includes all information

 District sharing services should put in Shared services and contract date.

 Other Days (far right column)

 Put in total days and explanation (holidays/recesses)

 Employee Benefit Screen

 Post-employments benefits must have an explanation entered (even if amount is zero).

For Superintendents, Assistant Superintendents and Business Administrators, benefit screen should mirror Cost of Benefits Statement submitted with contract.

Shared Services Benefit page should report total amount paid under agreement.

**The following screens are required for User Friendly Budget (if applicable).**

**SHARED SERVICES SCREEN**

Shared Service Agreements should be entered here

Separate lines should be used for each service/agreement.

 Same category may be selected multiple times.

**UNUSUAL REVENUES AND APPROPRIATIONS**

Summarize unusual revenues and appropriations and provide a description of the circumstances, i.e., you are opening a new special education class and anticipate tuition revenue.

**EQUIPMENT**

Appropriations for 2019-20 equipment must entered in the appropriations screen before completing this screen.