**ECBO MEETING NOTES – February 14, 2019 **

***Attached with this agenda is a HELPFUL HINT budget form with helps to detail specific budgetary requirements. PLEASE BRING THIS HELPFUL HINT WITH YOU ON FEBRUARY 20TH.***

**Budget 2019-2020:** **Submission of budget checklists, PCR, board resolutions and all necessary support documentation cannot be submitted electronically to the county office! They must be submitted in paper format.**

* Part I of budget software released January 23, 2019. [District Wide Budget](http://www.nj.gov/education/finance/fp/dwb.shtml)
* Appendix B – 2019-2020 Edit Messages – released with state aid figures
* Last year to use 2016-2017 Banked Cap
* Governor’s address scheduled for March 5th. State Aid released within 48 hours
* Part II of budget software after governor’s message, will be released (edit checks, state aid upload, etc)
* Date of the Public Hearing Date-email *Lori* ASAP.
* ***Please reference Budget Guidelines page 5, etc. seq. (it not only references budget software changes, but also various legislation enacted that will be useful in budget preparation!)***

**Key dates for April elections, Vocationals & Commission.**

* 3/12/2019-Adoption and filing of tentative budget to ECS
* 3/22/2019-Last day for ECS to approve budget
* 3/22/2019-Earliest day for public hearing on budget
* 3/29/19-Last day to adopt budget (18A:22-32) Understand this day

**Key dates for November elections**. (See the [Election Calendar](https://www.nj.gov/education/finance/fp/dwb/ElectionCalendar.pdf) for guidance for April elections, Type I, Vocational, Education Services and Jointure Commissions).

* 3/20/2019-Adoption and filing of tentative budget to ECS
* 4/24/2019-Last day for ECS to approve budget
* 4/24/019-Earliest day for public hearing on budget
* 5/7/2019-Last day for public hearing on budget
* 5/14/2019-Last day to adopt budget (18A:22-32) Understand this day!
* 5/21/2019-Last day for Type II to “certify amount to be assessed, levied and collected to county board of taxation”.

**Budget checklists**: it is MANDATORY that the checklists be *completed by the district* to ensure that all information will pass county office review. See [Appendix D-D3](http://www.nj.gov/education/finance/fp/dwb/guidelines/)

• Appendix D: Budget Submission Listing

• Appendix D-1: Budget Review Checklist

• Appendix D-2: Executive County Superintendent/Educational Specialist Review - must include account numbers or reference budget line!

• Appendix D-3: Additional Spending Proposals Checklist

**Other documents:**

* Position Control Roster (PCR), including supporting documentation for co-curricular & athletic salaries.
* (Must include PCN for each employee, including anticipated and budgetary amount)
* PCR must include amounts for anticipated employment additions, decreases (list of riff positions must be provided in budgetary submission) also amounts for hourly employees per budget line with position and anticipated hours/rate of FY19/20 expenditure which match budget account line

• Maximum travel expenditures resolution--annual appropriation (6A:23A-7.1).

• Submit M-1, *if you have not already done so* with CMP.

**DO NOT FORGET TO GO TO THE “COUNTY REVIEW AND APPROVAL” TAB;**

**CHECK BOX “READY FOR REVIEW” AND ENTER THE PUBLIC HEARING DATE**

**FY 20 Budget Reminders**

* [**2019-20 Budget Q&A**](https://www.state.nj.us/education/finance/fp/dwb/Q&A%20budget%2019-20.pdf) **-some highlights below, but VERY GOOD INFORMATION!!!!**
  + B2 Advertising before ECS approval
  + C5 Why doesn’t revenue screen budgeted fund balance match recap?
  + C10 Calculation of Appropriation of Excess Surplus
  + C12-C15 Additional State Aid received July 2018
  + C17 How to clear the $1 in debt service left over from prior years rounding
  + D5 Does a district have to exhaust all eligible FY19/20 cap adjustments prior to requesting use of banked cap in its FY20 proposed budget?
  + D10 Why the cap of 2% may be more than 2%
  + D13 What is the maximum amount of tuition that may be charged
  + E2 What is weighted enrollment?
  + E3 What enrollment is used for tuition calculation?
  + E4 What enrollment is used for projected enrollment screen?
  + E5 What enrollment is used in the administrative cost limits calculation?
* 2019-2020 Budget Training & Information Power Point (included as an attachment to January agenda, please reference)
  + PSD rates can be found at [PSD Tuition Rates for Budget Purposes](http://www.state.nj.us/education/finance/fp/psdratestoc.shtml)
  + Revised PDS code reference 6A:23A 18.5 (a) 5 for related service charges and handling of same
  + Additional charges for extraordinary services, if agreed to by sending district, should be entered on 4B section of the tuition contract (revised contract dated 5/20/17).
  + Extraordinary services are defined as “the services of a one-to-one aide, or one-to-one nurse, for a student as required by the student’s individualized education program (IEP).
  + Once the sending district BOE agrees to pay for a pupil’s extraordinary services, the sending district BOE shall notify the Commissioner within 30 days of such agreement
    - Sample ballot questions and statements - (Page 228 Budget Guidelines)
    - SFRA adjustments- support documents *and* a resolution are required *with* the budget submission. See Budget Guidelines, Section III, page 142, etc. and [Appendix D checklist](http://www.state.nj.us/education/finance/fp/dwb/guidelines/)
    - **All Districts must complete the** [Tuition Revenue and Appropriation Worksheets](http://www.state.nj.us/education/finance/fp/dwb.shtml)
    - *Send/receive worksheets must agree or budget will not be approved!!!!!!!!!!!!!!*
* *Certified Tuition Rates – notices posted to School Aid in Homeroom January 2019!!!!!!!!!!!!!*
  + *Tuition reserve for budget purposes must be agreed by both send and receive district!*
* User Friendly Budget- (The BIG THREE) amounts must agree to current contract on file with ECS!
  + Salary and benefits must match the “Detailed Statement of Contract Costs” worksheet.
  + Zeros may be entered in payout lines for sick/vacation, but a description **must** be entered to save page
  + All listed data in User Friendly Budget are as of **January 1, 2019!**
* Health Care Adjustment Maximum of 4.66% (SHBP increase of 6.66%, amount that exceeds 2%)
* CPI for 19/20 is 1.45%
* ESEA/IDEA-for FY2020 planning purposes budget at no more than 80%

**Administrative Cost for 2019-2020 Budget**: cannot be more than the amount as of February 1, 2019 or the Regional limit, whichever is LESS. [Budget Guidelines](https://nj.gov/education/finance/fp/dwb/guidelines/2019-20Budget%20Guidelines%20and%20EDC%20Manual.pdf) page 181

* Regional administrative cost limits for 2019-2020: north $2,302; central $2,143 and south $2,135

**Maintenance Reserve - Use**

* Maintenance Reserve can only be used for Required Maintenance (6A:23A-14.2)
* A Maintenance Reserve withdrawal cannot be greater than line item 261 budget
* Maintenance Reserve fund balance cannot, at any time, exceed 4% of the replacement cost of the school district’s school facilities for the current year. If it does exceed this maximum amount at June 30th, the district board of education shall reserve and designate such excess in the subsequent year’s budget.
* Reference chart of what is “Required Maintenance”. [Required Maintenance](http://www.nj.gov/education/archive/facilities/tools/maintenance/maint0405.shtml)

**Emergency Reserve**

* [PL 2016, c.100](http://www.njleg.state.nj.us/2016/Bills/AL16/100_.PDF) signed into law January 9, 2017, effective immediately
* BOE may use the funds in an emergency reserve account to finance school security improvements, including improvements to school facilities.
* “Withdrawals from the reserve may be made at any time and shall require the approval of the commissioner unless the withdrawal is necessary to meet an increase in total health care costs in excess of 4% *or the withdrawal is included in the original budget certified for taxes to finance school security improvements, including improvements to school facilities*.”
* As used in this paragraph, “school security improvements” means school security improvements, including improvements to school facilities, which are limited to safety and security measures involving building monitoring and communication technology designed to address school crime and the safety of students, staff, and visitors to school facilities. School security improvements may include but need not be limited to: security cameras to monitor the school; an electronic notification system that automatically notifies parents in case of a school-wide emergency; an automatic door locking system for access control; and a badge system for school employees.

**Transfer to Capital Outlay from General Fund 2019-2020**

* + Pursuant to 6A:23A-14.1, transfers to the advertised appropriation accounts identified as capital outlay for a capital outlay project not previously approved by the voters or board of schools estimate the district board shall prior to such transfer submit to the ECS a request for approval. Such requests shall only be granted for requests with written documentation that supports the existence of an emergent circumstance.
  + Transfers to equipment accounts or to supplement a capital outlay project previously approved by the voters or board of school estimate do not require ECS approval.
  + Note: if you are anticipating unbudgeted or under-budgeted revenue as of June 30, 2019 and want to use it for a project not previously approved, it is suggested that in the 19/20 budget a deposit to Capital Reserve be reflected in FY19, with the project and appropriate Capital Reserve withdrawal reflected for the FY20.

**CDS System**

* Please updated district information on a regular basis, this is what the DOE uses for district contact information
* For 2019-2020 configuration changes, please complete a request for change form
* If you need a new school code contact [budget@doe.nj.gov](mailto:budget@doe.state.nj.us)

**Board Secretary and Treasurers Reports due March 1st**

* Cannot be submitted electronically! These documents must be submitted in paper form to the county office.
* Reports are to be reconciled and signed!
* Original signed and sealed extract required.
  + *Required for budget review*.

**Certification of Compliance with Federal and State Law Respecting the Reporting of Compensation for Certain Employers** (N.J.S.A. 18A:17-14.4 and 18A:23-2.1)

* *Due on or before March 15, 2019*. Fax (609-633-6201) or mail:

New Jersey Division of Taxation

Audit Activity

P.O. Box 240

Trenton, NJ 08695

ATTN: Assistant Director Michele Bartolomei

* + The [form and instructions](https://www.nj.gov/treasury/taxation/pdf/other_forms/misc/e_cert1.pdf) are available at the Department of Treasury’s website.
* See 2017-2018 Audit program Section II-10.26

**Transportation Contracts (N.J.A.C. 6A:27-9.9(b))**

* + All contracts or contract renewals for student transportation shall be made on forms prescribed by the Commissioner and shall be submitted for approval to the executive county superintendent within 30 days after the award of the contract or by September 1 of the school year in which transportation is to be provided.

***Friendly Reminders!!!!!***

* + ***Budget Information additional – please reference January ECBO meeting notes or call office for additional help (973-569-2114 or 973-569-2117)***
  + **Semi –** 
    - If you are requesting waiver, submit waiver request and board resolution prior to budget submittal (cannot click box in software until they arrive)
  + **School Bus Drills**
    - Must be held twice a year for transported students, once a year for non-transported students
    - Use form located on DOE Transportation website, need formal board of education approval

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