**Budget Power Point Notes 24-25**

**Other Items Posted On Finance Website**

* + Sample Statement of Priorities
  + Tuition Revenue and Appropriation Worksheets (Excel)
  + Budget Statement Defeated Budget Information (For April election districts) - Coming April 2024
  + Election Calendar-recently revised
  + Clarification for Board Reorganization Meetings
  + Budget Q&A
  + Worksheet for Changes Made at Public Hearing

**Saving Data**

* + If an on-screen edit message appears (in red text, at the top or bottom of the screen) then the data on that screen is **not saved**. The user must make changes to clear the edit and select the **Save Data** button again

**General Entry in System**

* + Follow specific order of completing screens to allow for correct processing of data. Some screens are dependent on data entry completed in other screens for the calculations to be final.
  + Users should make sure their Internet settings do not block pop-ups while accessing the budget software.

**Home Page-Menu Selections**

* + Notices regarding updates to the software will be included on the “Home” screen.

**Entering District Budget – General**

* + 2022-23 actual amounts in the revenues and appropriations sections are drawn from the **district certified** Audsum submission for that year. Any issues must be addressed in Audsum. Once Audsum is certified, the changes will automatically flow to budget the next time the budget system is accessed.
  + 2023-24 revised revenues and appropriations figures represent the current year budget **with revisions as of February 1, 2024.**
  + Budget program preloads the 2023-24 data from certified budget including any adjustments for unliquidated PO’s that were open at the end of the prior audited year
  + Preloaded 2023-24 data must be updated to reflect the appropriations for June 30, 2023 year-end encumbrances and any other revisions made between 7/1/23 and 2/1/24.
  + June 30, 2023 Reserve for Encumbrances total from the Audsum (line 90010) is preloaded in the 2023-24 column on revenue line 710 the first time the budget is accessed, and line 710 is open for data entry in case Audsum was not complete when budget is first opened.
  + Adjust the individual 2023-24 appropriation lines for the roll-over of the 6/30/23 encumbrances.
  + Refer to manual section III-A

**Revenues**

* + For miscellaneous revenues, descriptions must be included in the “Explanation” column on the revenue screen (lines 300, 350, 500, 740, 765, and 825). Edits 80 through 85 test for completion.
  + New revenue lines were added for 2024-25
    - Line 505, 10-3301 State Reimbursement for Menstrual Products
    - Line 679, 10-321 Withdrawal from State Military Impact Reserve

**Appropriations**

* + When data entry is performed on another screen, the “Subtitle” column on the appropriations screen notes the screen where data entry is performed.
  + The “Explanation” column is only applicable to advertised lines
  + Use the page number links at the bottom of screen to move between screens
  + Save your data before moving to the next page
  + New lines: Line 30585, 11-000-213-616 Supplies Menstrual Products, Line 72248, 10-613, Increase in State Military Impact Aid Reserve

**Recapitulation of Balances**

* + All districts must complete the Recapitulation of Balances.
  + Data entered on this screen will automatically create the Advertised Recapitulation of Balances report incorporated in the newspaper file and User-Friendly Budget file.
  + 2022-23 column is preloaded with the information certified by the district in the 2022-23 Audsum.
  + Amounts entered Recapitulation of Balances will flow to the revenues and appropriations screens.
  + Amounts in middle column flow to the “Appropriation of Excess Surplus” calculation under the Budget tab.
  + Amount of additional excess surplus calculated on the “Appropriations of Excess Surplus” screen flows to line 4 in the budget year column.
  + Specific instructions in manual section III-C-iii.
  + Capital Reserve Recap-Line 29 requires explanation of deposit
  + Capital Reserve Recap-Line 38, max amount of local share must be entered

**Legal Reserve**

* + Excess surplus from Audsum loads into line 14. If amounts are in the wrong column, then they are on the wrong lines in Audsum.

**Maintenance Reserve**

* + Withdrawals from maintenance reserve may not be greater than the amount of Required Maintenance costs in function 261. (Edits 168 and 169)

**PEA**

* + This screen is only to be completed by districts that receive Preschool Education Aid.
  + Amounts to be entered are from the budgets approved by Division of Early Childhood Services (if approved in time for budget submission, submitted version if still in process).

**Capital Projects**

* + Detail of Capital Project Fund Balance – detail of amount reported in Audsum as the fund 30 fund balance and encumbrances as of 6/30/23. County office will review balances for completed projects. Refer to budget guidelines for statute and code references for completed projects.

**Excess Surplus**

* + Allowable excess reverted to 2 percent for 2022-23 and forward. Software screen has been updated to change the percentage back to 2 percent.
  + Calculation is automatic except for lines A1,A2,A3 and A4
  + Additional excess flows to Recap, line 4
  + Line A4 will have no entry in 2024-2025 budget

**Report of District Status**

* + Calculation is not available until the release of State Aid.
  + Narrative is required if levy exceeds expected local levy. Number of characters allowed is 1,500. Note the issue with special characters.

**Minimum Tax Levy**

* + Calculation is not available until the release of State Aid. No data entry is required.
  + GF Tax Levy (Rev. line 100) must be at least the amount on line D.
  + Line C5 is for adjustment for increases in local share for districts with reductions in state aid that are spending below adequacy pursuant to N.J.S.A. 18A:7F-5d.
  + Calculation of adjustment for P.L.2020, c44 on line C4 will be available from a link on this screen when state aid is released.

**Prebudget Year Levy and Enrollment Adjustment**

* + No data entry required. All amounts are preloaded.
  + This is the calculation of Line A of the Tax Levy Cap screen. Screen must be opened to flow the amount to the Tax Levy Cap screen.
  + Line B will contain an adjustment for P.L.2020, c44 adjustment for health care cost savings achieved – this amount will be released with state aid. Calculation of the adjustment for P.L.2020, c44 will be available from a link on this screen when state aid is released.

**Adjustment for Increases in Health Care Costs**

* + Allowable adjustment cannot exceed the average percentage increase SHBP as determined annually by the Division of Pensions and Benefits percentage shown on line E. Average increase in 2024-25 is 6.3 percent.
  + Health benefits are defined as group health and prescription. If dental and vision are included in object 270, these amounts must be entered on the Health Care Cost calculation screen (lines A2 and B2).
  + Support for increases in health care costs must be submitted to the county office for review. See manual section III-D-i-4 for support to be submitted (*N.J.A.C.* 6A:23A-11.3(c))
  + Withdrawals from Emergency Reserve to cover increases of health care costs above 4% must be entered in lines A3 and B3

**Cap Banking Eligibility**

* + A district may request use of “banked cap” only after fully exhausting all eligible statutory spending authority in the budget year.
  + Districts must use oldest year of bank first.
  + Entry on Line J is performed in the year(s) where cap was generated.
  + If using banked cap, general fund levy on revenue line 100 must equal tax levy cap in the budget year.
  + Line K reflects expiration of 2021-22 bank if not used in 2024-254.

**Tax Levy Cap Calculation**

* + No data entry required on this screen.
  + Amounts are drawn from other SFRA Calculation screens.
  + GF Tax Levy on revenue line 100 cannot exceed cap.
  + Line G is preloaded by the department for adjustment increases to levy for SDA districts that are raising levy below required local share.

**Separate Proposal Summary**

* + Separate Proposals to be presented to voters in April or November must be included on this screen.
  + District must submit detailed appropriation lines for the separate proposal to the county office. These lines must agree to the description in the question.
  + Calculation of estimated tuition rates for both regular and special education students.
  + The calculated rate for each program is the maximum rate that may be charged for that program by the receiving district.
  + Middle column of appropriations must be completed before this screen.

**Estimated Tuition Calculations**

* + The calculated rate for each program is the maximum rate that may be charged for that program by the receiving district
  + Two selections under the Estimated Tuition Calculations menu:
  + *Formulas for Selected Appropriations*– calculates amounts used on two lines of Rate for All Programs screen:
  + Building Use Charge
  + Allocated Costs
  + *Rate for All Programs*
  + Provides the calculation of the estimated tuition rates.
  + 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.
  + If a district enters alternate enrollments, entry must be approved by the county office.

**District’s Initiatives and Priorities**:

* + Use five categories of budget areas of focus:
  + Maintaining Our School System
  + Raising Standards and Expanding Opportunities
  + Building Professionalism
  + Protecting Our Investment (Capital & Maintenance Projects/Capital Reserve)
  + Planning
  + In the descriptions include account numbers/line numbers to reflect dollar changes
  + See sample posted on NJDOE website at <http://www.state.nj.us/education/finance/fp/dwb.shtml>
  + 4,000 characters per area. Include line numbers in the entered descriptions

**Administrative Limits**

* + Per pupil administrative regional limits for 2024-25 are $2,776 for the Northern region, $2,585 for the Central region, and $2,575 for the Southern region
  + Advertised per pupil administrative cost cannot exceed the **lower** of:
  + the district’s adjusted, as of February 1, per pupil administrative cost for 2023-24 or;
  + the 2024-25 per pupil administrative cost limit for the district’s region, inflated (regional limit).

**Certification of Tax Levy**

* + Not available until release of state aid
  + Preloaded valuations are amounts received from Treasury