

FY2012 Budget Collection



Data Reporting Instructions

Due Date: June 1, 2011



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Table of Contents

Objective 1

What’s New 1

Signature Page 2

Worksheet I - Anticipated Expenditures 4

 Columns 4

 Funds 4

 General Fund, Local Education 4

 Capital Project Funds 4

 Rows 5

 Convention 5

 Function 5

 Expenditures 5

 1000 Direct Instructional Services 5

 2000 Supporting Services 6

 3000 Non-Instructional Services 6

 4000 Facilities Acquisition & Construction Services 7

 5000 Other Expenditures 7

 8000 Series Excluded from Excess Spending **Error! Bookmark not defined.**

Worksheets II – Revenues 11

 Columns 11

 Funds 11

 General Fund 11

 General Fund, Local Education 11

 Capital Project Funds 11

 Rows 11

 Convention 11

 General Instructions for Worksheets II 12

 Worksheet II (a) Revenues 12

 Local and Intermediate Revenues 12

 State Sources of Revenue 13

 Federal Sources of Revenue 14

 Other Sources of Revenue 14

Worksheet III, Act 144 15

 Worksheet III(a) – Act 144 Expenditures 16

 Worksheet III(b) – Act 144 Revenues and Carry Forward 16

List of Districts 18

 Joint Contract 18

 Independent/Private 18

 Supervisory Unions 18

 Towns 18

 Union Schools 20

Objective

The objective of the Budget Collection Form is to obtain all budgeted expenditures and revenues needed to calculate **Education Spending** for each town and union school district. Education spending is defined in 16 V.S.A. § 4001 (6). Completed forms should contain all anticipated general fund education expenditures, capital fund project expenditures, and anticipated revenues that will be used to pay for those expenditures. It is not necessary to include enterprise funds. **It is understood that these figures are estimates.**

Districts that have passed budgets on or before May 1 and have exceeded the 30 day period for a petition to reconsider are obligated to submit their budgets by June 1. Districts approving budgets after May 1 and having exceeded the 30 day period for reconsideration have 10 days to submit budgets. When a petition to reconsider is rejected or a budget is passed after reconsideration, there is no 30 day waiting period. Only one petition to reconsider is permitted in a year without the approval of the legislative body. Budgets should be submitted within 10 days of the end of the 30 day reconsideration period. **Do not submit any budget while reconsideration is still a legal possibility.**

The instruction file for the Annual Statistical Report of Schools 2009-2010 provides additional information for classifying expenditures and revenues. The file can be found on the web at:

http://education.vermont.gov/new/pdfdoc/pgm_IT/collections/educ_it_statbook_10_report.pdf.

What's New

Error: In the budget collection, the revenue code for all Act 153 Revenue is RevCode 3170. We had already created RevCode 3711 for Act 153 SU Collaborations and RevCode 3712 for Act 153 RED Studies. These are the codes under which districts receive the revenue. In this budget collection **please report any expected Act 153 revenues in RevCode 3170.**

1. Repayment of a deficit must be reported as an expenditure (Function 6999). Deficits are no longer allowed to be reported as negative revenues. The signature page has been updated to reflect this change.
2. Revenue Code 4120 is for the federal Education Jobs Funds districts will receive. Please be aware that these are not Revenue Code 4110, Education Spending Grant, ARRA. These are new, additional funds that are to be used for school level salaries and benefits. More detailed information on the allowed uses for qualifying personnel may be found in the federal guidance, section D, "Local Uses of Funds":
 - o <http://www2.ed.gov/programs/educationjobsfund/governors-ed-jobs-guidance-final-8-13-10.doc>
3. Districts budgeting for any kind of reimbursement under Act 153 should report the revenue in RevCode 3170, Act 153 Revenue. Be careful to include corresponding expenditures in the districts' expenditures.

Note: Expenditures reported in Function 8000 series categories should already have been reported in Functions 1000 through 5500. **Figures in these Function cells are not added into Total Expenditures.**

4. Section 9 (c) (5) of Act 68 of the 2009 Adjourned Session, “An Act Relating to Challenges for Change”, called for savings to be achieved in education spending related to administration, which includes expenditures related to general administration, school administration, and other support services as defined in the *Summary of the Annual Statistical Report of Schools (SASRS)* . . .” The functions referenced in the legislation are:

- 2300, Support Services – General Administration
- 2400, Support Services – School Administration
- 2500, Central Services
- 2600, Operations and Maintenance of Plant
- 2900, Other Support Services

These five functions together are referred to as the “Challenges for Change” functions. The functions should be aggregated together for reporting. The total reported in the “Challenges for Change” total must be divided into three functions, one each for the LEA, the SU, and a Tech Center. Challenges for Change language is not in effect for this budget year, but legislators are monitoring administrative costs. It is prudent to collect the same data and seems least confusing to leave the descriptions unchanged.

- 2396 - Challenges for Change, LEA, which includes spending on the challenges for change at the LEA.
- 2397 - Challenges for Change, Assessment to the SU, which includes the portion of the member’s assessment the supervisory union spends on Challenges for Change functions. Supervisory unions will need to provide estimates of these amounts to their members.
- 2398 - Challenges for Change, Tech Center, includes the portion of a tech center’s budget included in the host district’s budget spent on Challenges for Change functions. This line is only for the host districts of technical centers. It includes the spending by technical centers. Do not attempt to break up tuition payments to technical centers.

All other function 2000 series expenditures not included in the Challenges for Change functions should be reported in function 2999. The sum of function 2999 and any applicable Challenges for Changes function expenditures is comparable to the Function 2000 figure reported in previous years.

Signature Page

The completed signature pages should be signed by the superintendent. The name and phone number (and e-mail address where possible) of the person who can answer questions concerning the report should be entered in the “View Contact Information” section accessible from the main menu and should appear in the space provided. The signature pages **must** be signed and returned to DOE.

The signature pages have check boxes reminding you to include the results of all school budget articles approved by a district. **If a separately voted article is left out of the Budget Collection, the calculation of Education Spending will not be correct for the district and will likely result in a deficit.**

The signature page acts as a summary sheet and is used to produce the figure for Initial Education Spending from Anticipated Budgeted Expenditures and Anticipated Revenues. For districts with Act 144 expenditures and revenues, the cover sheet includes these amounts in total expenditures and revenues, then nets Act 144 expenditures and all Act 144 revenues, **including “Act 144 Property Tax Revenue,”** during the Initial Education Spending calculation. The amount a district is raising in Act 144 Property Tax Revenue is shown in Box K.

Boxes a1 and a2 are new additions to reflect the requirement to show repayment of a deficit as an expenditure rather than as a negative revenue. Box a1 is the sum of the amount of expenditures the district approved plus any obligated tuition to a self-governing technical center. Box a2 is the expenditure for repayment of a deficit. The sum of these two boxes (a1 + a2) is Box A, Anticipated Budget Expenditures.

Box A, Anticipated Budgeted Expenditures, is all the money a district expects to expend, excluding expenditures reported in Fund 6 and enterprise funds. Box A includes General Fund Total Expenditures from Worksheet I and, where applicable, Total Act 144 Expenditures, Box a from Worksheet III.

Box B brings forward the Total Act 144 Expenditures, Box a from worksheet III.

Box C, Anticipated Act 68 Expenditures, is the difference between Box A and Box B, (Box C = Box A – Box B; i.e., Act 144 expenditures are removed).

Box D, Anticipated Revenue, includes the General Fund Totals of Worksheets II and, where applicable, Total Act 144 Revenues, Box e from Worksheet III.

Box E, Education Spending Grant Revenues, sums the “Education Spending Grant” (RevCode 3110), the “Supplemental Assistance Grant for Technical Centers Distributed by the State” (RevCode 3114), and “Capital Debt Service Hold-harmless Aid” (RevCode 3160) in the General Fund column of Worksheet II. Union districts do not receive Capital Debt Service Hold-harmless Aid (RevCode 3160).

Box F, Total Act 144 Revenues, including Act 144 Property Taxes, is brought forward from Box e in Worksheet 3.

Box G, Anticipated (Local/Union) Net Revenue, is the difference when Box E and Box F are subtracted from Box D, {Box G = Box D – (Box E + Box F)}.

Box H, Initial Education Spending, is the difference between Box C and Box G, (Box H = Box C – Box G; net expenditures minus local revenues).

Box I, Capital Debt Hold Harmless Aid, RevCode 3160.

Box J, Education Spending, Box H – Box I.

Box K Revenue Code 1115, Property Tax—Act 144, Box c from Worksheet III.

Box L, The sum of All Eligible Offsets for the Excess Spending Calculation (Functions 8112 + 8121 + 8125 + 8130 + (Function 8888 – RevCode 8888))

Worksheet I - Anticipated Expenditures

Budgeted expenditures are recorded in columns by fund and in rows by function. Worksheet I is for expenditures by school districts, including union districts, raised through the Act 68 formula. **Act 144 expenditures are not reported in Worksheet I.**

Expenditures for supervisory union assessments should be reported in the appropriate functions in the Local Education column.

Columns

Funds

A fund is a fiscal and accounting entity with a self-balancing set of accounts used to record cash and other financial resources. It also contains all related liabilities and residual equities and balances or changes therein. (*Handbook for Financial Accounting of Vermont School Districts*, p. 4-2)

Worksheet I, Anticipated Expenditures, divides expenditure data into two funds, a general fund and a capital projects fund. **You must include your estimate of expenditures paid with state categorical grants and federal revenue.** Any general funds used to balance expenditures in funds not included in this collection, such as food service and other enterprise funds, must be reported as expenditures in the function 5300, fund transfers series. Any revenues included in Worksheet II used to pay for expenditures not reported in Worksheet I of this collection, such as enterprise funds, must be balanced on Worksheet I as fund transfers in the 5300 function series.

General Fund, Local Education

This fund is the primary fund, used to account for all financial resources except those selected or required to be accounted for in another fund. The fund includes expenditures to operate a local school system and expenditures for tuition and supervisory union assessments. This column combines all expenditures included in the budget collection and not reported in the Capital Projects Funds column. Local education expenditures are recorded by function. Many functions are aggregated to simplify reporting.

Since Act 130 is fully implemented, member districts do not pay union assessments. Member districts sometimes purchase services from unions. These expenditures are reported in the appropriate function of the General Fund, Local Education column.

Capital Project Funds

Expenditures and revenues for capital projects do not necessarily balance within a given fiscal year. Therefore, in any fiscal year, the expenditures reported in the Capital Projects Funds column do not have to equal the revenues reported in the Capital Projects Funds column on Worksheet II. For example, proceeds from the sale of a bond in one year may pay for construction expenditures over several years. Similarly, state construction aid may be used to pay for expenditures made in another year. The Capital Projects Funds column is designed to include those revenues and expenditures that may not balance in any given year. The actual amount of revenues expected and proposed expenditures for this budget year should be reported.

Generally, expenditures for principal and interest on debt are recorded in the General Fund, not the Capital Projects Fund. Rarely is debt service paid with another bond or long term loan or state construction aid. In such a case, the expenditure is reported in the Capital Projects Fund. **Be sure no expenditures that will be paid with general fund revenues are reported in the Capital Projects Fund.**

Rows

Convention

Throughout these instructions Functions 1000 through 5500 are referred to as the Main Expenditure Section.

Function

Describes the activity for which a service is provided or a material object is acquired. More detailed information on Function categories can be found in the instruction book for the *Annual Statistical Report of Schools 2009-2010*, the most current online version.

Expenditures

1000 Direct Instructional Services

Direct Instructional Services include all expenditures for the purpose of instruction. Instruction includes the activities dealing directly with the interaction between teachers and students. Teaching may be provided in a school classroom, in another location such as a home or hospital, and in other learning situations such as those involving cocurricular activities. It may also be provided through some other approved medium, such as television, radio, telephone, or correspondence.

Function 1000 may include up to three rows: 1000, 1568, and 1569.

- The 1000 row includes all Function 1000 expenditures **not included in the 1568 and 1569 rows.**
- The 1568 row includes the expenditure for the Technical Center Tuition, Amount State Pays for the District (87% of the base amount for each FTE), the “On Behalf Payment.” The 1568 row is used by town districts operating grades 9 through 12, town districts tuitioning students in grades 9 through 12

and union high school districts. The total in function row 1568 should equal the revenue reported in Revenue Code 3114.

- The 1569 row is used to report tuition paid directly to area technical centers by town districts operating grades 9 through 12, town districts tuitioning students in grades 9 through 12, and union high school districts.

2000 Supporting Services

Supporting services include administrative, technical, and logistical support to facilitate and enhance instruction. These services are adjuncts to fulfilling the objectives of instruction, community service, and enterprise programs rather than entities themselves.

The provisions of section 9 (c) (5) Act 68 of the 2009 Adjourned Session, “An Act Relating to Challenges for Change”, make it necessary to separately collect expenditures included in a set of Challenges for change functions. These categories are detailed in the “What’s New” section above. The 2000 series functions collected for FY 2011 will be:

- 2396 - Challenges for Change, LEA, which includes spending on the challenges for change at the LEA.
- 2397 - Challenges for Change, Assessment to the SU, which includes the portion of the member’s assessment the supervisory union spends on Challenges for Change functions. Supervisory unions will need to provide estimates of these amounts to their members.
- 2398 - Challenges for Change, Tech Center, includes the portion of a tech center’s budget included in the host district’s budget spent on Challenges for Change functions. This line is only for the host districts of technical centers. It includes the spending by technical centers. Do not attempt to break up tuition payments to technical centers.
- 2999 - All function 2000 series expenditures not included in the Challenges for Change functions

The sum of functions 2396, 2397, 2398, and 2999 will equal the total of the Function 2000 series as reported in previous years.

3000 Non-Instructional Services

3100 Food Services

Food Service expenditures are those associated with providing food to students and staff in a school or LEA. **It is not necessary to report food services financed through food service revenues generated as part of an enterprise fund.** It is necessary to show any general fund money used to support an enterprise fund as a fund transfer expenditure in the 5300 series.

3200 Enterprise Operations

Enterprise Operations are those activities financed and operated in a manner similar to private business and whose costs are financed or recovered primarily through user charges. It is not necessary to report an enterprise operation as long as its operations are financed with revenue generated by the enterprise activity. It is necessary to show any general fund money used to support an enterprise fund as a fund transfer expenditure in the 5300 series

3300 Community Services

Community Service expenditures pay for activities not directly related to providing education to students. They are activities that provide services to students, staff, or community participants. Examples include community recreation programs, civic services and child care centers. Community services reported here are operated by school districts as a service and are **not operated as businesses**.

4000 Facilities Acquisition & Construction Services

Facilities acquisition activities are concerned with acquiring land and buildings, remodeling buildings, constructing and adding additions to buildings, initial installation or extension of service systems and other built-in equipment, and improving sites. Architectural and engineering specification development (blueprints) and building improvements are included here.

Expenditures funded from the “Education Spending Grant” and most other sources are reported in the General Fund section. Expenditures funded from the proceeds of long-term borrowing or from State Construction Aid are reported in the Capital Project Fund column. Expenditures paid with “Earnings on Investments,” “Federal Revenue” or “Transfers from Reserve Accounts” may be included in either column. It is important that expenditures and revenues be reported in the same section. If expenditures and revenues are not received in the same year, report both in the Capital Project Funds column, each in the year it is received.

Function 5100 is used to report debt service; payments of interest and principal on long-term debt. Do **NOT** report such expenditures in Function 4000. Act 144 expenditures are **NOT** reported here or anywhere else on Worksheet I.

5000 Other Expenditures

5100 Other Outlays - Debt Service

Includes all debt service payments (principal and interest) for obligations **exceeding one year**. Expenditures for debt service should be reported in the General Fund section except when the expenditures are paid with long-term borrowed funds.

Interest on current loans repayable within one year of receiving the obligation, including anticipation notes, is charged to Function 2500 (Support Services - Central). It is reported in Function 2000 in this worksheet.

5210 Adjustments to Prior Year Expenditures/Repayments to the State includes adjustments to prior year expenditures and refunds made to the state as a result of an overpayment in a prior year. Repayments of funds received in the reporting year are more properly classified as a reduction of the appropriate revenue.

The primary purpose of this function is to provide a place to record adjustments to amounts which were received in prior years. The most common type of repayment to be included here is the refund of unexpended grant funds for which the grant period has ended and no written approval has been received to extend the grant or allow expenditure of grant funds for other purposes.

5310 Transfers to Enterprise Funds

Record any transfer of general fund assets to an enterprise fund as an expenditure under this function.

5350 Contributions to Reserved Accounts

Record any contribution from general fund assets to a reserved account. A reserved account contains funds set aside to pay an identified expense in some future year. (Includes Function 5352, Contributions to Reserved Accounts - Transportation.)

5390 Other Fund Transfers

Record any other transfer of general fund assets (any other Function 5300). This function is only used when the final expenditure is not included in the general fund section of the Budget Collection. Otherwise the expenditure would be double counted.

5500 Subgrants

Include any transfers from the reporting district to another district. This function is nearly always used by supervisory unions and supervisory districts. Supervisory unions do not submit budgets. If you are reporting for any LEA except an LEA that is a supervisory district, call the Finance Team at DOE before reporting an expenditure in this row.

6000 Repayment of a Deficit

6999 Deficit

Repayment of a deficit is an expenditure and is to be reported as an expenditure. Repayment of a deficit does not require voter approval as repayment is a legal obligation and as such, should not be voted on as part of a budget (24 V.S.A. § 1523 (b)).

8000 Eligible Offsets for Excess Spending Calculation

Amounts in 8000 series functions are used to make calculations required by statute. Amounts reported in these functions are a pull-out from expenditure functions 1000 through 5500 and are already reported in expenditure functions 1000 through 5500. Amounts reported in 8000 series functions are NOT added to the Total Expenditures figure.

Amounts reported in the following functions are excluded from the excess spending calculation.

8112 Act 66, § 12 removes costs when excess spending is due **solely** to new special education spending in districts with 20 or fewer equalized pupils that do not operate schools.

8121 Act 82, § 21 removes local special education costs for any one student in excess of \$50,000 that were included two years prior.

8125 Act 66, § 25 removes tuition costs due to students who move into a district after a budget is passed if those costs are **the sole cause** of a deficit. This provision applies only to public school tuitions and only if the district must pay tuition for those students because it does not operate a school including the grades the students are attending.

8130 Planning Costs for Small School Merger

Spending attributable to the cost of planning the merger of a small school, which for purposes of this subdivision means a school with an average grade size of 20 or fewer students, with one or more other schools.

8887 Eligible Principal & Interest For Capital Debt Hold-Harmless Projects

Expenditures for projects that pre-existed Act 60 or were grandfathered into the hold-harmless calculation are reported here. Only town school districts report these costs. Union districts do not report expenditures in function 8887. Union districts allocate their net Eligible Principal & Interest (Function 8887 minus RevCode 8887) for Capital Debt Hold Harmless Projects among their member districts according to the equalized pupil ratio. Member districts add their shares of any pre-existing projects' principal and interest from union projects to the member districts' own pre-existing expenditures. District revenues that offset portions of these expenditures are reported in the Anticipated Revenues Worksheet, Worksheet II, RevCode 8887. **It is necessary to complete this row regardless of whether the district reporting expects to receive Hold-Harmless Aid.** Expenditures districts report here in function 8887 are also reported in the main expenditure section as function 5100. (Portions of tuition payments used by receiving districts to pay for these expenditures are reported by sending districts in Function 1000. They are part of the tuition payment.) Function 8887 expenditures unions allocate to members are reported in the unions' main expenditure sections as function 5100. The union allocations are not reported in the members main expenditure sections. The figure reported here is not added to the Expenditures Total (*i.e.*, it is not double counted).

Remember that districts paying tuition used to pay for this expenditure should report that portion of their tuition in **Eligible Principal & Interest for Capital Debt Hold-Harmless Projects**. Tuition receiving districts report the amount allocated to tuition paying districts in the Hold-Harmless offsetting revenue section of Worksheet II. Tech centers may have expenditures to allocate to tuitioning districts. **Not all tuition receiving districts include long-term facility cost in their tuitions.**

8888 Eligible Capital Construction & Debt Service for All Eligible Projects

This figure includes approved budgeted construction costs used as an offset for calculating the excess spending provision under Act 68. This figure is based on the assumptions used in the district budget. If a project was presented to the voters as a project eligible for state aid (even though state construction aid is currently under suspension), FY 12 expenditures should be included even if the project has not yet received state approval.

- A. Only include those costs associated with the State Board approved portion of construction projects. Eligible costs for all approved projects **included in the “Anticipated Act 68 Expenditures” figure** should be reported, (construction, interest and principal on long-term debt).
 - a. **Do not include Act 144 expenditures.**
 - b. Do not include expenditures reported in the Capital Projects Funds column.

- B. **Include district expenditures reported in the Hold-Harmless figure in this figure also.** Expenditures reported are a subset of expenditures already reported in the Main Expenditure Section above. The figures reported are gross expenditure figures.
 - a. Unions report their **Eligible Capital Construction and Debt Service** in Function 8888.
 - b. Unions should also include any amounts allocated to member districts for Hold-Harmless Aid.
 - c. Union members should take care to insure that any union expenditures included in the member Function 8887 are excluded from Function 8888.

- C. Revenues that offset portions of these expenditures are reported in the Anticipated Revenues Worksheet, Worksheet II, RevCode 8888.

The figure reported in Box L of the cover sheet includes the net of expenditures reported here and the revenues reported in Worksheet II.

Remember that districts paying tuition used in part to pay for this expenditure should report that portion of their tuition in **Eligible Capital Construction & Debt Service for All Eligible Projects**. Districts receiving tuition report the amount allocated to tuition paying districts in RevCode 8888 of Worksheet II.

Districts making voter approved contributions to reserve funds for capital construction projects for which state approval was granted under Title 16, chapter 123, **State Aid for Capital Construction Costs**, may include the amount in function 8888. {See 24 V.S.A. § 2804 (b).} This action reduces the figure used to determine whether the district exceeds the excess spending threshold in the budgeted year. Districts must track amounts included under this provision. In the year when the reserve fund is drawn down to pay for an

approved construction project, the amount withdrawn is reported as offsetting revenue in Worksheet II, RevCode 8888.

If any amount in the reserve fund has not been used for approved capital construction within five years of deposit, DOE is required to add 150% of that amount to the district's education spending in the then-current year for purposes of calculating the excess spending penalty.

9099 Office Use

This function is a placeholder to provide for the possibility that it will become necessary to collect additional information between the time the collection is designed and the time it is submitted. **Do not enter anything in this code without instructions from DOE.**

Worksheets II – Revenues

Objective: The revenue worksheets are designed to collect those revenues used to pay for expenditures listed in Worksheet I. Revenues are recorded in columns by fund and rows by revenue code.

Columns

Funds

See a more detailed discussion of funds in the instructions for Worksheet I - Expenditures.

General Fund

The primary fund, used to account for all financial resources except those selected or required to be accounted for in another fund.

General Fund, Local Education

Contains revenues used to pay for expenditures found in the General Fund Total column of Worksheet I - Expenditures

Capital Project Funds

This column is designed for reporting revenues and associated expenditures that may not balance in a single fiscal year. See a more detailed discussion of Capital Project Funds in the instructions for Worksheet I - Expenditures.

Rows

Convention

Throughout these instructions Revenue Codes 1100 through 6999 are referred to as the Main Revenue Section.

Revenue Codes permit the segregation of revenues by source of funds. More detailed information on revenue code categories can be found in the instruction book for the *Annual Statistical Report of Schools 2009-2010*.

General Instructions for Worksheets II

All revenues expected to pay for anticipated expenditures reported in Worksheet I should be included in this section. In the interest of time and space, some revenue codes have been condensed into summary revenue codes. For example, revenue code 1300 in the form includes all revenue codes in the 1300 range.

There are also instances where the form requests some, but not all, individual revenue codes in a range. In these cases, revenue from codes not itemized should be included in the “other” revenue code, a code ending in 99. An example is RevCode 1999, “All Other 1900 Revenues.”

Worksheet II (a) Revenues

REVCODE	DESCRIPTION
Local and Intermediate Revenues	
1100	Statutory Local Taxes
1110	Special Property Tax Assessment. (Used only by SOME incorporated districts.)
1170	Non-Property Taxes / Impact Fees.
1180	Delinquent Taxes and Related Penalties & Interest. (Incorporated Districts)
1200	Revenue from Local Governments—not LEAs. All 1200 RevCodes here.
1300	Tuition Received. All 1300 RevCodes here.
1400	Transportation Fees Received. All 1400 RevCodes here. <u>State</u> aid for transportation is reported in RevCodes 3150 and 3152.
1500	Earnings on Investments. All 1500 RevCodes. All earnings used to pay for expenditures listed in Worksheet I of this form should be included. Earnings on investments for expenditures not listed in Worksheet I should be excluded. If earnings on investments are being used to pay for a capital project AND the earnings will pay for expenditures in a year other than the year of the Budget Collection, use the Capital Projects Funds column. In other cases, use the General Fund column
1600	Food Service. All 1600 revenues here. Include <u>only</u> revenues used to pay for expenditures included in Worksheet I.
1700	Income from student activities. (Not Agency Funds) All 1700 Revenues here. Include <u>only</u> revenues used to pay for expenditures included in Worksheet I.
1800	Revenue from community service activities. Include only those revenues used to pay for expenditures reported in Worksheet I.

- 1900 Other Revenue from Local Sources**
- 1920 Contributions and Donations Raised by the LEA.** Donations made directly to the school district are reported here. Private grants distributed through the state should be reported in revenue code 5700.
- 1999 All other 1900 revenues** (except Act 144 Revenues).
- 2000 Intermediate Revenues** - Subgrants from the Supervisory Union – all 2000 RevCodes except ARRA
- 2950 Intermediate Revenues – ARRA** – Subgrants from the Supervisory Union for ARRA grants.

State Sources of Revenue

- 3100 Unrestricted Grants in Aid**
- 3110 Education Spending Grant**—Includes all Education Spending Grant Revenue.
- 3113 Technical Center Supplemental Assistance Grant.** This revenue code is used by districts hosting technical centers to report the amount of the support grant received directly from the state on behalf of districts for technical center tuition if the technical center’s expenditures are reported in Worksheet I.
- 3114 Supplemental Assistance Grant for Technical Centers Distributed by the State.** This grant is contributed by municipalities to the education fund and by the education fund to technical centers on behalf of school districts. By statute this revenue and the corresponding expenditure must be shown in the budget and the *Annual Statistical Report of Schools*. This revenue code is now used by unions and is no longer used by union members.
- 3130 Construction Aid**—includes RevCodes 3130 and 3135.
- 3145 Small Schools Grant**
- 3146 Small Schools Financial Stability Grant**
- 3150 State Aid—Transportation** - Use the amount assumed for budgetary purposes.
- 3152 State Aid—Transportation**—Extraordinary
- 3160 Capital Debt Service Hold-harmless Aid.** This revenue is not a part of the Preliminary Education Spending calculation. Hold-harmless Aid is used to reduce tax rates.
- 3170 Act 153 Revenue.** This revenue is generated by expenditures reimbursed under any of the provisions of Act 153.
- 3199 State aid for unrestricted uses**—includes all other 3100 RevCodes.

3200-3799 Restricted Revenue from State Sources - These revenues, including special education revenues, should be reported. Remember to include associated expenditures on Worksheet I as well.

3999 All 3800 and 3900 RevCodes

Federal Sources of Revenue

4100 Unrestricted Federal Grants - includes all 4100 RevCodes with the exception of the Education Jobs Fund revenues (RevCode 4120).

4120 Education Jobs Fund – revenue from the federal Education Jobs Fund legislation, to be used for school level salaries and benefits.

4200-4799 Restricted Federal Revenue - Revenue from Federal Funds for specifically designated programs except ARRA revenue.

4800 Federal Offset Payments—includes all 4800 RevCodes.

4900 Revenue for/on Behalf of the LEA—includes all 4900 RevCodes. Includes contributions of equipment or supplies by the federal government not listed elsewhere.

4950 Restricted Federal Revenue, ARRA

Other Sources of Revenue

5100 Proceeds from Bonds or Other Long Term Borrowing. Should generally be reported in the Capital Projects Funds column. The code is open in the General Fund column. A district would use the General Fund Column only if the expenditures were identical to the amount borrowed and the expenditures were included in the General Fund column.

5200 Transfers

5230 Transfers from Reserved Accounts. These transfers should be reported in the General Fund column unless the revenue is for a capital project AND all of the expenditures do not occur in the same year as the transfer. In this case use the Capital Projects Funds column for the revenue and associated expenditures. Include RevCode 5232, Reserve Funds--Transportation

5299 Other Transfers. These transfers should be reported in the General Fund column unless the revenue is for a capital project AND all of the expenditures do not occur in the same year as the transfer. In this case use the Capital Projects Funds column for the revenue and associated expenditures.

5300 Sale or Compensation for Loss of Fixed Assets

5400 Adjustments for Prior Year Expenditures

- 5480** **Medicaid**—Includes Revenue Codes 5481 – 5483
- 5500** **Capital Leases**
- 5600** **Lease Purchases**
- 5700** **Grants from Private Sources through the State.** Include all 5700 RevCodes.
- 5999** **Miscellaneous Other Sources.** Include all RevCodes between 5800 and 6400.
- 6999** **Cumulative Unreserved Surplus.** Any surplus not allocated to a reserved
Carry account should be recorded. A surplus carried forward is reported as a positive
Forward number.

A district’s revenues reported in RevCodes 8887 and 8888 should have been reported in RevCodes 1110 through 6999. The figures reported in RevCodes 8887 and 8888 are not added into the Total Revenues figure.

- 8887** **Offsetting Revenues for Capital Debt Hold-Harmless.** Any revenue except Education Spending Revenue or Hold-Harmless Aid paying for expenditures reported in Eligible Principal and Interest, for Capital Debt Hold-Harmless projects should be reported here. An example of revenue to be reported here is the capital debt portion of tuition payments used to pay for principal and interest reported in Eligible Principal and Interest. Unions do not report in RevCode 8887. Since union members receive NET expenditure figures to be included in Function 8887 from unions, there should be no union revenue to include in this figure.
- 8888** **Capital Construction & Debt Service Offsetting Revenues.** Any revenue except Education Spending Revenue or Hold-Harmless Aid paying for expenditures reported in Eligible Capital Construction & Debt Service for All Eligible Projects should be reported here. An example of revenue to be reported here is the capital debt portion of tuition payments used to pay for principal and interest reported in Eligible Principal and Interest. Include revenue reported in RevCode 5230, Transfers from Reserve Funds, only if the revenue has been included as an expenditure in function 8888 in an earlier year. Do not include any revenue associated with Act 144.
- 9099** **Office Use.** As the collection is being built there is a possibility that legislation will make it necessary to collect other data. Do not enter anything in this code without instructions from DOE.

Worksheet III, Act 144

Section 43 of Act 144 as amended by Section 1 of Act 150 of the 2001 – 2002 Session allowed school district voters to remove capital school construction costs from the determination of the district’s local education spending and resulting Act 68 tax calculation.

Districts that are not raising revenue under the provisions of Act 144 do not need to fill out Worksheets III(a) or III(b).

Note: It is possible that only a portion of the expenditures for a project received state board approval. In that case, only the approved portion of the expenditures is reported in Worksheet III(a). The unapproved expenditures are reported in Worksheet I. Revenues used to pay for the unapproved expenditures are reported in Worksheet II.

No expenditures or revenues reported in Worksheet III should be reported **anywhere** in Worksheet I or Worksheet II.

The absence of new construction projects within the framework of Act 144 makes it possible to collect necessary information in a form that has been simplified substantially.

Worksheet III(a) – Act 144 Expenditures

Function 5101, Other Debt Service,

Total Eligible Act 144 Expenditures for budget year 2010 are reported in a single cell. Our expectation is that the expenditures reported in this cell will pay for interest and principal on long-term debt. **Notify the Finance Team at DOE if other expenditures are included.**

Total Eligible Act 144 Expenditures, (Box a) now equals Function 5101. The figure is included in Boxes A and B on the signature page.

Worksheet III(b) – Act 144 Revenues and Carry Forward

1995 Miscellaneous Act 144 Revenues. This category includes all Act 144 non-property tax revenues used to pay for Act 144 expenditures except proceeds transferred from reserve accounts and any surplus carried forward. Any interest revenue generated by money borrowed to pay for Act 144 expenditures is reported here. Revenue from impact fees paying for Act 144 expenditures is reported here. Private contributions raised to pay for Act 144 expenditures are reported here. Federal funds paying for Act 144 expenditures are reported here.

5234 Transfers from Reserved Accounts – Act 144. When Act 144 Revenues that have been reserved by voters are removed from a reserve account to pay for Act 144 Expenditures, they are reported here

6990 Prior Year Carry Forward – Surplus (Deficit). Act 144 spending can produce a surplus or a deficit. A surplus reduces (or can eliminate) the Act 144 Property Tax Revenue raised in the budget year. A deficit increases the Act 144 Property Tax Revenue raised.

Total Act 144 Non Property Tax Revenues (Box b). Equals the sum of Miscellaneous Act 144 Revenues, Transfers from Reserve Accounts – Act 144, and Prior Year Carry Forward (RevCodes 1995 + 5234 + 6990).

1115 Property Tax Act 144 (Box c). Box a minus Box b equals Box c **when Box c is greater than 0.** If Total Act 144 Expenditures minus Total Act 144 Non

Property Tax Revenues is less than 0, the figure reported in Box c is 0. The figure in Box c is reported on the Cover Sheet in Box K.

Surplus Carried Forward to Next Year (Box d). This box is used when Total Act 144 Non Property Tax Revenues exceed Total Act 144 Expenditures. (Box b – Box a)

Total Act 144 Revenues for FY 2011 (Box b + Box c) or (Box b – Box d). This figure is the total revenue paying for current year Act 144 expenditures. The amount in this cell should be equal to Total Act 144 Expenditures in Box a. This figure is included on the Cover Sheet as part of the figure shown in Box D, Anticipated Revenue, and reported in the Cover Sheet in Box F. Box F is used to remove Total Act 144 Revenues for FY 2011 from Anticipated Revenue.

Excess Revenue. When a district has raised more Act 144 revenue than is needed to cover approved spending, the revenue in excess of expenditures will be considered “excess revenue.” A district is obligated to pay to the State Education Fund the percentage of excess revenue that would have been sent to the fund if that amount of revenue had been raised through the Act 68 calculation.

List of Districts

Joint Contract
 J006 Athens/Grafton Joint Contract District
 J048 Barstow Joint Contract Dist.
 J105 Jay/Westfield Joint Elementary
 J242 Whitingham/Wilmington Joint Contract District

Independent/Private
 P002 Burr & Burton
 P003 Lyndon Institute
 P004 St. Johnsbury Academy
 P005 Thetford Academy

Supervisory Unions
 S004 Addison - Rutland S.U.
 S003 Addison Central S.U.
 S001 Addison Northeast S.U.
 S002 Addison Northwest S.U.
 S061 Barre Supervisory Union
 S060 Battenkill Valley S.U.
 S006 Bennington - Rutland S.U.
 S057 Blue Mt. Union #21
 S015 Burlington Supervisory District
 S009 Caledonia Central S.U.
 S008 Caledonia North S.U.
 S013 Chittenden Central S.U.
 S012 Chittenden East S.U.
 S014 Chittenden South S.U.
 S007 Colchester Supervisory District
 S018 Essex - Caledonia S.U.
 S019 Essex North S.U.
 S059 Essex Town Supervisory District
 S023 Franklin Central S.U.
 S020 Franklin Northeast S.U.
 S021 Franklin Northwest S.U.
 S022 Franklin West S.U.
 S024 Grand Isle S.U.
 S054 Hartford Supervisory District
 S025 Lamoille North S.U.
 S026 Lamoille South S.U.
 S010 Milton Supervisory District
 S045 Montpelier Supervisory District
 S031 North Country S.U.
 S030 Orange-Windsor S.U.
 S027 Orange East S.U.
 S029 Orange North S.U.
 S028 Orange Southwest S.U.
 S034 Orleans Central S.U.
 S035 Orleans Southwest S.U.

S062 Rivendell S.D.
 S039 Rutland - Windsor S.U.
 S037 Rutland Central S.U.
 S040 Rutland City Supervisory Dist.
 S036 Rutland Northeast S.U.
 S033 Rutland South S.U.
 S038 Rutland Southwest S.U.
 S055 SAU 70
 S016 So. Burlington Supervisory Dist.
 S005 Southwest Vermont S.U.
 S056 Springfield Supervisory District
 S011 St. Johnsbury Supervisory Dist.
 S032 Washington Central S.U.
 S041 Washington Northeast S.U.
 S043 Washington South S.U.
 S042 Washington West S.U.
 S046 Windham Central S.U.
 S047 Windham Northeast S.U.
 S048 Windham Southeast S.U.
 S049 Windham Southwest S.U.
 S051 Windsor Central S.U.
 S050 Windsor Northwest S.U.
 S052 Windsor Southeast S.U.
 S053 Windsor Southwest S.U.
 S017 Winooski Supervisory District

Towns

T001 Addison
 T002 Albany
 T003 Alburgh
 T004 Andover
 T005 Arlington
 T006 Athens
 T007 Bakersfield
 T008 Baltimore
 T009 Barnard
 T010 Barnet
 T011 Barre City
 T012 Barre Town
 T013 Barton ID
 T014 Belvidere
 T015 Bennington ID
 T017 Benson
 T018 Berkshire
 T019 Berlin
 T020 Bethel
 T021 Bloomfield
 T022 Bolton
 T023 Bradford ID
 T024 Braintree

T026 Brandon
 T027 Brattleboro
 T028 Bridgewater
 T029 Bridport
 T030 Brighton
 T031 Bristol
 T032 Brookfield
 T033 Brookline
 T034 Brownington
 T035 Brunswick
 T036 Burke
 T037 Burlington
 T038 Cabot
 T039 Calais
 T040 Cambridge
 T041 Canaan
 T042 Castleton
 T043 Cavendish
 T044 Charleston
 T045 Charlotte
 T046 Chelsea
 T047 Chester
 T048 Chittenden
 T049 Clarendon
 T050 Colchester
 T051 Concord
 T052 Corinth
 T053 Cornwall
 T054 Coventry
 T055 Craftsbury
 T056 Danby
 T057 Danville
 T058 Derby
 T059 Dorset
 T060 Dover
 T061 Dummerston
 T063 Duxbury
 T064 East Haven
 T065 East Montpelier
 T066 Eden
 T067 Elmore
 T068 Enosburgh
 T069 Essex Junction ID
 T070 Essex Town
 T073 Fair Haven
 T071 Fairfax
 T072 Fairfield
 T074 Fairlee
 T075 Fayston
 T076 Ferrisburgh

Vermont Department of Education

T077	Fletcher	T129	Montpelier	T185	Sheffield
T078	Franklin	T130	Moretown	T186	Shelburne
T079	Georgia	T131	Morgan	T187	Sheldon
T080	Glover	T132	Morristown	T188	Killington
T081	Goshen	T133	Mt. Holly	T189	Shoreham
T082	Grafton	T134	Mt. Tabor	T190	Shrewsbury
T083	Granby	T138	New Haven	T191	South Burlington
T084	Grand Isle	T135	Newark	T192	South Hero
T085	Granville	T136	Newbury	T193	Springfield
T086	Greensboro	T137	Newfane	T176	St. Albans City
T087	Groton	T139	Newport City	T177	St. Albans Town
T088	Guildhall	T140	Newport Town	T178	St. George
T089	Guilford	T141	North Bennington ID	T179	St. Johnsbury
T090	Halifax	T143	North Hero	T194	Stamford
T091	Hancock	T142	Northfield	T195	Stannard
T092	Hardwick	T144	Norton	T196	Starksboro
T093	Hartford	T145	Norwich	T197	Stockbridge
T094	Hartland	T146	Orange	T198	Stowe
T095	Highgate	T147	Orleans ID	T199	Strafford
T096	Hinesburg	T148	Orwell	T200	Stratton
T097	Holland	T149	Panton	T201	Sudbury
T098	Hubbardton	T150	Pawlet	T202	Sunderland
T099	Huntington	T151	Peacham	T203	Sutton
T100	Hyde Park	T152	Peru	T204	Swanton
T101	Ira	T153	Pittsfield	T205	Thetford
T102	Irasburg	T154	Pittsford	T206	Tinmouth
T103	Isle La Motte	T155	Plainfield	T207	Topsham
T104	Jamaica	T156	Plymouth	T208	Townshend
T105	Jay	T157	Pomfret	T209	Troy
T106	Jericho	T158	Poultney	T210	Tunbridge
T107	Johnson	T159	Pownal	T211	Underhill ID
T108	Kirby	T160	Proctor	T212	Underhill Town
T109	Landgrove	T161	Putney	T213	Vergennes ID
T110	Leicester	T162	Randolph	T214	Vernon
T111	Lemington	T163	Reading	T215	Vershire
T112	Lincoln	T164	Readsboro	T216	Victory
T113	Londonderry	T165	Richford	T217	Waitsfield
T114	Lowell	T166	Richmond	T218	Walden
T115	Ludlow	T167	Ripton	T219	Wallingford
T116	Lunenburg	T168	Rochester	T220	Waltham
T117	Lyndon	T169	Rockingham	T221	Wardsboro
T118	Maidstone	T170	Roxbury	T222	Warren
T119	Manchester	T171	Royalton	T223	Washington
T120	Marlboro	T172	Rupert	T224	Waterbury
T121	Marshfield	T173	Rutland City	T225	Waterford
T122	Mendon	T174	Rutland Town	T226	Waterville
T123	Middlebury ID	T175	Ryegate	T227	Weathersfield
T124	Middlesex	T180	Salisbury	T228	Wells
T125	Middletown Springs	T181	Sandgate	T229	Wells River
T126	Milton	T182	Searsburg	T230	West Fairlee
T127	Monkton	T183	Shaftsbury	T233	West Haven
T128	Montgomery	T184	Sharon	T237	West Rutland

Vermont Department of Education

T238 West Windsor
 T231 Westfield
 T232 Westford
 T234 Westminster
 T235 Westmore
 T236 Weston
 T239 Weybridge
 T240 Wheelock
 T241 Whiting
 T242 Whitingham
 T243 Williamstown
 T244 Williston
 T245 Wilmington
 T246 Windham
 T247 Windsor
 T248 Winhall
 T249 Winooski ID
 T250 Wolcott
 T251 Woodbury
 T252 Woodford
 T253 Woodstock
 T254 Worcester
 T255 Buel's Gore
 T258 Ferdinand
 T259 Glastenbury
 T261 Somerset
 V009 SW VT Career Development Ctr
 V001 Patricia A. Hannaford Career Ctr
 V016 River Valley Technical Center

Union Schools

U027 Bellows Falls UHSD #27
 U048 Bellow Free Academy UHSD #48
 U039 Black River USD #39
 U021 Blue Mountain USD #21
 U006 Brattleboro UHSD #6
 U042 Castleton-Hubbardton USD #42
 U015 Champlain Valley UHSD #15
 U029 Chester-Andover USD #29
 U023 Currier Memorial USD #23
 U145 Dresden School Dist Interstate
 U045 Duxbury/Waterbury Union # 45
 U046 Essex Community Educ Ctr #46
 U016 Fair Haven UHSD #16
 U020 Flood Brook USD #20
 U035 Green Mountain UHSD #35
 U019 Harwood UHSD #19
 U026 Hazen UHSD #26
 U024 Lake Region UHSD #24
 U043 Lakeview USD #43
 U018 Lamoille UHSD #18
 U034 Leland & Gray UHSD #34
 U047 Mettawee UESD #47
 U003 Middlebury UHSD #3
 U040 Mill River USD #40
 U037 Millers Run USD #37

U007 Missisquoi Valley UHSD #7
 U028 Mount Abraham UHSD #28
 U014 Mt. Anthony UHSD #14
 U017 Mt. Mansfield USD #17
 U022A No. Country Jr UHSD #22
 U022B No. Country Sr UHSD #22
 U008 Otter Valley UHSD #8
 U030 Oxbow UHSD #30
 U002 Randolph UHSD #2
 U146 Rivendell Interstate Union District
 U041 Spaulding HSUD #41
 U033 Twinfield USD #33
 U032 U-32 H.S. UHSD #32
 U044 Vergennes UESD #44
 U005 Vergennes UHSD #5
 U036 Waits River Valley USD #36
 U004 Woodstock UHSD #4
 U017 Mt. Mansfield USD #17
 U022A No. Country Jr UHSD #22
 U022B No. Country Sr UHSD #22
 U008 Otter Valley UHSD #8
 U030 Oxbow UHSD #30
 U002 Randolph UHSD #2
 U146 Rivendell Interstate Union District
 U041 Spaulding HSUD #41
 U033 Twinfield USD #33