

## **Updating the Annual Required Maintenance Budget Amount Worksheet (Form M-1) for FY 08-09**

The M-1 worksheet is a tool to help districts estimate the annual required maintenance budget amount to be submitted with the district's Comprehensive Maintenance Plan (CMP).

School districts are expected to update the Form M-1 Template that was distributed in September 2003. At that time, the Department provided information that explained that the revised Form M-1 included a second worksheet called Detailed Expenditures. This worksheet was designed to be used for a 10 year period (FY 00-01 through FY 09-10), thereby simplifying the reporting and tracking of maintenance expenditures. Districts may fulfill their obligation with respect to these forms for 2007 by referring to the instructions issued in 2003 and updating where necessary. For your assistance, the following instructions (labeled "A" below) are provided that are specific to filling in the M-1 worksheet for FY 08-09. Alternatively, the Department is providing a set of instructions (labeled "B" below) for districts unable to use the worksheets from last year.

### OPTION A: Updating Worksheet

1. Locate Form M-1 and Detailed Expenditure file saved and submitted in 2006.
2. Go to the first worksheet (M-1) and validate District information at the top of the form, column A (School Facility Name), column B (School Number) and Column C (Gross Building Area). **Verify that the Current Area Cost Allowance per SF cell (top right) reads \$143.00.**
3. Column D (Building Replacement Value) will be automatically repopulated, where necessary. The value of this column is the result of multiplying the gross building area by the current Area Cost Allowance per SF (\$143.00).
4. Column E (Prior Years Actual & Current Year Budgeted Expenditure) will be automatically calculated when you enter information on the second worksheet (Detailed Expenditures).
5. Relabel column F (Min. Annual Target Expenditure for FY 07-08) to read FY 08-09. This column will be automatically calculated. The value is the result of multiplying the building replacement value by 0.2%. This will give you the minimum annual target expenditure.
6. Relabel column G (Anticipated Budget for FY 07-08) to read FY 08-09 and replace the amounts from 07-08 with the amounts the district is anticipating to spend for 08-09, which shall be equal to or greater than the minimum annual target expenditure as of June 30<sup>th</sup> 2007.
7. At the bottom of column A (Min. Required amount for FY), replace 07-08 with 08-09. Also, at the bottom of column A (Anticipated Budget amount for FY), replace 07-08 with 08-09.
8. Enter the Current District Maintenance Reserve Amount. This amount shall not exceed the calculated amount of Max. Maintenance Reserve Amount. (This value is 4% of column D).

9. **Using the Detailed Expenditure worksheet that the district created in 2006**, relabel column J to read Actual Expenditures and adjust data to reflect actual expenditures.
10. Label column K to read Budgeted Amount and enter the budgeted amount from the FY 07-08 Certified Budget.
11. For the following filing year, column K (Budgeted Amount) shall be replaced with Actual Expenditures and column L shall then be labeled Budgeted Amount.

Note: In the event that a district needs to increase column widths on the Detailed Expenditures sheet in order to accommodate its data, use the password “M-1.” Please use this password carefully.

#### OPTION B: New Worksheet

1. Go to <http://www.nj.gov/njded/facilities/tools/maintenance/> and download the **M-1 Form Template** and save the file to your PC.
2. Enter the District’s information in the (yellow cells) at the top of the form.
3. Go to the first worksheet (M-1) and fill in columns A (School Facility Name), column B (School Number) and column C (Gross Building Area). Note: this information can be copied from the prior year’s worksheet and by updating the Gross Building Area.
4. Column D (Building Replacement Value) will be automatically populated. The value of this column is the result of multiplying the gross building area by the current Area Cost Allowance per SF (\$143.00).
5. Column E (Prior Years Actual & Current Year Budgeted Expenditure) will be automatically calculated when you enter information on the second worksheet (Detailed Expenditures).
6. Relabel column F (Min. Annual Target Expenditure for FY 04-05) to read FY 08-09. This column will be automatically calculated. The value is the result of multiplying the building replacement value by 0.2%. This will give you the minimum annual target expenditure.
7. Relabel column G (Anticipated Budget for FY 04-05) to read FY 08-09 and enter the amount the district is anticipating to spend, which shall be equal to or greater than the minimum annual target expenditure as of June 30<sup>th</sup> 2007.
8. At the bottom of column A (Min. Required amount for FY), replace 04-05 with 08-09. Also, at the bottom of column A (Anticipated Budget amount for FY), replace 04-05 with 08-09.
9. Enter the Current District Maintenance Reserve Amount. This amount shall not exceed the calculated amount of Max. Maintenance Reserve Amount. (This value is 4% of column D).
10. On the second worksheet (Detailed Expenditure) columns A, B and C will be automatically populated from (M-1) worksheet.

11. Enter in column D (Prorated Actual Expenditure FY 00-01). Unless actual expenditures were available, you can obtain this information from the 2002 CAFR Required Schedule as the total expenditure was prorated by gross building area.
12. Enter in column E (Prorated Actual Expenditure FY 01-02). Unless actual expenditures were available you can get this information from the 2002 CAFR Required Schedule as the total expenditure was prorated by gross building area.
13. Enter in column F (Actual Expenditure FY 02-03). This information shall be the actual expenditure by building (not prorated) as reported in the 2003 CAFR.
14. Relabel column G to read Actual Expenditures and enter actual expenditures. This information shall be the actual expenditure by building (not prorated) as reported in the 2004 CAFR.
15. Label column H to read Actual Expenditures and enter actual expenditures. This information shall be the actual expenditure by building (not prorated) as reported in the 2005 CAFR.
16. Label column I to read actual Actual Expenditures and enter actual expenditures. This information shall be the actual expenditure by building (not prorated) as reported in the 2006 CAFR.
17. Label column J to read actual Actual Expenditures and enter actual expenditures. This information shall be the actual expenditure by building (not prorated) as reported in the 2007 CAFR.
18. Label column K to read Budgeted Amount and enter the budgeted amount from the FY 07-08 Certified Budget.
19. For the following filing year, column K (Budgeted Amount) shall be replaced with Actual Expenditures and column L shall then be labeled Budgeted Amount.

Note: The column width on the Detailed Expenditures sheet has been increased where necessary.

Questions about these instructions may be addressed to:

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