



State of New Jersey

DEPARTMENT OF EDUCATION

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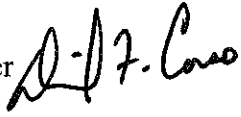
CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

CHRISTOPHER D. CERF
Acting Commissioner

January 18, 2012

TO: Chief School Administrators
School Business Administrators

FROM: David F. Corso, Assistant Commissioner
Division of Administration and Finance 

SUBJECT: 2012-13 Budget Application – Part I

Part I of the 2012-13 Budget Application is currently available for download from the web-enabled DOENET at www.nj.gov/education/finance/fp/dwb.shtml. The software includes enrollments, revenue, appropriations, recapitulation of balances, estimated tuition rates, most of the SFRA calculations, and the supporting documentation items.

The “check for updates” function will be used to provide school districts with updates to Part I. These updates will include edits, prepare diskette for newspaper file, prepare user-friendly budget document in HTML format, minimum tax levy report, report of district status above or below expected local levy, transmit back function and the letter of transmittal. We will also update the software upon release of the 2012-13 state aid. You will be notified through your county office when updates are available. Updates will also be posted on the department’s website at <http://www.state.nj.us/education/finance/fp/dwb/update.shtml>. Please note that the “check for updates” function will update the software without overwriting any data that was previously keyed.

The 2012-13 Budget Guidelines and related Appendices, the 2012 School Election and Budget Procedures Calendar (Election Calendar), and the EDC Manual are also posted at the above website. The Election Calendar reflects the February budget address to be given by Governor Christie. It includes dates relevant to the April school election and the special elections (January, March, September, December). Since Senate Bill No. 3148 was signed by the Governor, additional guidance for an optional November election will be published as soon as possible. This new law does not impact the dates for an April election published in this Calendar.

For purposes of developing your preliminary budgets, districts should make allowances for the possibility of changes in state aid from your 2011-12 amounts. This guidance is for

planning purposes only and is no indication of the final state aid allocation for 2012-13. The latter will be provided to districts following the Governor's budget message.

The county offices of education will issue final budget approvals by March 22. Public hearings can take place between March 22 and March 29 with the requirement of public notice at least four days prior to the public hearing.

The key changes to the 2012-13 budget software are highlighted in the executive summary of the Budget Guidelines and detailed throughout the document. These changes include:

1) **Line Item:**

a. New lines have been added for the following:

- i. Appropriation lines in Custodial Services for Lease Purchase Agreements and Bond Interest/Principal related to Energy Savings Bonds. Note that due to limitations in the DOS program, these lines appear out of sequence with the custodial services cost center. They display on the appropriations screen just below the total for the custodial services cost center (line 7641), and add into line 7641. If you have difficulty locating these lines, please use the F1 key to go directly to the line number.
- ii. Contracted Services-Aid in Lieu for Choice Students appropriation in Transportation Services;
- iii. Assessment for Debt Service on SDA Funding appropriation;
- iv. Transfer lines from general fund to special revenue fund for Preschool general education contribution and inclusion student contribution.

b. Lines no longer to be used are:

- i. ECPA Carryover. Districts should now be using PEA carryover line.
- ii. Additional State Building Aid revenues and appropriations for chapter 177, 10, and 74. These programs are no longer funded.

- 2) **SFRA Calculation Reports:** A Banked Cap report is new in the software. The report calculates the banked cap from 2011-12 that will be eligible for use in 2012-13, and allows for a request to use banked cap to increase the 2% general fund tax levy cap in 2012-13.
- 3) **Estimated Tuition Calculation Reports:** The phase-out of the deduction for certain revenues in section V is now complete. The lines for Education Opportunity Aid (EOA), Discretionary Education Opportunity Aid (DEOA) and Bilingual deductions have been deleted from the report.
- 4) **Supporting Documentation Item 14C (Shared Services for Admin Costs):** This support doc has been deleted.
- 5) **Office Name Change on All Reports:** The department's reorganization changed the name of the Finance office. Budget reports now read "Office of School Finance" at the top of each report.
- 6) **Transmittal Letter:** Verbiage has been added to the transmittal letter for the final county office review, which was manually added to the 2011-12 letters.
- 7) **Enhancements to Support Docs:**

- a. SD1a: More lines have been added for data entry for each of the five areas of focus.
- b. SD14b: The column for "reason for requested increase" has been moved before the benefits columns on the Support Doc 14b report.

The CPI applicable for the 2012-13 budget year is 1.89 percent. The applicable regional administrative cost limits for 2012-13 for the north, central and south are \$1,945, \$1,812, and \$1,805 respectively. Any questions concerning the regional limit calculation should be directed to the Office of School Finance.

For budget questions, please email budget@doe.state.nj.us. For technology questions, please visit <http://www.state.nj.us/education/data/collections/manuals/wbdoenet.pdf> concerning the web-enabled DOENET.

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c: Members, State Board of Education
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Executive County Superintendents
Executive County School Business Administrators
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