

**New Jersey Department of Education
Comparative Spending Guide**

Electronic Distribution User Manual

A. Installation

The New Jersey State Department of Education Comparative Spending Guide Download contains a file called **CSG2003.ZIP**. Once downloaded double-click on the file and 27 files will be 'unzipped'. These files contain all data used in the comparative spending guide and are stored in Microsoft Excel formats. This format will allow users to import the data into numerous commercially available software packages and thereby, allow for the analysis of the data using these packages.

B. File Index

File names correspond to the Comparative Spending Guide Indicator number. For example, all data for indicator 1 are contained in the file CSG1.xls.

<u>File Name</u>	<u>Description</u>
CSG1.xls	Total Cost per Pupil
CSG2.xls	Total Classroom Instruction
CSG3.xls	Classroom Salaries + benefits
CSG4.xls	Classroom general supplies and textbooks
CSG5.xls	Classroom purchased services and other
CSG6.xls	Total Support services
CSG7.xls	Support services Salaries + benefits
CSG8.xls	Total Administrative Costs per Pupil
CSG9.xls	Salaries + Benefits for Administration
CSG10.xls	Operations and Maintenance of Plant
CSG11.xls	Salaries + Benefits - Operations/Maint of Plant
CSG12.xls	Food Service Cost per Pupil + Benefits
CSG13.xls	Extracurricular Costs per Pupil + Benefits
CSG14.xls	Personal Services - Employee Benefits
CSG15.xls	Total Equipment Cost per Pupil
CSG16.xls	Ratio of Students to Teachers: Median Salary
CSG17.xls	Ratio of Students to Special Service: Median Salary
CSG18.xls	Ratio of Students to Administration: Median Salary
CSG19.xls	Faculty / Administrative Ratios
CSG20.xls	Budgeted General Fund Balance vs. Actual (used)
CSG21.xls	Unreserved General Fund Balances in Excess of 6%
VITSTAT.xls	Summary of Vital Statistics
Trans.xls	Bus Utilization
SUM0001.xls	Summary: 00-01 Actual Costs
SUM0102.xls	Summary: 01-02 Actual Costs
SUM0203.xls	Summary: 02-03 Original Budget Totals
ENRPRE.xls	Avg. Daily Enrollment used for Indicator 1 (Includes preschool contracted students)

C. File Structure - Indicator Files

The 22 CSG indicator files have 12 unique file structures:

1. Structure for Indicator 1

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP00	Per pupil amount (00-01 actual costs)
Rank00	Per pupil Ranking (00-01 actual costs)
PP01	Per pupil amount (01-02 actual costs)
Rank01	Per pupil Ranking (01-02 actual costs)
PP02	Per pupil amount (02-03 budget costs)
Rank02	Per pupil Ranking (02-03 budget costs)

2. Structure for Indicator 2,4,5,6,8,10,12,13

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP00	Per pupil amount (00-01 actual costs)
Rank00	Per pupil Ranking (00-01 actual costs)
Pct00	% of Total Cost/pupil (00-01)
PP01	Per pupil amount (01-02 actual costs)
Rank01	Per pupil Ranking (01-02 actual costs)
Pct01	% of Total Cost/pupil (01-02)
PP02	Per pupil amount (02-03 budget costs)
Rank02	Per pupil Ranking (02-03 budget costs)
Pct02	% of Total Cost/pupil (02-03)

3. Structure for Indicator 3,7,9,11

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP00	Per pupil amount (00-01 actual costs)
Rank00	Per pupil Ranking (00-01 actual costs)
Pct00	% of Total Cost/pupil (00-01)
Pct200	% of Total Salaries/Benefits to Indicator Variable (00-01)
PP01	Per pupil amount (01-02 actual costs)
Rank01	Per pupil Ranking (01-02 actual costs)
Pct01	% of Total Cost/pupil (01-02)
Pct201	% of Total Salaries/Benefits to Indicator Variable (01-02)
PP02	Per pupil amount (02-03 budget costs)
Rank02	Per pupil Ranking (02-03 budget costs)
Pct02	% of Total Cost/pupil (02-03)
Pct202	% of Total Salaries/Benefits to Indicator Variable (02-03)

4. Structure for Indicator 14

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP00	% of Total Salaries (00-01)
PP01	% of Total Salaries (01-02)
PP02	% of Total Salaries (02-03)

5. Structure for Indicator 15

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP00	Per Pupil Costs (00-01)
PP01	Per Pupil Costs (01-02)
PP02	Per Pupil Costs (02-03)

6. Structure for Indicator 16

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Strat01	Student/Teacher Ratio (01-02)
Rk01	Ratio Ranking (01-02)
Salt01	Teacher Salary (01-02)
Rk01	Salary Ranking (01-02)
Strat02	Student/Teacher Ratio (02-03)
Rk02	Ratio Ranking (02-03)
Salt02	Teacher Salary (02-03)
Rk02	Salary Ranking (02-03)

7. Structure for Indicator 17

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Ssrat01	Student/Special Service Ratio (01-02)
Rk01	Ratio Ranking (01-02)
Sals01	Special Service Salary (01-02)
Rk01	Salary Ranking (01-02)
Ssrat02	Student/Special Service Ratio (02-03)
Rk02	Ratio Ranking (02-03)
Sals02	Special Service Salary (02-03)
Rk02	Salary Ranking (02-03)

8. Structure for Indicator 18

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Sarat01	Student/Administrator Ratio (01-02)
Rk01	Ratio Ranking (01-02)
Sala01	Administrator Salary (01-02)
Rk01	Salary Ranking (01-02)
Sarat02	Student/Administrator Ratio (02-03)
Rk02	Ratio Ranking (02-03)
Sala02	Administrator Salary (02-03)
Rk02	Salary Ranking (02-03)

9. Structure for Indicator 19

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Farat00	Faculty/Administrator Ratio (00-01)
Rk00	Faculty/Administrator Ranking (00-01)
Farat01	Faculty/Administrator Ratio (01-02)
Rk01	Faculty/Administrator Ranking (01-02)

10. Structure for Indicator CSG20

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Col1	General Fund Balance (00-01)
Col2	2000-01 Actual
Col3	General Fund Balance (01-02)
Col4	2001-02 Actual

11. Structure for Indicator CSG21

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Col1	Actual Excess (00-01)
Col2	Actual Excess (01-02)
Col3	Actual Excess (02-03)

12. Structure for Indicator VITSTAT

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP02	Per pupil Comparative Cost (02-03)
Stpct02	Revenue: State %
Ltpct02	Revenue: Local %
Fdpct02	Revenue: Federal %
Tupct02	Revenue: Tuition %
Fbpct02	Revenue: Free balance %
Otpct02	Revenue: Other %
Strat02	Student / Teacher ratio 2001
Ssrat02	Student / Special Service ratio 2001
Sarat02	Student / Administrator ratio 2001
Pctspeced	Percent Special Education Students

13. Structure for ENRPRE

<u>Field Name</u>	<u>Description</u>
Coname	County Name
District	District code
Distname	District Name
Enr00	00-01 Avg. Daily Enrollment (including preschool contracted students)
Enr01	01-02 Avg. Daily Enrollment (including preschool contracted students)
Enr02	02-03 Avg. Daily Enrollment (including preschool contracted students)

D. File Structure - Summary Files

The 3 summary files have identical file structures and summarize the total costs for Indicator 1-13 and 15. The Average daily enrollment is included (estimated enrollment for 2002-2003).

Use the enrollments from ENRPRE.xls for Indicator 1.

E. Miscellaneous Information

Each indicator file also contains information regarding the Operating type and State Average information printed on the Comparative Spending Guide. This information is located within the file at the beginning of each district operating type/enrollment grouping. Depending on the indicator file and operating type grouping, the number of records containing the information will vary. The descriptive text regarding these records have been written in the DISTNAME field. The following guide should be used to view these data summary records:

<u>Indicator</u>	<u>Operating type/enrollment Grouping</u>	<u># Records with Summary Statistics</u>
1-15	All groups except 7-12 / 9-12	4 records/grouping
1-15	Group 7-12 / 9-12 only	6 records/grouping
16,17,18,19	All groups except 7-12 / 9-12	1 record/group (Op type average only)
16,17,18,19	Group 7-12 / 9-12 only	2 records/group (Op Type average only)