



State of New Jersey

DEPARTMENT OF EDUCATION

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Acting Commissioner

August 19, 2011

TO: Chief School Administrators
School Business Administrators/Board Secretaries

FROM: Yut'se O. Thomas, Director
Office of School Finance

SUBJECT: Budgeting Additional State Aid

This memo is a follow up to the guidance issued on July 13, 2011 on the 2011-12 additional State aid. Districts that choose to appropriate this aid for 2011-12 must obtain their Executive County Superintendent's approval. Note that appropriation of additional Choice Aid does not require county approval. It is expected that districts using the funds for this school year will submit the requested documentation (next paragraph) to the Executive County Superintendent by October 15.

Districts that wish to appropriate additional State aid for 2011-12 will provide the county office with a copy of the Board of Education resolution (two thirds affirmative vote pursuant to N.J.S.A. 18A:22-8.1) with the detail of the accounts where the funds will be appropriated and a detailed explanation of the planned use of the funds. An excel budget appropriations grid file has been placed in the district homeroom folders at <https://education.state.nj.us/doefs2/?prj=sanote> for this purpose. Enter the district and county codes and brief summary information at the top of the grid. The grid reflects the budget appropriations line items with descriptions and account numbers. The data entry cells are highlighted in yellow. Do not enter the entire revised budget, only the requested lines for use of the additional State aid. There are two columns for the appropriations entries – one for the amount, and one for the description/rationale. Please enter only the additional State aid that is being appropriated for 2011-12 and the rationale for the appropriation. The excel files should not be modified in any other way. The file should be saved with the existing filename Addaid_dist (where "dist" is the district LEA code) before emailing it to the county office. Please do not change the filename. The county office will provide notification by letter of approval and will transfer the approved excel files to the Department.

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Districts that used a portion of the additional State aid for property tax relief for 2011-12 should have retransmitted the budget by August 9. There is no need to retransmit the budget for appropriation of the additional aid.

If you have any questions, please contact your Executive County Superintendent.

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c: Members, State Board of Education
Christopher D. Cerf
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Executive County Superintendents
Executive County Business Administrators
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