



State of New Jersey

DEPARTMENT OF EDUCATION

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Acting Commissioner

September 19, 2011

TO: Chief School Administrators
School Business Administrators

FROM: Patricia C. Scott, Acting Director
Fiscal Policy and Planning

SUBJECT: Budgeting FY 2011-12 Additional State Aid

The excel worksheet for 2011-12 additional state aid approvals has been updated to include revenue lines. This file replaces the August file in the Homeroom folders. This change was made because we were advised that some districts prefer to reduce revenue rather than increase appropriations. There is no need to revise any file previously sent to the county office unless a district chooses to use the 2011-12 additional state aid to reduce other revenue rather than increase appropriations.

For example, a district's original 2011-12 budget includes revenues from fees to be charged for student events. The district wants to use the additional state aid instead of charging fees. They may revise the applicable revenue line to reflect the reduction in fees originally budgeted, by the amount of additional state aid that is offsetting the reduction. The district submits the September file to the county office for approval of the revised budget. As we have mentioned before, do not retransmit the budget to the department.

Changes from the original file include:

- 1) the text in the title of the second line in the summary section at the top shows the option of reducing revenues;
- 2) the formula in the second line at the top includes the new revenue lines;
- 3) the addition of the detail revenue lines at the end; and
- 4) the top of the form has the words "Revised 9/7/11."

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

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c: Yut'se Thomas
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