

# **Budget Guidelines - Appendix D 2019-20 Budget Submission Listing**

District Name:

Date of Submission:

Submitted by:

Date of Advertisement:

Date of Public Hearing:

2019-20 Tax Levy % Increase:

## **Status Above or Below Adequacy (check one):**

| * **Check District Status** | * **District Status Above or Below Adequacy** |
| --- | --- |
|  | * Above Adequacy |
|  | * Below or At Adequacy |

**All Districts Must Submit**:

| * **Check if Submitted** | * **Required Item for Submission** |
| --- | --- |
|  | * Board Resolution Approving Budget Submission certifying the General Fund Budget Amount |
|  | * Position Control Roster (PCR), reconciled to budget |
|  | * Warning Edits List, including reason why edit occurs |
|  | * Travel Expenditures Maximum, including board resolution establishing maximum travel expenditure amount pursuant to *N.J.A.C.* 6A:23A-7.3 |

**Tax Levy Cap Adjustments**:

### **Prebudget Year Tax Levy and Enrollment Adjustment** (Budget Guidelines section III.D.i.3)

| * **Check if Submitted** | * **Item for Submission** |
| --- | --- |
|  | If utilizing a factor of 1.00 for DOE Projection must submit required supporting documentation |
|  | Board Resolution |

### **Health Care Cost Adjustment** (Budget Guidelines section III.D.i.4)

| * **Check if Submitted** | * **Item for Submission** |
| --- | --- |
|  | Detail to support health and prescription appropriations |
|  | Board Resolution |

### **Deferred Pension Contributions** (Budget Guidelines section III.D.i.5)

| * **Check if Submitted** | * **Item for Submission** |
| --- | --- |
|  | Support for the amount of the deferral |
|  | Board Resolution |

### **Responsibility Shifted From/To Another Entity** (Budget Guidelines section III.D.i.6)

| * **Check if Submitted** | * **Item for Submission** |
| --- | --- |
|  | Detail to support amounts in the adjustment |
|  | Board Resolution |

### **Use of Banked Cap** (Budget Guidelines section III.D.i.7)

| * **Check if Submitted** | * **Item for Submission** |
| --- | --- |
|  | Board Resolution which states need for and amount to be included in base and statement that need must be completed in the 2019-20 budget year |

## **Additional Items to be Submitted (if applicable)**:

| * **Check if Submitted** | * **Item for Submission** |
| --- | --- |
|  | **Capital Reserve Withdrawals**: Statement of Purpose, if excess costs/other capital projects withdrawal |
|  | **Additional Spending Proposals**: Details; resolutions, GAAP account itemization; evidence of shared services participation and/or efficiency efforts |
|  | **Send-Receive Relationships**: Supporting documentation for budgeted tuition revenue and appropriation lines must be submitted (district may use own format or use sample format posted on [School Finance - Districtwide Budget](http://www.state.nj.us/education/finance/fp/dwb.shtml)) |
|  | **If ROD Grant was approved**: approved project information |
|  | **If SEMI program has less than 90% participation in prebudget year, or district failed to comply with all SEMI requirements**: corrective action plan |
|  | **If Bonds have been issued by the district**: Documentation of steps being taken to ensure compliance with continuing disclosure requirements (LFN 2014-9) |

**Additional Comments**: