**APPENDIX D**

**2017-2018 BUDGET SUBMISSION LISTING**

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| ***DISTRICT NAME:*** |
| ***DATE OF SUBMISSION:*** |
| ***SUBMITTED BY:*** |
| ***DATE OF ADVERTISEMENT:*** |
| ***DATE OF PUBLIC HEARING:*** |
| ***17-18 TAX LEVY % INCREASE:*** |
| ***STATUS ABOVE OR BELOW ADEQUACY: \_\_\_\_\_ Above \_\_\_\_\_ Below or At*** |
| **ALL DISTRICTS MUST SUBMIT:** |
|  | **Board Resolution Approving Budget Submission certifying the General Fund Budget Amount** |
|  | **Position Control Roster (PCR)** |
|  | **Warning Edits List – including reason why edit occurs** |
|  | **Travel Expenditures Maximum:** Board resolution establishing maximum travel expenditure amount pursuant to N.J.A.C. 6A:23A-7.3 |
| **TAX LEVY CAP ADJUSTMENT(S) (if applicable):** |
|  | **Prebudget Year Tax Levy and Enrollment Adjustment** (Budget Guidelines page 129)* If utilizing a factor of 1.00 for DOE Projection must submit required supporting documentation
* Board Resolution
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|  | **Health Care Cost Adjustment** (Budget Guidelines page 131)* Detail to support health and prescription appropriations
* Board Resolution
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|  | **Deferred Pension Contributions** (Budget Guidelines page 133)* Support for the amount of deferral
* Board Resolution
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|  | **Responsibility Shifted From/To Another** (Budget Guidelines page 134)* Detail to support amounts in Adjustment
* Board Resolution
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|  | **Use of Banked Cap** (Budget Guidelines page 137)* Board Resolution which states need for and amount to be included in base and statement that need must be completed in the 17-18 budget year
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| **ADDITIONAL ITEMS TO BE SUBMITTED (if applicable):** |
|  | **Capital Reserve Withdrawals:** Statement of Purpose, if excess costs/“other capital projects” withdrawals |
|  | **Additional Spending Proposal(s):** Details; resolutions, GAAP account(s) 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 department website at <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 issued by the district:** Documentation of steps being taken to ensure compliance with continuing disclosure requirements (LFN 2014-9) |

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| **COMMENTS:** |