



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Approved Private Schools for Students with Disabilities

**Request for a Higher Tentative Per Diem Tuition Rate
Directions for Form B - December 31, 2017 Financial Report
Current School Year**

Prescribed Financial Report

The objective of the prescribed financial report is to provide the private school for students with disabilities with a mechanism to determine a per diem tuition rate on an annualized basis. The expenditures, revenues, and average daily enrollment are presented on a year-to-date basis to allow an annualized per diem tuition rate. This report will provide management the opportunity to compare the tentative per diem tuition rate actually charged during the school year to a year-to-date (YTD) per diem tuition rate reflected in the financial records. This report is based on a July to June school year and must reflect the year-to-date expenditures, revenues and enrolled days for the year-to-date time period.

Instructions

1. The following schedules comprise the “Financial Report” as prescribed by the New Jersey State Department of Education per *N.J.A.C. 6A:23A-18.5(a)11*. These schedules include the following:
 - A) Expenditure Report.
 - B) Enrollment Computation - Computation of YTD ADE.
 - C) Statement of Revenues and Expenditures.
 - D) Per Pupil Cost Computations – Profit/Non-Profit.
2. Acceptance of the “Financial Report” shall be documented in the minutes of the Board of Directors’ meetings. The “Financial Report” shall be prepared and submitted, at a minimum, on a quarterly basis to the private school’s governing body and must be submitted, at a minimum, for the following quarter ending dates: 1) September 30; 2) December 31; 3) March 31; and 4) June 30. The report should be completed no later than 30 days after the reporting period ending date.
3. Pages 1 through 13, “Expenditure Report.”
 - A) Enter the name of the school on the line at the top of page 1.
 - B) Enter in column D, lines 3500 through 89650, all the expenditures incurred during the year-to-date reporting period by the line accounts indicated. The term expenditures include total charges incurred, whether paid or unpaid, less refunds (Expenditure = Cash Disbursements plus obligations/accounts payable minus refunds). Enter only those expenditures, which are in compliance with *N.J.A.C. 6A:23A-18.1* et seq.
4. Page 14, “Enrollment Computation”
 - A) A “public school placement” is a pupil whose tuition is paid by a New Jersey school district or a New Jersey state agency. A “private placement” is a pupil whose tuition is paid by a source other than a New Jersey school district or New Jersey state agency such as but not limited to the following: a parent, guardian, an out-of-state school district, an out-of-state agency or funded by the private school the pupil is attending.

Instructions continued

B) *Private schools without private placements.* For the purpose of this statement, the Year-to-Date ADE is calculated by adding the total year-to-date enrolled days for all students as reflected in the school registers and divided by the number of possible enrolled days for one pupil (July through June school year; includes the ten month and extended school years). Enrolled days are the total days both present and absent from the time a student is enrolled for services until the student is terminated by the private school or withdrawn by the sending district (see State contract for billing and enrollment procedures upon termination or withdrawal). No amount should appear in column B.

1. Enter in column A, lines 1-19, per school register the total number of possible enrolled days for all pupils in that register for the year-to-date period.
2. Total the number of enrolled days inserted in column A, lines 1-19 and insert the result on line 20 (Total Enrolled Days) and in the Computation of YTD ADE on line 1, columns A and C.
3. Insert on line 2, columns A and C the number of enrolled days for one pupil in the July through June school year and divide line 1 by line 2, columns A and C and enter the result on line 3, columns A and C. Round to the nearest four decimal places.
4. Line 4 is not part of this calculation if the school does not have private placements.

C) *Private schools with private placements.* For the purpose of this statement, the Year-to-Date ADE is calculated by adding the total year-to-date enrolled days for all students as reflected in the school registers and dividing by the number of possible enrolled days for one pupil (includes the ten month and extended school years). Enrolled days are the total days both present and absent from the time a student is enrolled for services until the student is terminated by the private school or withdrawn by the sending district (see State contract for billing and enrollment procedures upon termination or withdrawal).

1. Enter on lines 1-19, by school register the total number of possible enrolled days for public school placements in column A and private placements in column B for the year-to-date period.
2. Total the number of enrolled days inserted in columns A and B, lines 1-19 and insert the results on line 20, columns A and B and on line 1, (Total Enrolled Days) columns A and B in the Computation of the YTD ADE. Add line 1, columns A and B and insert the result on line 1, column C.
3. Insert on line 2, columns A, B and C, the possible number of enrolled days in the July through June calendar year (i.e. 180, 210) for one pupil and divide line 1, columns A, B and C by line 2, columns A, B and C. Enter the results on line 3, columns A, B and C. Round to the nearest four decimal places.
4. Divide line 3, columns A and B by line 3, column C and insert the results as a percentage (2 decimal places) on line 4, columns A and B. The public school placement percentage from line 4, column A and private placement percentage column B are used to allocate costs on the Statement of Revenue and Expenditures. Please refer to item 5B for additional instructions.

Instructions continued

5. *Important:* A pupil enrolled in a preschool program (ten hours per week of pupil instruction), a half-day program or enrolled in a full day program on a shared time basis shall not have a maximum average daily enrollment in excess of 0.5 for the entire school year. A pupil enrolled in one of these programs shall be considered as a half-day enrollment for each day of the week.

5. Page 15, "Statement of Revenues and Expenditures."

A) Private schools *without* private placements

1. Enter in column C all revenues accrued during the year-to-date period by category. The term revenues include total charges for services, whether received or receivable.
2. Total column C to determine the "Total Revenue" and insert the amount under 'Total revenue'.
3. Enter in column C, lines 3660 through 89980, all expenditures for the year-to-date period by account series totals as reflected on pages 1 through 13.
4. Total column C to determine "Total Expenditures" and insert the results on line 89990 "Total Expenditures" and line 90000 "Total Net Expenditures". There is no entry on line 89995 since there are no adjustments necessary as a result of private placements.
5. In column C, subtract the amount listed on line 90000 "Total Net Expenditures" from the amount listed on the "Total Revenues", line 7 and enter the result on the line "Excess (Deficit) Revenues Over Expenditures." If the expenditures exceed revenues, the balance over expended must be bracketed to indicate a negative (deficit) balance.

B) Private schools *with* private placements

1. Enter in columns C through E, lines 1-6 all revenues accrued during the year-to-date period by category. The term revenues include total charges for services, whether received or receivable.
2. Total columns C through E to determine "Total Revenue" and insert the results on line 7.
3. Enter in columns C and E, lines 3660 through 89980, all expenditures for the year-to-date period by account series totals as reflected on pages 1 through 13.
4. Total columns C and E, "Total Expenditures" and insert the results on line 89990.
5. The following directions are used to allocate costs between column C (Public school placements) and column D (Private placements) from column E (Total). Multiply line 89990, column E (Total) by the private placement percentage on page 14, line 4, column B. Insert the result in column D, line 89995 and insert the same amount as a negative number in column C, line 89995. For instance, if line 89990, column E was \$100,000 and the percentage on page 14, line 4, column B is 15%, then \$15,000 would be inserted into column D, line 89995 and a negative (\$15,000) would be inserted into column C, line 89995.

Instructions continued

Add lines 89990 and 89995, columns C, D and E and insert the results on line 90000, "Total Net Expenditures," by column. Subtract line 90000 from the amounts listed on line 7, "Total Revenues" in columns C, D and E, and enter the results on the line "Excess (Deficit) Revenues Over Expenditures" by column. If the expenditures exceed revenues, the balance over expended must be bracketed to indicate a negative (deficit) balance.

A private school has the option of applying the private placement percentage on page 15, line 89995, column B to each line separately (3600 through 89980). If a school chooses this option, the Private Placement Percentage Adjustment line will not be used and the Total Expenditures line and the Total Net Expenditures Line will be the same.

6. Page 16, "Per Pupil Cost Computations" for a profit-making school.

- A) Enter on line 90000, the Total Public School YTD Expenditures from page 15, line 90000, column C. Multiply line 90001 by line 90002 (1.025) to determine the Total Public School YTD Expenditures and Surcharge and enter the amount on line 90003.
- B) Enter on line 90004, the Public School YTD ADE from page 14, line 3, column A. Divide line 90003 by line 90004 to determine the YTD Per Pupil Tuition Rate and enter the amount on line 90005.
- C) Enter on line 90006, the Enrolled Days for one pupil from page 14, line 2, column A. Divide line 90005 by line 90006 and enter the result on line 90007. This amount is the YTD Per Diem Tuition Rate.
- D) Enter on line 90008, the Tentative Per Diem Tuition Rate Charged which is the per diem rate the private school is charging the school districts for the school year.

7. Page 17, "Per Pupil Cost Computations" for a non-profit school.

- A) Enter on lines 90009, 1 and 6, the Total Public School YTD Expenditures from page 15, line 90000, column C.
- B) Multiply line 90009 by line 1 to determine the Maximum Working Capital and enter the result on line 90011.
- C) Enter on line 4, the prior year working capital balance from the previous year's June 30 audit report. Subtract line 4 from line 3 and enter the result on line 5, "Working Capital A." *Note:* Depending on the prior year working capital fund balance and the time period this report is prepared, the calculation of line 5, "Working Capital A" may result in a negative amount. A negative amount in "Working Capital A" will occur in the first three quarters of reporting (September, December, March) in a school with a prior year working capital fund balance close to the 15% maximum unless expenditures increase from the prior year. In these cases, the private school has the option of inserting a zero on line

Instructions continued

90010 “Add: Maximum Working Capital” in order to present an YTD Per Diem Tuition Rate based on the expenditures alone. *However, the school’s management must be aware that at year-end (June 30), if line 5 “Working Capital A” results in a negative amount, this amount must be deducted from the school’s Total Public School YTD expenditures to determine the YTD Per Diem Tuition Rate on this report and in the audited financial statements. See footnote (1).*

- D) Multiply line 6 by line 7, Maximum Working Capital Percentage and insert the result on line 8, Working Capital B. Insert the lesser of lines 5 (Working Capital A) and 8 (Working Capital B) on lines 9 and 90010. This may be a negative amount.
- E) Add line 90009 and 90010 and insert the result on line 90011, Total Public School YTD Expenditures and Working Capital.
- F) Enter on line 90012, the Public School YTD ADE from page 14, line 3, column A.
- G) Divide line 90011 by line 90012 and enter the result on line 90013, the YTD Per Pupil Tuition Rate.
- H) Enter on line 90014, the Enrolled Days for one pupil from page 14, line 2, column A.
- I) Divide line 90013 by line 90014 and enter the result on line 90015. This amount is the YTD Per Diem Tuition Rate.
- J) Enter on line 90016, the Tentative Per Diem Tuition Rate Charged which is the per diem rate the private school is charging the school districts for the school year.
- K) Please email pages 1 through 17 of the Financial Report to doe.pssd@doe.state.nj.us and retain a copy for your files.