



Stillwater
AREA PUBLIC SCHOOLS

2023-24 PRELIMINARY BUDGET

**Stillwater, Minnesota
June 2023**

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Stillwater

AREA PUBLIC SCHOOLS

2023-24 PRELIMINARY BUDGET

**INDEPENDENT SCHOOL DISTRICT No. 834
STILLWATER, MINNESOTA**

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June 2023

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SECTION I

Introduction

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SCHOOL BOARD

Ms. Alison Sherman	Board Chair
Ms. Beverly Petrie	Vice Chair
Ms. Katie Hockert	Clerk
Mr. Pete Kelzenberg	Treasurer
Dr. Annie Porbeni	Director
Mr. Andrew Thelander	Director
Mr. Chris Lauer	Director

ADMINISTRATION

Dr. Mike Funk	Superintendent of Schools
Ms. Marie Schrul	Executive Director of Finance
Mr. Robert Graf	Executive Director of Human Resources
Dr. Caleb Drexler Booth	Director of Learning and Student Engagement
Mr. Mark Drommerhausen	Director of Operations
Ms. Carissa Keister	Chief of Staff
Mr. Paul Lee	Director of Student Support Services
Ms. Dawn Lueck	Director of Schools
Mr. John Perry	Director of Learning, Technology and Design Systems
Ms. Annette Sallman	Director of Community Education and Community Relations

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STILLWATER AREA PUBLIC SCHOOLS

Strategic Plan

Our Strategic Plan is the roadmap we follow in our continuing - and measurable - focus on meeting the learning needs of each student. It defines our vision, establishes our objectives, and identifies the experiences students will have as a Portrait of a Stillwater Graduate.

Our Vision

Stillwater Area Public Schools will be the schools of choice within our community by:

- preparing each learner for success in an ever-changing world
- developing curious individuals who are active and engaged learners
- Resulting in career and college readiness and the development of essential life skills.

Our Parameters

In our decision-making we will always consider what is desirable, equitable, feasible and sustainable. We will build relationships with our shareholders and engage with our community.

Our Objectives

- All children are ready for school
- All third graders can read at grade level
- All racial and economic achievement gaps are closed
- All students are ready for career and college
- All students graduate from high school
- All students will be engaged in their learning
- All students will be supported in their social, emotional and behavioral development
- All students will be seen, served and supported

KEY

World's Best
Worldwide Goals



Stillwater specific goals

PORTRAIT OF A STILLWATER GRADUATE

We will ensure Stillwater graduates have the skills and attributes for success as future employees, co-workers and neighbors. We do this by providing our students opportunities to think critically, work collaboratively, communicate clearly, create fearlessly, and advocate passionately for themselves and others.

Collaborator

- Builds strong relationships
- Works effectively and respectfully with diverse teams
- Seeks out diverse ideas and perspectives
- Values the individual contributions made by each team member

Critical Thinker

- Shows empathy for others
- Solves complex problems
- Discerns accurate, relevant information
- Reasons effectively to make sound judgments and decisions

Creator

- Courageous, takes risks and learns from failure
- Open minded and responsive to new and diverse perspectives
- Flexible and can adapt to new environments and situations
- Carefully considers ideas in order to improve and maximize creative efforts

Communicator

- Expresses themselves effectively in both written and oral communications
- Listens actively to others
- Shows cultural understanding and global awareness when engaging with others
- Treats others with kindness and respect

Self-Advocate

- Remains curious and loves to learn new things
- Understands personal strengths and areas for growth
- Is motivated and confident
- Follows their passions and interests

Approved by
School Board
05/10/2018

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A BRIEF HISTORY OF DISTRICT 834

Stillwater Area Public Schools – Independent School District #834 – has a long and proud tradition. Minnesota's first schoolhouse was built in Stillwater in 1848, one year before Minnesota became a territory. Stillwater became the state's first school district just two years later. The district has a tradition of high expectations, high standards, and outstanding achievement. It is also a system dedicated to continuous improvement.

From the first one-room schoolhouse, Stillwater Area Public Schools has grown to serve approximately 8,350 students in seven elementary schools (K-5), two middle schools (grades 6-8), one high school (grades 9-12), one transition programming center serving students ages 18 to 21, and an early childhood family center which serves families with young children, from birth to age 5.

The district stretches 30 miles along the St. Croix River from Marine on St. Croix south to Afton and covers approximately 150 square miles. The district encompasses 18 communities, including: Afton, Bayport, Baytown Township, Grant, a portion of Hugo, Lake Elmo, Lakeland, Lakeland Shores, Lake St. Croix Beach, Marine on St. Croix, May Township, Oak Park Heights, St. Mary's Point, Stillwater, Stillwater Township, West Lakeland Township, Withrow, and a portion of Woodbury. The area's population is approximately 66,500.

Transportation services are provided to over 7,800 public, non-public, and charter school students. Buses are scheduled to make over 1,900 stops every day as they transport students to and from over 20 sites, both within and outside the district. Beginning in 2009, transportation registration is required for Stillwater Area High School students and for all non-public and charter school students yearly. Families may also decline transportation if they will not need to be transported. Students in grades Kindergarten through 10th grade receive annual school bus safety training. On each school day, District 834 schools serve approximately 4,550 meals (lunches). Breakfast is also served in ten (10) school buildings.

Stillwater has built and maintained an exceptional reputation for excellence across the state and nation. Our schools are recognized as a leader in innovative education. Our students and our staff members are consistently recognized for their successes in academics, fine arts, and athletics. In addition, our district has received the Certificate of Excellence in Financial Reporting award for nineteen consecutive years. This award validates the credibility of the school system's operations and measures the integrity and technical competence of the business staff.

The district offers the best of both worlds. It is large enough to provide a wide variety of opportunities for students while maintaining a personal, caring, and individualized education. The district strives to develop learners who are innovative, creative, and prepared for a rapidly changing world. Expectations are high and students of all abilities are challenged, supported, and motivated at every level – from early childhood through high school.

We offer learning opportunities for students of all abilities, including exceptional programs for Special Education, Gifted and Talented, and Spanish Immersion. Because of our experience, our expertise, and our size, we are able to offer our learners opportunities to grow and develop at their own pace.

Welcome to a community and a school system built on a solid tradition of excellence!

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2023-24 PRELIMINARY BUDGET OVERVIEW

Introduction

The preliminary budget is adopted by the Board of Education by June 30. The preliminary budget, which gives the district expenditure authority to begin the fiscal year, is built on anticipated enrollment projections and estimates of revenues. During the middle of the fiscal year, the Board will adopt a revised budget which is updated based on the October 1 student enrollment and revised revenue estimates. Since the revised budget is based on October 1 enrollment and projected attendance of those students, the budget is still a projection. It is typically revised again during the spring, primarily to update federal program revenues and expenditures and contract settlements that have occurred during the year.

Education finance can vary greatly due to many uncontrollable variables. Budgets are developed with several assumptions and projections that are based on trend data, economic environments, and cautious optimism.

Budget Timeline

The school district's budget timeline reflects many overlapping processes. The general timeline is listed to provide an understanding of the annual budgeting process. Deviations from the general timeline may exist depending on annual circumstances and events.

Spring

- Administration completes preparation of the preliminary budget for the next school year, including compiling capital requests and completing a general fund forecast.
- Board of Education acts on budget guidelines and assumptions and a timeline for the next school year.

Summer

- Board of Education reviews and approves preliminary budget by June 30 for the next school year.
- Administration submits proposed local property tax levy for next calendar year to Minnesota Department of Education.
- Administration closes district's financial books and begins audit process for the previous school year.

Fall

- Board of Education approves preliminary property tax levy in September for next calendar year and next school year.
- Administration and audit firm complete district audit and financial report for the previous school year, and report is approved by the Board of Education.
- Administration completes preparation of the revised budget for the current school year.

Winter

- Board of Education approves the revised budget for current school year.
- Board of Education holds a truth-in-taxation hearing in December for the proposed property tax levy and certifies final property tax levy for the next school year.
- Administration prepares capital budget for next school year.
- Administration begins preparation of preliminary budget for next school year.

Budget Assumptions

The district makes assumptions based on several variables which comprise the district's budget. Examples of the variables with additional information are listed below.

Enrollment Trends and Enrollment Projections

Enrollment in the district is projected to remain constant for the 2023-24 school year with projected increases and continued growth for the 2024-25 school year and beyond. Figure 1 shows October 1 enrollment trends by grade levels over the last four years, with an estimate for the 2023-24 school year.

**Student Enrollment Trends
October 1**

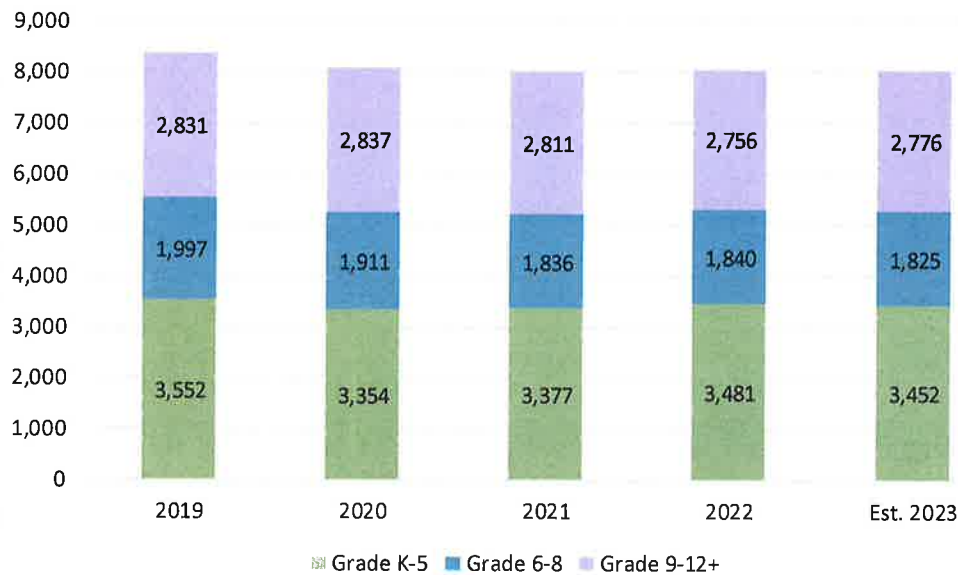


Figure 1

Since enrollment drives most of the district's revenue, an analysis of trend data is completed to prepare accurate enrollment projections for resource allocations. Enrollment projections are revised because of new information, actual enrollment on October 1, or other changes that may affect enrollment each fall.

General Education Revenue

General Education revenue is the largest component of state aid and is developed by the actual number of students and formula allowances set by the legislature. Revenue projections are based on the projected October 1 enrollment with assumptions for open, alternative, and other enrollment options.

Employee Contracts

The preliminary budget includes assumptions for all 2023-24 contractual agreements. For 2023-24, the district will continue with a self-funded health insurance plan. Benefit rates include changes in rates for medical & dental insurance, pension contributions or other changes to benefit plans as defined by each contractual agreement.

School Allocations

The district prepares the preliminary budget based on enrollment projections. Elementary school staffing allocations are provided through the allocation of sections, based on projected enrollment. Enrollment is periodically reviewed and revised to ensure consistency with Board approved staffing ratios. Secondary school staffing allocations are distributed based on projected enrollment. Allocations are adjusted as needed to address changes in enrollment throughout the school year.

Special Education Revenue

Some special education revenue calculations, such as special education excess cost aid, are based on the general education revenue estimate. Also, the district is conservative when developing the special education expenditure budget. Due to the unknown number of students that will be identified as special education students, the district tries to estimate liberally, potentially generating a larger than expected expenditure budget for the preliminary budget. Special education data is not finalized until well into the next fiscal year, leaving some variability in revenue estimates.

2023 Legislative Session

The 2023-24 Preliminary Budget includes a four percent (4%) increase in the general education revenue formula as a result of the 2023 Legislative session. It also includes an increase of \$524 per pupil in English Learner cross subsidy funding, \$16.11 per APU for School Library Aid, \$11.94 per APU for Student Support Personnel Aid, \$2 additional in Operating Capital per APU for menstrual products and opiate antagonists, \$132,000 for Pupil Transportation, in addition to an increase to 44% for the Special Education cross-subsidy aid factor. When the 2023 Legislative session information is finalized, any other revenue or expenditure changes will be reflected in the 2023-24 Revised Budget.

For additional information on the district's 2023-24 Preliminary Budget Guidelines and Assumptions, please refer to Section V on page 28.

Summary – 2023-24 Preliminary Budget – All Funds

The 2023-24 Preliminary Budget reflects a total revenue amount of \$161,177,299 with a total expenditure amount of \$171,953,062. The difference of \$10,775,763 relates to planned use of the district's Restricted fund balances in 2023-24 in Operating Capital, Long Term Facilities Maintenance (LTFM), Food Service Fund, Community Service Fund, Building Construction Fund, and the Debt Service Fund.

Revenue

Legislative changes to formulas over the years have changed how revenue is received from the state. Currently, the state is responsible for a large percentage (59%) of the total district revenues. Property tax revenue is the second largest source of revenue for the district (31%), with Federal Aid and Other at (10%). See Figure 2.

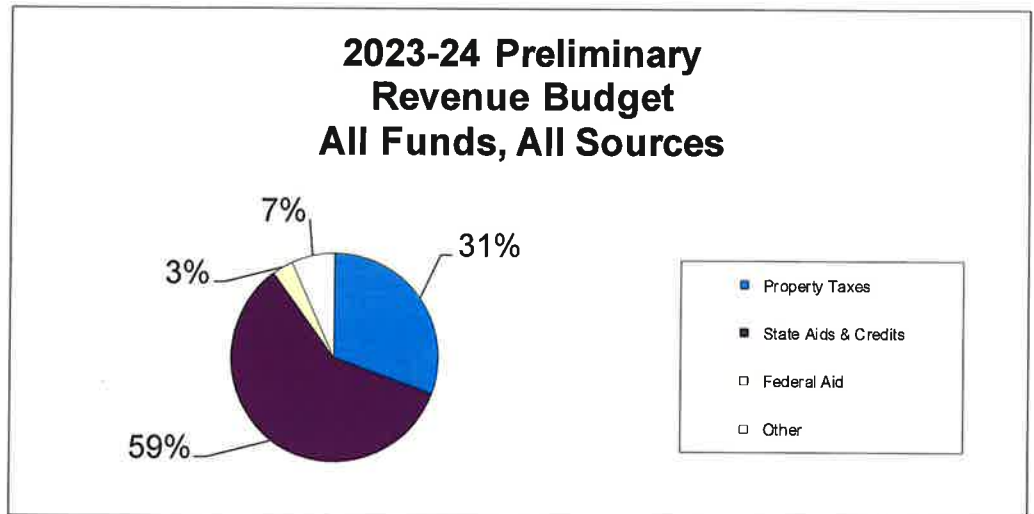


Figure 2

Expenditures

In a service organization, like a public school district, most expenditures consist of salaries and benefits for employees who provide direct or indirect services to students, i.e., teachers, principals, administrators, support staff (custodians, food service workers, paraprofessionals, technical support, and coordinators/supervisors/specialists). For 2023-24, salaries and benefits make up 70% of the district's general fund budget and 62% of the district's total budget as shown in Figure 3. Purchased services (such as heating, electricity, insurance and telecommunication costs) comprise 16% of the budget. Supplies, materials, capital, and other expenditures total 22% of the total budget.

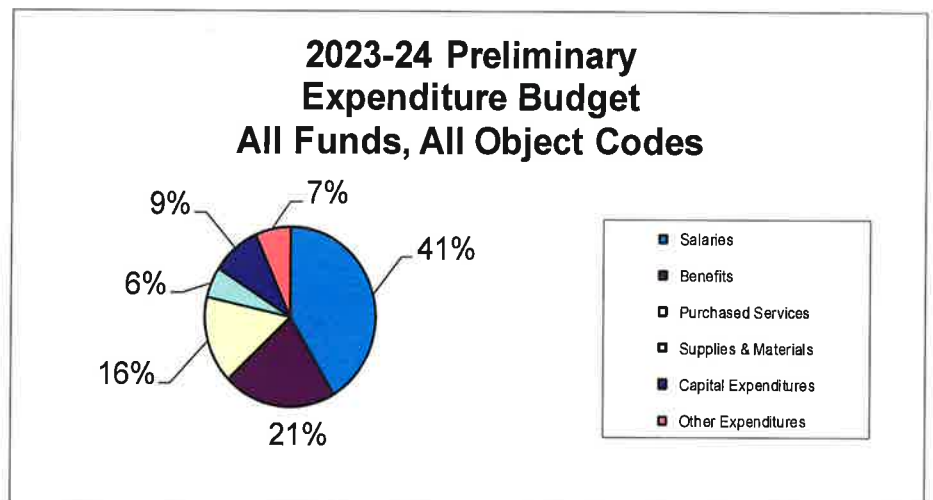


Figure 3

SECTION II

2023-24

Preliminary Budget

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2023-24 PRELIMINARY BUDGET

Budget Process and Assumptions

School district budgets are comprised of revenues and expenditures. Revenues are primarily received based on student enrollment and actual expenditures. The largest percentage of the school district's revenue comes from the state through formulas based on student enrollment. The formula allowance in 2023-24 for the general education aid from the state is estimated to be \$7,138 per pupil unit (weighted student counts depending on grade level of enrollment).

Of all the district's general fund expenditures, 70% are salaries and benefits for district employees. As an educational service organization serving students, it is expected that employee costs would be the largest portion of the budget. The budget reflects contractual commitments, including salaries, benefits and other costs for each labor agreement.

Below are some of the processes and assumptions that are included in the budgeting cycle.

Enrollment

The preliminary budget is based on a projected enrollment for October 1. The revised budget is based on the actual October 1 enrollment and is estimated to follow historical trends for actual year-end ADM (average daily membership) in which the district receives revenue.

Staffing allocations

Staff are allocated to buildings on a student to staff ratio determined by the Board of Education. The staffing ratios for 2023-24 are listed in Table 1. Staffing ratios do not equate to average class sizes and are only used to determine the number of FTE (full time equivalent) assigned to each building.

Staffing Allocations*		
	2022-23	2023-24
Kindergarten - Gr. 1	21.42	21.42
Grades 2-3	25.42	25.42
Grades 4-5	29.42	29.42
Grade 6	29.42	29.42
Grades 7-12	33.08	33.08

Table 1

*This does not represent average class size.

Non-salary budgets

School budgets for purposes other than employee salary and benefits are based on a system of allocation formulas. These formulas are adjusted as determined by the Board of Education during the budgeting process. Table 2 shows the supply and material allocations per student for 2022-23 and 2023-24. There were increases in the supply and material allocations per student for the 2023-24 budget. The library/media allocations changed for the 2023-24 budget, with allocations for library materials at both elementary and secondary levels, along with library book sets and inventory at the elementary level. Schools are provided their entire allocation during the spring budgeting process.

Supply and Material Allocations Per Student		
Elementary	2022-23	2023-24
Supply and Materials	\$ 27.92	\$ 32.00
Library Materials	9.77	7.15
Library Book Sets & Inventory	0.00	Varies by site
Secondary	2022-23	2023-24
Supply and Materials	\$ 52.55	\$ 62.00
Library Materials	14.23	7.15

Table 2

Staff development

Funds to be used for staff development are allocated based on two percent (2%) of the district's general education aid. Two percent (2%) is projected to be approximately \$1,271,021. The Learning and Innovation Department manages professional development support and professional development days at a districtwide and school level.

2023-24 Preliminary Budget – Fund Detail

General Fund

The General Fund is the primary operating budget for the district. It accounts for revenues and expenditures of the district's operations. The general fund includes accounts for capital expenditures and transportation. By statute, the district is obligated to account for capital expenditures separately from the general fund. Although all three accounts comprise the general fund and are reported to the state as such, the preliminary capital expenditure budget information is located at the top of page 3.

General Fund	2021-22 Actual	2022-23 Revised Budget	2023-24 Preliminary Budget	Rev. / Prel. Change	Rev. / Prel. % Change
Beginning Fund Balance	21,564,070	21,394,404	15,628,395	(5,766,009)	-26.95%
Revenues	118,784,840	128,070,796	137,012,917	8,942,121	6.98%
Expenditures	118,954,506	133,836,805	140,774,943	6,938,138	5.18%
Revenues less Expenditures	(169,666)	(5,766,009)	(3,762,026)	2,003,983	
Ending Fund Balance	21,394,404	15,628,395	11,866,369	(3,762,026)	-24.07%

2022-23 Revised Budget as of 3/28/23

Comparison of 2023-24 Preliminary Budget to 2022-23 Revised Budget

Revenue

Preliminary 2023-24 revenue estimates are \$8,942,121 more than the 2022-23 Revised Budget, primarily due to increases in state aid from the 2023 Legislative session, Compensatory Education revenue and property tax levy revenue, net a decrease for federal COVID funds.

Expenditures

Preliminary 2023-24 expenditure estimates are \$6,938,138 more than the 2022-23 Revised Budget, primarily due to the planned use of restricted Operating Capital and LTFM fund balances for capital projects. In addition, additional Tech Levy funding along with new School Library Aid revenue that was utilized to invest in library/media center staffing at the elementary and secondary sites along with library materials and inventory support. Salaries, benefits, pupil transportation and other fixed costs such as utilities and property and liability insurance also contribute to the expenditure increase. The detailed changes in the expenditures are listed on the following pages in the descriptions of program expenditure categories.

The total fund balance for the 2023-24 preliminary general fund budget is projected to decrease from \$15.6 million to \$11.9 million as Operating Capital and Long-Term Facilities Maintenance (LTFM) restricted fund balances will be used for planned projects next school year. The 2023-24 preliminary general fund unassigned ending fund balance is projected at \$2.3 million.*

*As of 6/9/23, the projected unassigned general fund balance as of 6/30/23 was \$4.3 million, or 3.2%.

Capital Expenditure Account

Included within the general fund is the capital expenditure account. Listed below are the restricted revenues and expenditures projected in the operating capital expenditure account. The revenue is slightly decreasing due to a levy adjustment. The expenditures are increasing primarily due to the use of fund balance for planned capital projects, in addition to an investment in K-5 Science curriculum. The 2023-24 fund balance is projected to decrease from \$6.1 million to \$4.1 million as compared to the 2022-23 Revised Budget.

General Fund	2021-22	2022-23	2023-24		
Capital Expenditure Account	Actual	Revised Budget	Preliminary Budget	Rev. / Prel. Change	Rev. / Prel. % Change
Beginning Fund Balance	6,478,030	7,131,086	6,128,664	(1,002,422)	-14.06%
Revenues	4,664,056	4,028,524	3,983,432	(45,092)	-1.12%
Expenditures	4,011,000	5,030,946	6,002,086	971,140	19.30%
Revenues less Expenditures	653,056	(1,002,422)	(2,018,654)	(1,016,232)	
Ending Fund Balance	7,131,086	6,128,664	4,110,010	(2,018,654)	-32.94%

2022-23 Revised Budget as of 3/28/23

Expenditures by Program

The district reports expenditures by program series as defined by Uniform Financial Accounting and Reporting Standards (UFARS) which is mandated by the Minnesota Department of Education. The table below shows the total general fund by program category series and compares the 2022-23 Revised Budget to the 2023-24 Preliminary Budget.

General Fund	2021-22	2022-23	2023-24		
	Actual	Revised Budget	Preliminary Budget	Rev. / Prel. Change	Rev. / Prel. % Change
Administration	3,622,132	3,763,650	3,810,558	46,908	1.25%
District Support Services	4,392,232	6,885,554	7,396,882	511,328	7.43%
Regular & Vocational Instruction	52,383,632	52,829,089	54,929,687	2,100,598	3.98%
Special Education Instruction	22,703,785	24,238,440	25,881,263	1,642,823	6.78%
Instructional Support Services	6,976,729	8,728,796	9,061,943	333,147	3.82%
Pupil Support Services	5,026,368	5,238,727	5,301,911	63,184	1.21%
Transportation (Pupil Support)	7,095,924	10,041,789	11,512,934	1,471,145	14.65%
Operations and Maintenance	16,269,036	21,531,760	22,082,765	551,005	2.56%
Fiscal and Other Fixed Costs	484,668	579,000	797,000	218,000	37.65%
Total	118,954,506	133,836,805	140,774,943	6,938,138	5.18%

2022-23 Revised Budget as of 3/28/23

Administration

This program accounts for the expenditures related to the Board of Education, Superintendent, Learning and Innovation administration, school principals, support staff, and related supplies and materials for these departments.

The increase of \$46,908 from the 2022-23 Revised Budget is reflective of planned expenditures and contractual agreements.

District Support Services

This program accounts for expenditures related to districtwide support in the areas of Finance, Administrative Services, Human Resources, Technology, Communications, and related supplies and materials for these departments.

The increase of \$511,328 from the 2022-23 Revised Budget is primarily due to Technology Levy expenditures, contractual agreements, and planned staffing in the areas of Communications & Finance.

Regular and Vocational Instruction

This program accounts for elementary, secondary, and vocational teachers, instructional paraprofessionals, extra and co-curricular staff, and related supplies and materials for these departments.

The net increase of \$2,100,598 from the 2022-23 Revised Budget is due to changes to staffing allocations at sites, K-5 Science curriculum, contractual agreements, and carryover of the prior year adjustment for retiree savings and unidentified staffing changes.

Special Education Instruction

This program accounts for all student support services administrators, special education teachers, special education paraprofessionals, special education support staff, psychologists, and related supplies and materials for these departments.

The increase of \$1,642,823 from the 2022-23 Revised Budget is due to planned staffing and contractual agreements.

Instructional Support Services

This program accounts for the expenditures related to assistant principals, assistant principals' support staff, instructional support services staff, and librarians. This program also accounts for curriculum expenditures and related staff development as well as related supplies and materials for these departments.

The increase of \$333,147 from the 2022-23 Revised Budget is primarily due to the additional library/media center staffing investments with the Technology Levy.

Pupil Support Services (Including Transportation)

This program accounts for expenditures related to counselors, lunchroom supervision, related support staff, and related supplies and materials for these departments.

The increase of \$1,534,329 from the 2022-23 Revised Budget is primarily due to transportation costs.

Operations and Maintenance (Sites & Buildings)

This program tracks expenditures related to Long Term Facility Maintenance (LTFM), custodial staff, grounds staff, related support staff, utilities, and related supplies and materials for these departments.

The increase of \$551,005 from the 2022-23 Revised Budget is primarily due to increases in utilities and Operating Capital for planned projects.

Fiscal and Other Fixed Costs

This program accounts for expenditures related to the premiums for the district's property and liability and errors and omissions insurance as well as payments of principal and interest for the retirement of long-term and non-bonded obligations.

The increase of \$218,000 from the 2022-23 Revised Budget is due to an increase in property and liability insurance.

Food Service Fund

The Food Service Fund accounts for revenues and expenditures for providing food services in schools. Since 2004-05, Stillwater Area Public Schools has provided food services to Mahtomedi Schools on a fee basis. The additional revenue from this partnership allows the district to employ a nutritionist to plan menus and work on healthy lunch options as well as support the District 834 food service program.

Food Service Fund	2021-22 Actual	2022-23 Revised Budget	2023-24 Preliminary Budget	Rev. / Prel. Change	Rev. / Prel. % Change
Beginning Fund Balance	1,493,524	3,248,187	2,753,650	(494,537)	-15.23%
Revenues	6,503,061	5,470,381	6,219,577	749,196	13.70%
Expenditures	4,748,398	5,964,918	6,920,047	955,129	16.01%
Revenues less Expenditures	1,754,663	(494,537)	(700,470)	(205,933)	
Ending Fund Balance	3,248,187	2,753,650	2,053,180	(700,470)	-25.44%

2022-23 Revised Budget as of 3/28/23

Revenues and expenditures are projected to increase and are reflective of the recent legislation for universal school meals. Breakfast participation has increased by 250%, with lunch at 5-8%. The increase in expenditures is related to additional staffing, food costs, and continued café improvements at sites.

Community Service Fund

The Community Service Fund is used to record all revenues and expenditures related to providing a community education program.

Community Service Fund	2021-22 Actual	2022-23 Revised Budget	2023-24 Preliminary Budget	Rev. / Prel. Change	Rev. / Prel. % Change
Beginning Fund Balance	135	37,071	237,741	200,670	541.31%
Revenues	7,554,411	8,393,491	7,989,957	(403,534)	-4.81%
Expenditures	7,517,475	8,192,821	8,113,899	(78,922)	-0.96%
Revenues less Expenditures	36,937	200,670	(123,942)	(324,612)	
Ending Fund Balance	37,071	237,741	113,799	(123,942)	-52.13%

2022-23 Revised Budget as of 3/28/23

Revenues and expenditures are projected to decrease as the Community Service Fund continues to see fluctuations in some individual program areas as they adjust to a new normal, post COVID. The most significant change in revenue is the expiration of the federal childcare funding in 2023-24. As a result, expenditure projections include changes to staffing and other program costs.

Building Construction Fund

The Building Construction Fund is used to track the revenues and expenditures for building bond construction projects.

Building Construction Fund	2021-22 Actual	2022-23 Revised Budget	2023-24 Preliminary Budget	Rev. / Prel. Change	Rev. / Prel. % Change
Beginning Fund Balance	8,391,778	9,477,163	7,756,714	(1,720,449)	-18.15%
Revenues	7,164,118	50,000	77,000	27,000	54.00%
Expenditures	6,078,733	1,770,449	6,199,427	4,428,978	250.16%
Revenues less Expenditures	1,085,385	(1,720,449)	(6,122,427)	(4,401,978)	
Ending Fund Balance	9,477,163	7,756,714	1,634,287	(6,122,427)	-78.93%

2022-23 Revised Budget as of 3/28/23

Expenditures are increasing due to planned projects funded by existing Long-Term Facilities Maintenance (LTFM) bond funds.

Debt Service Fund

The Debt Service Fund is used to account for the district's principal and interest payments as well as the revenue received for such payments. The principal and interest payments are for the district's long-term debt or approved bond issues.

Debt Service Fund	2021-22 Actual	2022-23	2023-24	Rev. / Prel. Change	Rev. / Prel. % Change
		Revised Budget	Preliminary Budget		
Beginning Fund Balance	3,240,253	2,311,281	2,152,706	(158,575)	-6.86%
Revenues	9,466,924	9,697,495	9,867,848	170,353	1.76%
Expenditures	10,395,896	9,856,070	9,934,746	78,676	0.80%
Revenues less Expenditures	(928,972)	(158,575)	(66,898)	91,677	
Ending Fund Balance	2,311,281	2,152,706	2,085,808	(66,898)	-3.11%

2022-23 Revised Budget as of 3/28/23

Revenues and expenditures are reflective of actual bond and interest payments.

Trust Fund

Due to the implementation of GASB (Governmental Accounting Standards Board) No. 84, scholarships that had previously been in the Trust Fund (Fund 8) must now be moved to either the General Fund (Fund 1) or the Custodial Fund (Fund 18). Scholarships that the district has control over have been moved to the General Fund. Scholarships that have been moved to the Custodial Fund represent money the district receives and distributes, but has no financial benefit from or control over.

Custodial Fund (Scholarships)	2021-22 Actual	2022-23	2023-24	Rev. / Prel. Change	Rev. / Prel. % Change
		Revised Budget	Preliminary Budget		
Beginning Fund Balance	72,067	64,645	64,645	0	0.00%
Revenues	4,328	10,000	10,000	0	0.00%
Expenditures	11,750	10,000	10,000	0	0.00%
Revenues less Expenditures	(7,422)	0	0	0	
Ending Fund Balance	64,645	64,645	64,645	0	0.00%

2022-23 Revised Budget as of 3/28/23

OPEB Trust

In February 2009, \$19.2 million of general obligation taxable OPEB (Other Post Employment Benefits) bonds were sold to be used to help offset future retirement expenditures. The funds were placed in an irrevocable trust meaning these funds can only be used for this purpose. As of June 30, 2022 the net position balance in the OPEB trust account was \$5,404,129.

Internal Service Fund

On July 1, 2012 the district went to self-funded insurance for health insurance. The activity for both health and dental insurance are now in an internal service fund. As of June 30, 2022 the net position balance in the internal service fund for health and dental insurance was \$4,327,598.

2023-24 PRELIMINARY BUDGET SUMMARY

PROJECTED REVENUES, EXPENDITURES AND FUND BALANCE BY FUND 2023-24

Fund	Proj. Fund Balance 6/30/23	2023-24 Revenue Budget	2023-24 Expenditure Budget	Proj. Fund Balance 6/30/24
General Fund*	15,628,395	137,012,917	140,774,943	11,866,369
Food Service Fund	2,753,650	6,219,577	6,920,047	2,053,180
Community Service Fund	<u>237,741</u>	<u>7,989,957</u>	<u>8,113,899</u>	<u>113,799</u>
Sub-Total Operating Funds	18,619,786	151,222,451	155,808,889	14,033,348
Building Construction Fund	7,756,714	77,000	6,199,427	1,634,287
Debt Service Fund	<u>2,152,706</u>	<u>9,867,848</u>	<u>9,934,746</u>	<u>2,085,808</u>
Sub-Total Non-Operating Funds	9,909,420	9,944,848	16,134,173	3,720,095
Trust Fund	<u>64,645</u>	<u>10,000</u>	<u>10,000</u>	<u>64,645</u>
Total All Funds	28,593,851	161,177,299	171,953,062	17,818,088

*The General Fund Projected Fund Balance as of 6/30/23 is based on 3/28/23 Revised Budget information.

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SECTION III

Summary

SUMMARY OF REVENUES BY SOURCE CATEGORY AND FUND

Fund	Source Category	2021-22 Actual	Pct. of Total	2022-23 Rev. Bud.	2023-24 Prelim. Budget	Pct. of Total	Revised - Preliminary Percent Change	Amount Change
01	General Fund							
	Property Taxes	30,197,881	25.42%	36,887,422	38,547,595	28.13%	4.50%	1,660,173
	State Aids & Credits	78,699,951	66.25%	81,559,140	91,885,447	67.06%	12.66%	10,326,307
	Federal Aid	4,576,521	3.85%	5,523,871	3,149,375	2.30%	-42.99%	(2,374,496)
	Other	5,310,486	4.47%	4,100,363	3,430,500	2.50%	-16.34%	(669,863)
	Total General Fund	118,784,840	100.00%	128,070,796	137,012,917	100.00%	6.98%	8,942,121
02	Food Service							
	Property Taxes	0	0.00%	0	0	0.00%	0.00%	0
	State Aids & Credits	148,650	2.29%	186,500	2,880,000	46.31%	1444.24%	2,693,500
	Federal Aid	5,126,404	78.83%	1,790,035	2,045,594	32.89%	14.28%	255,559
	Other	1,228,007	18.88%	3,493,846	1,293,983	20.81%	-62.96%	(2,199,863)
	Total Food Service	6,503,061	100.00%	5,470,381	6,219,577	100.00%	13.70%	749,196
04	Community Service							
	Property Taxes	998,354	13.22%	990,204	1,055,097	13.21%	6.55%	64,893
	State Aids & Credits	867,984	11.49%	931,455	917,337	11.48%	-1.52%	(14,118)
	Federal Aid	533,364	7.06%	633,840	5,240	0.07%	-99.17%	(628,600)
	Other	5,154,708	68.23%	5,837,992	6,012,283	75.25%	2.99%	174,291
	Total Comm. Service	7,554,411	100.00%	8,393,491	7,989,957	100.00%	-4.81%	(403,534)
06	Building Construction							
	Other	109,561	1.53%	50,000	77,000	100.00%	54.00%	27,000
	COP-Lease Purchase	7,054,557	98.47%	0	0	0.00%	0.00%	0
	Total Bldg Construction	7,164,118	100.00%	50,000	77,000	100.00%	54.00%	27,000
07	Debt Service							
	Property Taxes	9,045,107	95.54%	9,591,495	9,761,848	98.93%	1.78%	170,353
	State Aids & Credits	99,221	1.05%	96,000	96,000	0.97%	0.00%	0
	Other	7,493	0.08%	10,000	10,000	0.10%	0.00%	0
	COP-Lease Purchase	315,103	3.33%	0	0	0.00%	0.00%	0
	Total Debt Service	9,466,924	100.00%	9,697,495	9,867,848	100.00%	1.76%	170,353
18	Custodial Fund							
	Other	4,328	100.00%	10,000	10,000	100.00%	0.00%	0
All Funds								
	Property Taxes	40,241,342	26.92%	47,469,121	49,364,540	30.63%	3.99%	1,895,419
	State Aids & Credits	79,815,807	53.40%	82,773,095	95,778,784	59.42%	15.71%	13,005,689
	Federal Aid	10,236,290	6.85%	7,947,746	5,200,209	3.23%	-34.57%	(2,747,537)
	Other	11,814,584	7.90%	13,502,201	10,833,766	6.72%	-19.76%	(2,668,435)
	COP-Lease Purchase	7,369,660	4.93%	0	0	0.00%	0.00%	0
	Total All Funds	149,477,683	100.00%	151,692,163	161,177,299	100.00%	6.25%	9,485,136

SUMMARY OF EXPENDITURES BY OBJECT CATEGORY AND FUND

Fund	Object Category	2021-22 Actual	Pct. of Total	2022-23 Rev. Bud.	2023-24 Prelim. Budget	Pct. of Total	Revised - Preliminary Percent Change	Amount Change
01	General Fund							
	Salaries	61,964,972	52.09%	62,042,646	64,677,107	45.94%	4.25%	2,634,461
	Benefits	27,733,861	23.31%	31,541,841	34,292,303	24.36%	8.72%	2,750,462
	Purchased Services	20,149,513	16.94%	23,706,518	25,093,253	17.83%	5.85%	1,386,735
	Supplies & Materials	3,508,231	2.95%	6,092,742	5,834,775	4.14%	-4.23%	(257,967)
	Capital Expenditures	4,473,503	3.76%	9,031,928	9,324,275	6.62%	3.24%	292,347
	Debt Service	723,400	0.61%	1,255,700	1,258,900	0.89%	0.25%	3,200
	Other Expenditures	401,026	0.34%	165,430	294,330	0.21%	77.92%	128,900
	Total General Fund	118,954,506	100.00%	133,836,805	140,774,943	100.00%	5.18%	6,938,138
02	Food Service							
	Salaries	1,541,673	32.47%	1,671,103	1,930,900	27.90%	15.55%	259,797
	Benefits	698,730	14.72%	729,607	803,258	11.61%	10.09%	73,651
	Purchased Services	172,103	3.62%	385,043	266,405	3.85%	-30.81%	(118,638)
	Supplies & Materials	2,267,717	47.76%	2,577,015	3,417,384	49.38%	32.61%	840,369
	Capital Expenditures	66,378	1.40%	600,000	500,000	7.23%	-16.67%	(100,000)
	Other Expenditures	1,797	0.04%	2,150	2,100	0.03%	-2.33%	(50)
	Total Food Service	4,748,398	100.00%	5,964,918	6,920,047	100.00%	16.01%	955,129
04	Community Service							
	Salaries	4,533,638	60.31%	4,894,254	4,809,740	59.28%	-1.73%	(84,514)
	Benefits	1,394,742	18.55%	1,579,959	1,561,682	19.25%	-1.16%	(18,277)
	Purchased Services	1,253,740	16.68%	1,374,166	1,401,860	17.28%	2.02%	27,694
	Supplies & Materials	279,762	3.72%	295,138	293,979	3.62%	-0.39%	(1,159)
	Capital Expenditures	19,232	0.26%	9,379	17,000	0.21%	81.26%	7,621
	Other Expenditures	36,361	0.48%	39,925	29,638	0.37%	-25.77%	(10,287)
	Total Comm. Service	7,517,475	100.00%	8,192,821	8,113,899	100.00%	-0.96%	(78,922)
06	Building Construction							
	Purchased Services	1,061,384	17.46%	322,525	100,000	1.61%	-68.99%	(222,525)
	Capital Expenditures	4,888,057	80.41%	1,444,924	6,099,427	98.39%	322.13%	4,654,503
	Other Expenditures	129,292	2.13%	3,000	0	0.00%	-100.00%	(3,000)
	Total Bldg. Const.	6,078,733	100.00%	1,770,449	6,199,427	100.00%	250.16%	4,428,978
07	Debt Service							
	Other	10,395,896	100.00%	9,856,070	9,934,746	100.00%	0.80%	78,676
18	Custodial Fund							
	Other	11,750	100.00%	10,000	10,000	100.00%	0.00%	0
	All Funds							
	Salaries	68,040,283	46.06%	68,608,003	71,417,747	41.53%	4.10%	2,809,744
	Benefits	29,827,333	20.19%	33,851,407	36,657,243	21.32%	8.29%	2,805,836
	Purchased Services	22,636,740	15.33%	25,788,252	26,861,518	15.62%	4.16%	1,073,266
	Supplies & Materials	6,055,711	4.10%	8,964,895	9,546,138	5.55%	6.48%	581,243
	Capital Expenditures	9,447,170	6.40%	11,086,231	15,940,702	9.27%	43.79%	4,854,471
	Other Expenditures	11,699,521	7.92%	11,332,275	11,529,714	6.71%	1.74%	197,439
	Total All Funds	147,706,758	100.00%	159,631,063	171,953,062	100.00%	7.72%	12,321,999

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BUDGET DETAIL SUMMARY

REVENUE BY SOURCE

SRC DESCRIPTION	2021-22 ACTUAL	2022-23 REVISED	2023-24 PRELIM.	NOTES
GENERAL FUND				
001 Property Tax Levy-General	29,422,173	36,540,133	38,268,095	Difference includes increases in the Technology Levy and Long Term Facilities Maintenance, net a decrease in a Q-Comp adjustment
005 Reemployment Compensation Levy	77,289	77,289	9,500	Decrease is due to a reemployment levy adjustment
010 County Apportionment	679,582	240,000	240,000	
019 Misc. County Tax Revenue	18,837	30,000	30,000	
022 SPED Purch Serv from Oth MN	82,345	50,000	50,000	
050 Fees from Patrons	851,171	815,000	814,000	
051 Parking Fees	180,935	170,000	170,000	
053 Transcript Fees	5,645	10,000	10,000	
060 Admission/Student Act Revenue	247,960	220,000	207,000	
071 Medical Assistance Revenue	310,831	325,000	300,000	
088 E-Rate Revenue	145,526	100,000	100,000	
092 Interest Earnings	37,597	325,000	100,000	
093 Rent for School Facilities	284,423	331,000	325,500	The 2023-24 Revised budget will include any interest revenue beyond current projection
096 Gifts & Bequests	602,228	1,117,363	717,000	The 2023-24 Revised budget will include additional gifts & bequests revenue beyond current projection
099 Miscellaneous Local Revenue	567,109	367,000	367,000	
201 Endowment Fund Apportionment	339,870	388,887	369,540	
211 General Education Aid	62,730,636	64,375,859	68,660,151	
212 Literacy Incentive Aid	442,712	447,319	447,319	
213 Shared Time Aid	31,128	31,000	23,700	
227 Abatement Aid	9,770	5,000	700	
234 Homestd/Agr Mkt Value Credit	12,581	12,000	12,000	
258 Other State Credits	561	0	0	
300 State Aids Rec'd from DOE	2,219,327	2,439,075	2,424,037	
360 Special Education Aid	12,520,605	13,800,000	19,888,000	Increase is primarily due to the 2023 legislative change in the Special Education cross-subsidy aid factor
370 Other Aid from DOE	56,738	60,000	60,000	
397 TRAPER Special Funding Revenue	336,024	0	0	
400 Federal Aids rec'd thru DOE	4,305,981	5,484,805	3,144,131	Decrease is primarily due to less federal COVID revenue with ARP funding expiring in September 2024
405 Federal Aid rec'd thru Other	265,296	33,822	0	
500 Federal Aids rec'd from Fed	5,244	5,244	5,244	
619 Cost of Materials for Profit	-63,523	-90,000	-90,000	
620 Sales of Materials for Profit	225,332	320,000	320,000	
621 Sale of Materials Purch-Resale	35,546	40,000	40,000	
623 Sale of Real Property	1,776,250	0	0	
625 Insurance Recovery	21,111	0	0	
Total	118,784,840	128,070,796	137,012,917	

REVENUE BY SOURCE

SRC DESCRIPTION	2021-22 ACTUAL	2022-23 REVISED	2023-24 PRELIM.	NOTES
FOOD SERVICE FUND				
021 Sales to Mahtomedi	646,520	663,246	688,343	
092 Interest Earnings	2,400	2,500	2,500	
096 Gifts & Bequests	2,242	3,500	2,500	
099 Miscellaneous Local Revenue	9,503	9,500	5,000	
300 State Aids Rec'd from DOE	148,650	186,500	2,880,000	Increase is primarily due to 2023 universal school meals legislation
471 School Lunch Program	145,416	678,100	700,000	
472 Free and Reduced Lunch Program	3,763,686	600,000	620,000	
474 Commodity Distribution Program	288,931	268,935	460,594	Increase is primarily due to 2023 universal school meals legislation
476 School Breakfast Program	928,371	193,000	225,000	
479 Summer Food Service Program	0	50,000	40,000	
601 Food Service Sales to Pupils	471,756	2,719,535	497,085	
602 Food Service Sale of Milk	4,178	4,950	4,500	
606 Food Service Sales to Adults	16,254	17,615	16,055	
608 Special Function Food Sales	71,187	71,000	78,000	
624 Sale of Equipment	3,967	2,000	0	Decrease is primarily due to the change in 2023 legislation
Total	6,503,061	5,470,381	6,219,577	
COMMUNITY SERVICE FUND				
001 Property Tax Levy-General	998,354	990,204	1,055,097	
021 Tuition from MN School Dist	184,245	228,000	250,000	
040 Tuition	1,080,422	1,393,000	1,515,000	
050 Fees from Patrons	282,331	347,755	380,150	
092 Interest Earnings	1,119	0	0	
093 Rent for School Facilities	0	600	0	
096 Gifts & Bequests	100,705	54,444	45,000	
099 Miscellaneous Local Revenue	29,755	58,000	35,000	
227 Abatement Aid	213	300	0	
234 Homestd/Agr Mkt Value Credit	1,155	0	0	
258 Other State Credits	19	0	0	
300 State Aids Rec'd from DOE	552,684	614,629	610,115	
301 Nonpublic Aid	84,993	105,523	105,523	
370 Other Aid from DOE	216,461	211,003	201,699	
397 TRAPER Special Funding Revenue	12,459	0	0	
400 Federal Aids Rec'd thru DOE	153,540	3,600	0	Decrease is primarily due to the expiration of the federal childcare funding
405 Federal Aid Rec'd thru Other	379,824	630,240	5,240	
548 Gymnastics	53,641	70,176	75,787	
549 Aquatics	71,183	65,000	65,000	
551 Adult Athletics	38,457	32,000	35,000	
552 Adult Enrichment	74,314	66,000	68,000	
553 Youth Athletics	204,933	200,000	220,000	

REVENUE BY SOURCE

SRC DESCRIPTION	2021-22 ACTUAL	2022-23 REVISED	2023-24 PRELIM.	NOTES
554 Camps and Clinics	159,431	145,000	130,000	
562 Instructional Music	16,056	21,360	24,288	
564 Special Events	149,449	172,000	158,000	
570 School Age Care Tuition	1,888,012	2,118,217	2,096,499	
571 School Age Care Preschool	135,945	142,700	237,063	
585 Youth Development/Youth Serv	386,458	400,000	375,000	
591 Facilities Use	297,409	320,575	300,000	
592 Turf Fields Use	844	3,165	2,496	
Total	7,554,411	8,393,491	7,989,957	

BUILDING CONSTRUCTION FUND

092 Interest Earnings	-7,627	50,000	77,000	
099 Misc. Local Revenue	117,188	0	0	
631 Sale of Bonds	7,054,557	0	0	
Total	7,164,118	50,000	77,000	

DEBT SERVICE FUND

001 Property Tax Levy-General	9,045,107	9,591,495	9,761,848	
092 Interest Earnings	7,493	10,000	10,000	
234 Homestd/Agr Mkt Value Credit	10,559	11,000	11,000	
258 Other State Credits	88,662	85,000	85,000	
631 Sale of Bonds	315,103	0	0	
Total	9,466,924	9,697,495	9,867,848	

CUSTODIAL FUND (SCHOLARSHIPS)

All Gift Directed Revenues	4,328	10,000	10,000	
Total	4,328	10,000	10,000	

EXPENDITURE BY OBJECT

OBJ DESCRIPTION	2021-22 ACTUAL	2022-23 REVISED	2023-24 PRELIM.	NOTES
GENERAL FUND				
100 Administrators	1,628,232	1,683,940	1,862,607	Increase reflects projected staffing levels & contractual agreements
101 School Board	32,820	33,750	33,750	
110 Principals	2,375,073	2,372,570	2,533,873	Increase is due to an additional 1.0 FTE Assistant Principal (.5 FTE Lake Elmo/.5 FTE Brookview)
120 Supervisors	897,601	883,928	897,713	
121 Confidential/Specialists	945,136	1,176,371	1,547,113	Increase reflects projected staffing levels (including Technology Levy) & contractual agreements
122 Subs-Health Specialists	3,117	25,000	25,000	
123 SAC Site Leaders	2,755	8,696	0	
140 Teachers	37,170,248	38,534,028	40,875,282	Increase reflects projected staffing levels & contractual agreements
141 Paraprofessionals	950,991	898,055	917,401	
142 Subs-Paraprofessionals	1,052	10,000	10,000	
143 Coordinators	1,245,949	2,911,623	2,269,607	Decrease reflects projected change in expenditures with limited COVID funds
144 Librarians	221,870	257,170	265,592	
145 Subs-Teacher	81,483	100,000	100,000	
150 Subs-Teacher School Business	5,269	64,961	49,495	
151 Occupational Therapists	340,297	364,036	375,958	
152 Speech Language Pathologists	1,706,874	1,729,838	1,786,489	Increase reflects projected staffing levels & contractual agreements
154 School Nurse	260,015	294,947	279,510	
155 Health Care Specialists	443,496	535,949	454,562	Decrease reflects projected change in expenditures with no COVID funds
156 School Social Worker	594,959	764,698	550,767	Decrease reflects projected change in expenditures due to limited COVID funds; this change is accounted for in a separate funding source
157 Psychologists	1,027,004	1,094,087	1,122,352	
161 Paraprofessionals - Certified	2,873,609	2,827,582	2,940,836	Increase reflects projected staffing levels & contractual agreements
162 Paraprofessionals - One-to-One	177,303	171,525	178,454	
165 School Counselors	1,257,665	1,063,124	1,023,583	
168 Security Specialist	0	0	133,920	Increase reflects projected staffing levels & contractual agreements
170 Tech Support	2,408,375	2,636,780	3,045,116	Increase reflects projected staffing levels (including additions to Library/Media support, Communications) & contractual agreements
171 Subs-Tech Support	14,942	7,935	7,635	
172 Custodians	2,222,954	2,444,000	2,517,808	Increase reflects projected staffing levels & contractual agreements
173 Overtime	142,092	147,449	134,900	
174 DAPE Specialists	233,724	257,356	265,784	
176 Subs-Custodian	408,565	200,000	202,000	
177 Crossing Guards	11,266	8,984	9,346	
178 Lunchroom Supervisors-Licensed	13,578	10,000	10,000	
180 Coaches	783,685	754,714	754,714	
185 Advisors	197,171	189,344	189,344	
186 Other Salary Payments-Non-Licensed	235,246	219,311	179,979	Decrease is to reflect planned expenditures

EXPENDITURE BY OBJECT

OBJ DESCRIPTION	2021-22 ACTUAL	2022-23 REVISED	2023-24 PRELIM.	NOTES
189 Other Salary Payments-Licensed	1,050,554	1,357,044	1,224,717	Decrease is to reflect planned expenditures
195 Teacher Retirement Pay Differential	0	-3,996,149	-4,098,100	Carryover of the prior year administrative adjustment for retiree savings & unidentified staffing changes
210 FICA	4,585,122	4,979,437	5,454,099	Increase reflects projected staffing levels & contractual agreements
214 PERA	906,035	915,806	948,718	Increase reflects projected staffing levels & contractual agreements
218 TRA	4,113,497	4,345,886	4,672,231	Increase primarily reflects rate increase, in addition to projected staffing levels & contractual agreements
220 Health Insurance	12,226,434	14,543,861	16,329,881	Increase primarily reflects rate increase, in addition to projected staffing levels & contractual agreements
225 Dental Insurance	823,588	964,098	944,811	
230 Life Insurance	118,201	215,684	233,901	Increase reflects projected staffing levels & contractual agreements
235 LTD Insurance	159,037	202,777	222,789	Increase reflects projected staffing levels & contractual agreements
236 Short Term Disability	56,360	54,024	54,024	
240 Legal Insurance	-14,590	0	0	
250 TSA	1,216,507	1,571,553	1,583,342	Increase reflects projected staffing levels & contractual agreements
251 Severance TSA	38,673	90,000	90,000	
252 Severance Health	8,931	50,000	50,000	
253 Health Care Savings Plan	720,031	754,489	779,667	Increase reflects projected staffing levels & contractual agreements
254 VEBA Contribution	1,320,605	1,380,595	1,412,507	Increase reflects projected staffing levels & contractual agreements
270 Workers Compensation	246,307	351,860	377,243	Increase reflects projected staffing levels & contractual agreements
280 Reemployment Comp Insurance	149,596	46,388	48,707	Increase reflects projected staffing levels & contractual agreements
291 OPEB (pay as you go)	1,029,347	1,028,913	1,028,913	
297 Tuition/Classes	12,291	14,400	29,400	
298 Contract Dues	13,112	17,870	17,870	
299 Other Employee Benefits	4,779	14,200	14,200	
300 Contracted Services Not Subs	1,600	57,500	57,500	
301 Contracted Service Subs	1,021,066	1,000,000	1,084,160	Increase is to reflect planned expenditures
302 Background Check	7,365	20,000	11,000	
303 Federal Contracts < \$25,000	161,526	198,579	90,467	Decrease is to reflect no federal COVID expenditures
304 Federal Contracts > \$25,000	384,027	480,739	135,270	Decrease is to reflect no federal COVID expenditures
305 Consulting/Service Fees	2,233,865	2,837,319	2,457,816	Decrease is to reflect planned expenditures in Transportation and Learning & Innovation
306 Audit Services	77,729	79,000	85,000	
307 Legal Services	168,328	70,000	172,000	Increase is to reflect the reallocation of funds to the Legal Services program
308 Printing Services	80,641	65,450	54,750	
309 Credit Card Fees	8,764	7,000	7,000	
310 Snow Removal/Lawn Services	221,775	314,700	298,700	
312 Officials/Judges	70,400	68,845	68,845	
313 Laundry Services	17,765	23,600	23,600	
314 On-Line Courses	67,845	90,000	90,000	
315 Computer/Tech Repair and Maint	2,828	10,450	30,200	

EXPENDITURE BY OBJECT

OBJ DESCRIPTION	2021-22 ACTUAL	2022-23 REVISED	2023-24 PRELIM.	NOTES
316 Special Ed Litigation	9,681	5,000	5,000	
317 Contracted Subs for SPED Program	398,295	400,000	420,000	
318 Data Processing & Entry Services	5,140	0	0	
319 Computer/Tech Services	7,268	21,000	10,000	
320 Communication Services	407,942	367,430	373,685	
321 Other Contracted Security Services	85,027	88,363	0	Decrease is to reflect planned expenditures
322 School Resource Officer	370,979	265,066	509,208	Increase is to reflect planned expenditures
327 Contracted Subs SPED Prog Sch Bus	26,326	14,340	14,340	
329 Postage	42,385	39,050	35,225	
330 Electricity	1,633,041	1,351,200	1,388,646	Increase is to reflect planned expenditures
331 Natural Gas	778,586	700,900	734,895	Increase is to reflect planned expenditures
332 Water and Sewer	209,238	165,900	171,877	
333 Garbage Collection	150,454	120,800	123,824	
335 Short Term Lease/Rental	287,352	184,400	203,600	
340 Insurance	463,068	562,000	780,000	Increase is primarily related to 2023-24 changes in liability & property insurance
350 Repair/Maintenance Services	1,276,452	1,285,956	1,184,150	Decrease is to reflect planned expenditures
357 Interpreter for Deaf Services	0	763	763	
358 Foreign Language Interpreter	20,421	20,000	20,000	
360 Transportation Contracts	6,947,037	10,156,689	11,622,100	Increase is to reflect higher transportation expenditures
365 Transportation Chargebacks	0	3,500	3,500	
366 Travel and Conferences	150,585	260,476	232,744	
368 Out Of State Travel - Federal	1,804	4,500	4,500	
369 Entry Fees/Student Travel Exp	364,490	570,537	535,825	
372 Graduation Expense	56,359	42,000	0	Decrease is to reflect the reallocation of funds to the Special Events program
380 Computer/Tech Hardware Rental	57,520	13,000	13,000	
390 Tuition To Oth MN Sch District	186,634	327,031	377,031	Increase is to reflect planned expenditures
391 Pmt To MN Sch-Cost Share Agmt	547,096	554,950	557,700	
393 Sped Cont Serv - Non Sch Dist	180,825	157,800	157,800	
394 Payments to Oth Agencies	745,649	765,650	765,650	
396 Sped Sal Purchase fr Oth Dist	415,791	208,000	358,000	Increase is to reflect planned expenditures
397 Sped Bens Purchase fr Oth Dist	221,251	127,035	177,035	Increase is to reflect planned expenditures
398 Administrative Chargebacks	-422,707	-400,000	-353,153	
401 Non-Instructional Supplies	796,485	849,635	774,943	Decrease is to reflect planned expenditures
404 ID Badges	2,052	2,800	3,000	
405 Non-Instructional Annual Software License	718,300	896,734	904,925	
406 Instructional Software License	264,870	446,100	334,037	Decrease is to reflect planned expenditures
409 Uniforms	6,900	8,000	9,400	
410 Custodial/Repair Supplies	594,511	555,432	555,432	
430 Instructional Supplies	380,234	673,084	358,618	Decrease is to reflect planned expenditures
433 Individualized Instructional Supplies	60,561	130,428	141,732	
440 Fuel For Buildings	53,256	62,668	62,668	

EXPENDITURE BY OBJECT

OBJ DESCRIPTION	2021-22 ACTUAL	2022-23 REVISED	2023-24 PRELIM.	NOTES
442 Gasoline	29,492	31,707	30,900	
455 Non-Instructional Technology Supplies	45,891	29,550	5,700	
456 Instructional Technology Supplies	35,462	33,550	12,380	
460 Textbooks and Workbooks	47,152	253,448	538,046	Increase is primarily related to the new K-5 Science curriculum
461 Standardized Tests	75,517	159,900	172,004	
465 Non-Instructional Technology Devices	36,478	510,050	638,100	Increase is to reflect planned expenditures
466 Instructional Technology Devices	308,937	1,395,256	1,180,100	Decrease is to reflect planned expenditures
470 Library Books	28,041	31,650	81,710	Increase is primarily related to new School Library Aid funding as a result of the 2023 legislative session
490 Food	24,092	22,750	31,080	
520 Bldg Acquisition/Construction	3,638,120	7,763,132	7,996,320	Increase is to reflect planned project expenditures
522 Vandalism	5,809	25,000	25,000	
530 Other Equipment Purchased	448,488	475,641	499,750	
533 Sped Equipment	35	5,000	5,000	
548 Pupil Transportation Vehicle	0	0	60,000	Increase is to reflect planned expenditures
555 Technology Equipment	181,951	6,700	2,250	
556 Capitalized Instructional Tech Hardware	52,128	0	0	
560 Long Term Computer/Tech Lease	138,556	184,109	163,609	
570 Long Term Bldg/Land Lease	0	568,846	568,846	
580 Long Term Lease	8,416	3,500	3,500	
730 Loan Principal	550,000	920,000	960,000	
740 Loan Interest	173,400	335,700	298,900	
820 Dues and Memberships	44,829	74,930	98,630	
891 TRA/PERA Special Funding Expenditures	336,024	0	0	
895 Federal Indirect Costs	-4,047	-4,000	-73,800	Increase in federal indirect costs reflects planned expenditures
896 Taxes, Special Assessments and Interest	2,620	77,500	252,500	Increase is to reflect planned expenditures
898 Scholarships	21,600	17,000	17,000	
Total	118,954,506	133,836,805	140,774,943	
FOOD SERVICE FUND				
100 Administrators	0	118,000	120,000	
120 Supervisors	174,242	95,300	198,500	
160 Cooks	1,302,172	1,367,503	1,523,650	Increase in expense is primarily due to 2023 universal school meals legislation
162 Subs-Cook	9,309	30,050	24,800	
170 Tech Support	46,687	52,000	55,000	
172 Custodians	7,038	7,200	7,700	
173 Overtime	238	300	500	
186 Event Pay	1,101	750	750	

EXPENDITURE BY OBJECT

OBJ DESCRIPTION	2021-22 ACTUAL	2022-23 REVISED	2023-24 PRELIM.	NOTES
189 Other Salary Payments	886	0	0	
210 FICA	113,626	121,688	120,665	
214 PERA	114,570	79,585	126,425	Increase in expense is primarily due to 2023 universal school meals legislation
218 TRA	108	0	0	
220 Health Insurance	350,942	384,878	406,200	Increase in expense is primarily due to 2023 universal school meals legislation
225 Dental Insurance	22,841	26,190	27,275	Increase in expense is primarily due to 2023 universal school meals legislation
230 Life Insurance	1,166	1,895	2,064	Increase in expense is primarily due to 2023 universal school meals legislation
235 LTD Insurance	2,072	2,325	2,644	Increase in expense is primarily due to 2023 universal school meals legislation
236 Short Term Disability	1,973	70	2,000	Increase in expense is primarily due to 2023 universal school meals legislation
250 TSA	19,283	21,319	21,035	
251 Severance TSA	4,625	4,700	4,700	
253 Health Care Savings Plan	3,075	3,200	3,200	
254 VEBA Contribution	17,625	34,700	35,000	
270 Workers Compensation	46,824	49,057	52,050	
305 Consulting/Service Fees	4,571	0	0	
309 Credit Card Fees	20,450	140,000	40,000	Decrease is to reflect planned expenditures
320 Communication Services	960	750	1,000	
329 Postage	64	275	300	
333 Garbage Collection	0	24,000	0	
350 Repair/Maintenance Services	30,275	85,000	90,000	
366 Travel and Conferences	3,748	15,018	10,105	
398 Administrative Chargebacks	112,035	120,000	125,000	
401 Non-Instructional Supplies	121,257	108,899	130,200	
402 Promotions	2,882	15,000	17,000	
403 Small Equipment	56,494	41,000	40,700	
404 Signage	9,278	30,000	25,000	
405 Non-Instructional Annual License/Software	17,165	18,140	18,140	
442 Gasoline	364	600	650	
455 Non-Instructional Technology Supplies	234	55,000	55,000	
465 Non-Instructional Technology Devices	24,324	15,000	20,000	
490 Food	1,548,898	1,860,386	2,342,000	Increase in expense is primarily due to 2023 universal school meals legislation
491 Commodities	288,931	268,935	460,594	Increase in expense is primarily due to 2023 universal school meals legislation
495 Milk	197,891	164,055	308,100	Increase in expense is primarily due to 2023 universal school meals legislation
530 Other Equipment Purchased	66,378	600,000	500,000	Decrease is to reflect planned expenditures
820 Dues and Memberships	1,797	2,150	2,100	
Total	4,748,398	5,964,918	6,920,047	

EXPENDITURE BY OBJECT

OBJ DESCRIPTION	2021-22 ACTUAL	2022-23 REVISED	2023-24 PRELIM.	NOTES
COMMUNITY SERVICE FUND				
100 Administrators	156,579	160,816	177,025	
120 Supervisors	481,424	521,049	540,303	
121 Confidential/Specialists	50,559	47,772	28,405	Decreased to reflect projected staffing levels
122 Subs-Health Specialists	123	270	270	
123 SAC Site Leaders	363,059	396,417	439,119	
125 Schl Readiness/ABE Supervisor	189,742	196,811	223,869	
140 Teachers	1,147,662	1,270,999	1,285,711	
141 Community Ed Assistants	1,282,162	1,330,672	1,218,199	Decreased to reflect projected staffing levels
142 Subs-Comm Ed Assits	0	2,000	0	
154 School Nurse	15,310	18,562	19,562	
155 Health Care Specialists	13,389	15,158	15,158	
165 School Counselors	11,060	21,808	21,808	
170 Tech Support	309,368	335,072	302,370	Decreased to reflect projected staffing levels
171 Subs-Tech Support	977	2,500	0	
172 Custodians	30,149	37,811	44,738	
173 Overtime	46,713	48,135	48,070	
186 Casual/Other Pmnts Non-Licensed	323,336	381,915	334,953	
189 Casual/Other Pmnts Licensed	112,026	106,487	110,180	Decreased to reflect projected staffing levels
210 FICA	338,717	362,067	357,778	
214 PERA	202,596	265,195	262,155	
218 TRA	119,961	135,800	139,956	
220 Health Insurance	488,653	528,792	514,630	
225 Dental Insurance	39,477	42,632	39,488	
230 Life Insurance	9,636	10,523	10,705	
235 LTD Insurance	4,806	6,076	6,725	
236 Short Term Disability	10,741	0	0	
250 TSA	49,786	79,173	84,241	
253 Health Care Savings Plan	38,266	47,819	47,225	
254 VEBA Contribution	67,190	72,212	70,412	
270 Workers Compensation	23,160	22,170	22,867	
297 Tuition/Classes	1,650	7,200	5,200	
299 Other Employee Benefits	102	300	300	
301 Contracted Service Subs	51,807	54,000	54,000	
303 Federal Contracts < \$25,000	15,245	0	0	
304 Advertising Services	170	200	0	
305 Consulting/Service Fees	524,444	545,547	504,648	
308 Printing Services	37,280	51,550	53,950	
309 Credit Card Fees	159,162	181,209	203,813	
310 Snow Removal/Lawn Services	2,298	3,000	4,300	

EXPENDITURE BY OBJECT

OBJ DESCRIPTION	2021-22 ACTUAL	2022-23 REVISED	2023-24 PRELIM.	NOTES
320 Communication Services	2,844	3,480	3,480	
329 Postage	11,902	14,795	13,785	
330 Electricity	25,044	25,200	25,200	
331 Natural Gas	10,173	10,000	10,000	
332 Water and Sewer	4,613	7,700	7,800	
333 Garbage Collection	2,394	2,200	2,200	
335 Short Term Lease/Rental	17,647	29,780	24,080	
350 Repair/Maintenance Services	0	1,000	1,000	
358 Foreign Language Interpreter	0	250	1,250	
360 Transportation Contracts	40,005	41,500	60,000	
365 Transportation Chargebacks	0	410	100	
366 Travel and Conferences	6,574	18,565	29,415	
369 Entry Fees/Student Travel Exp	31,466	50,375	70,545	
398 Administrative Chargebacks	310,672	333,405	332,294	
401 Non-Instructional Supplies	122,868	140,341	150,362	
405 Non-Instructional Annual License Software	4,851	5,175	2,250	
406 Instructional Software License	1,862	100	5,100	
410 Custodial/Repair Supplies	9,782	8,000	2,500	
430 Instructional Supplies	1,706	5,250	7,700	
460 Textbooks and Workbooks	39,220	44,794	43,244	
461 Standardized Tests	1,606	700	500	
465 Non-Instructional Devices	24,228	12,947	9,100	
490 Food	73,639	77,831	73,223	
530 Other Equipment Purchased	13,878	4,000	14,000	
560 Long Term Computer/Tech Lease	5,353	5,379	3,000	
820 Dues and Memberships	19,855	34,900	24,613	
891 TRA/PERA Special Funding Expenditures	12,459	0	0	
895 Federal Indirect Costs	4,047	5,025	5,025	
Total	7,517,475	8,192,821	8,113,899	

EXPENDITURE BY OBJECT

OBJ DESCRIPTION	2021-22 ACTUAL	2022-23 REVISED	2023-24 PRELIM.	NOTES
BUILDING CONSTRUCTION FUND				
305 Consulting/Service Fees	1,017,168	198,185	0	
307 Legal Services	44,216	113,649	100,000	
350 Repair/Maintenance Services	0	10,691	0	
520 Bldg Acquisition/Construction	4,880,633	1,436,784	6,099,427	Increase is related to planned projects funded by existing Long-Term Facilities Maintenance bond funds
530 Other Equipment Purchased	7,424	8,140	0	
820 Dues and Memberships	129,292	3,000	0	
Total	6,078,733	1,770,449	6,199,427	
DEBT SERVICE FUND				
710 Bond-Principal	6,735,000	6,645,000	6,975,000	Increase is related to the planned activity within the debt service fund (scheduled bond payments)
720 Bond-Interest	3,505,638	3,204,020	2,952,696	Decrease is related to the planned activity within the debt service fund (scheduled interest payments)
790 Oth Debt Service Expenditures	155,258	7,050	7,050	
Total	10,395,896	9,856,070	9,934,746	
CUSTODIAL FUND (SCHOLARSHIPS)				
All Gift Directed Expenditures	11,750	10,000	10,000	
Total	11,750	10,000	10,000	

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SECTION IV

Glossary

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GLOSSARY

Revenue Codes Local Revenue (Source 001-199, 510-592)

001	<u>Property Tax Levy - General</u> This levy represents the local property tax effort in each fund. The property tax levy is reduced by the amount of state tax credits, fiscal disparities and county apportionment revenue.
004	<u>Revenue from Municipalities for Tax Increment Finance</u> Record all revenues received from cities or counties for tax increment financing district payments.
005	<u>Reemployment Compensation Levy</u> The reemployment compensation levy is based on the estimated expenditure during the year in which the levy will be received. The levy is reduced (increased) by any appropriated balance (deficit) projected.
010	<u>County Apportionment</u> Record revenue that the county auditor apportions to school districts at the time of the March and November settlements.
019	<u>Miscellaneous Tax Revenues</u> Record miscellaneous county tax revenues.
021	<u>Tuition from Other Minnesota School Districts</u> Tuition receipts received from other Minnesota school districts for services provided by ISD 834 during regular and summer sessions.
022	<u>SPED Purchased Services from Other Minnesota School Districts</u> Record reimbursement and revenue from a Minnesota school district for all special education costs that have been sold to another district.
040	<u>Tuition</u> Revenue from students, parents, or guardians for tuition.
050	<u>Fees from Patrons</u> Fees consist of various charges made to students, parents, or guardians for the rental or use of school equipment and all other charges permitted by law.
051	<u>Parking Fees</u> Fees charged to students for the use of the student parking lots.
052	<u>Criminal Background Checks</u> Revenue for the collection of criminal background check fees.
053	<u>Transcript Fees</u> Fees charged for copies of transcripts.
060	<u>Admissions and Student Activity Revenue</u> This revenue source is from district admission charges for athletic and fine arts events.
071	<u>Medical Assistance Revenue</u> Revenue received from billing medical assistance for the provisions of IEP.
088	<u>E-Rate</u> Federal reimbursement for telecommunications services.
092	<u>Interest Earnings</u> This is income from temporary investments in government bonds, treasury certificates, or other investments authorized by statute.

093	<u>Rent for School Facilities</u> This revenue is from rental of district facilities. Examples include gyms and pools.
096	<u>Gifts & Bequests</u> This revenue reflects contributions from local philanthropic foundations, local private individuals, or local private organizations for which no repayment or special service to the contributor is expected.
099	<u>Miscellaneous Local Revenue</u> This revenue source includes other miscellaneous revenue from local sources not classified elsewhere.
548-592	<u>Miscellaneous Community Service Program Revenue</u> This is revenue received from patrons for community service programs and services.

State Revenue (Source 200-399)

201	<u>Endowment Fund Apportionment</u> Revenue received from the permanent school fund. The amount of the revenue is determined by dividing the earnings by the number of pupil units in average daily attendance in the State of Minnesota. General education aid is reduced by the amount of revenue from this source.
211	<u>General Education Aid</u> This aid represents the state share of the basic general education revenue. It is based on the difference between the local tax effort and the total revenue allowed in the general education formula. This includes the sum of basic skill (compensatory, assurance of mastery and limited English proficiency), training and experience, transportation sparsity, operating capital, equity and supplemental aids.
212	<u>Literacy Incentive Aid</u> This state aid is based on schools enrolling third and fourth grade students and with MCA test results from the prior year.
213	<u>Shared Time Aid</u> Shared time aid represents state revenue received for a student that attends both public and nonpublic school. State revenue is based on the percentage of the student time attending the public school.
227	<u>Abatement Aid</u> This state aid is received from the state for a calculated percentage of the net revenue loss in prior years due to county abatements of property tax levies.
234	<u>Agricultural Market Value Credit</u> This is revenue received for agricultural market value credit.
258	<u>Other State Credits</u> Various other reimbursements which are received from the state to replace property taxes on specific types of property which receive tax credits through state formulas.
300	<u>State Aids Received from MN Department of Education</u> This revenue code is used to record state aids and grants for projects specifically defined by the MN Department of Education.
301	<u>Nonpublic School Aid</u> Revenues received from the state for services and materials provided to nonpublic school students. Textbooks, instructional materials, guidance services, and nursing services are examples of items that may be provided.
360	<u>State Aid for Special Education</u> Partial reimbursement for expenditures in special education is received from this state aid. This aid represents a percentage of both salary and equipment costs of the district.

369	<u>Other Revenue from Other State Agencies</u> Record state revenue received from state agencies other than MDE.
370	<u>Miscellaneous Revenue from MN Department of Education</u> This represents miscellaneous revenue received from the MN Department of Education.
397	<u>TRA AND PERA Special Funding Situations Revenue</u> Record the support received from the State of Minnesota per GASB Statement No. 68.

Federal Revenues (Source 400-499, 599)

400	<u>Federal Aids Received through the MN Department of Education</u> This revenue code is used to record revenue from federal aids and grants received through the MN Department of Education for specifically defined projects.
405	<u>Federal Aids Received through Other Agencies</u> This is federal aid received from agencies other than the MN Department of Education.
471	<u>School Lunch Program</u> This is federal aid received as part of the federal school lunch program.
472	<u>Free and Reduced Lunch Program</u> This federal aid provides for free or reduced-price lunches for qualifying students.
473	<u>Commodity Cash Rebate Program</u> This is used to record the cash rebate payment received from the Food and Nutrition Service of the MN Department of Education for the value of the USDA Commodities contained in approved commercial products purchased by the district.
474	<u>Commodity Distribution Program</u> This represents federal surplus food commodities provided to the school district. The quantities are based on average daily participation in the food service program from the prior year.
476	<u>School Breakfast Program</u> This federal aid provides for free, reduced-price, and paid breakfasts for students.
479	<u>Summer Food Service Program</u> Record federal revenue earned from the summer food service program.
500	<u>Miscellaneous Federal Direct Aid</u> This represents miscellaneous federal revenue received directly from the federal government.

Other Revenue (Source 600-699)

601	<u>Food Service Sales to Pupils</u> This revenue represents sales of lunches to students less any federal aid for free and reduced-price lunches.
602	<u>Food Service Sale of Milk</u> This revenue represents sales of milk.
606	<u>Food Service Sales to Adults</u> This revenue source represents sales of adult lunches.
608	<u>Special Function Food Sales</u> Record revenue generated from food services provided for school-related meetings and lunch functions not related to the National School Lunch Program.

619	<u>Cost of Materials for Revenue Producing Activities (Contra Revenue)</u> Record the cost of the materials that were purchased for the purpose of producing an object for sale or for reselling of the material at a profit.
620	<u>Sales of Materials from Revenue Producing Activities</u> Record the revenue generated from the sale of goods and services under the control of the Board of Education.
621	<u>Sale of Materials Purchased for Resale</u> Record revenue from sales of materials and supplies to pupils.
623	<u>Sale of Real Property</u> Record proceeds from the sale of school buildings or real property of a school.
624	<u>Sale of Equipment</u> Record proceeds from the sale of equipment.
625	<u>Insurance Recovery</u> Record revenue from insurance recoveries for losses of school property.
631	<u>Sale of Bonds</u> Record proceeds received from the sale of bonds.
635	<u>Certificates of Participation</u> Record proceeds received from Certificates of Participation.

Expenditure Object Codes

100-199	<u>Salaries and Wages</u> These are expenditures that are related to all full and part-time employees of the district. They do not include self-employed personnel or independent contractors.
200-299	<u>Employee Benefits</u> These are all the non-salary costs of benefits paid on behalf of district employees. These include FICA, PERA, TRA, workers' compensation, dental insurance, health insurance, life insurance, long-term disability insurance, and reemployment insurance.
300-399	<u>Purchased Services</u> These accounts are used for budgeted expenditures related to contracted personnel and other purchased services. The account includes expenditures for legal services, telecommunication services, transportation contracts, tuition paid to other Minnesota school districts, insurance, and utility costs.
400-499	<u>Supplies and Materials</u> These expenditures relate to tangible items of an expendable nature. The majority of these expenses are budgeted at the building level from per pupil allocations. These expenses include textbooks, instructional, general office supplies, lunchroom supplies, and food for preparing student meals. Other costs relate to the facilities department for building upkeep and maintenance.
500-599	<u>Capital Expenditures</u> The cost of purchasing instructional and non-instructional equipment, refurbishing and remodeling buildings, construction of portable buildings, and other major maintenance projects are budgeted in the 500 series accounts. Installment payments for the principal and interest amounts of purchased equipment are also charged to this area.
700-799	<u>Debt Service</u> These expenditures cover debt service principal, interest, and other associated costs for debt.
800-899	<u>Other Expenditures</u> Other expenses are other miscellaneous expenses not elsewhere categorized, including indirect cost allocations, dues and memberships.

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SECTION V

Supplemental Information

2023-2024 Preliminary Budget Guidelines & Assumptions

It is the mission of Stillwater Area Public Schools, in partnership with students, families and community, to develop curious individuals who are active and engaged leaders in an ever-changing world by challenging all students as they travel along their personalized learning pathways.

The strategic plan includes goals that are set in the five focus areas of the World's Best Workforce in addition to three Stillwater-specific goals. The strategic plan establishes the district's instructional initiatives. The Preliminary Budget, guided by the strategic plan, will document how resources are allocated to objectives and initiatives that support student outcomes.

Strategic Plan Objectives:

The objectives of the strategic plan are based on areas identified in the World's Best Workforce. Goals are set in each of the five focus areas, in addition to Stillwater-specific goals.

Strategic Plan Objectives

- All children are ready for school
- All third graders can read at grade level
- All racial and economic achievement gaps are closed
- All students are ready for career and college
- All students graduate from high school
- *All students will be engaged in their learning
- *All students will be supported in their social, emotional and behavior development
- *All students will be seen, served and supported

*Stillwater-specific goals

Preparing Preliminary Budget Calculations

Enrollment: Enrollment for school year 2023-2024 will be projected using the information provided by the MARSS/Enrollment Office as of February 20, 2023. The Executive Director of Finance will coordinate any final changes to projected enrollment as necessary.



2023-2024 Revenue Projections

- Revenue will be calculated using current law except for the following:
 - 2% increase in the general education per-pupil formula allowance
- Levy revenue will be based on the amount certified by the School Board on December 20, 2022, with adjustments for enrollment, as necessary
- Federal revenue, including entitlements & ARP (ESSER III) will be based on preliminary information provided by the Minnesota Department of Education (MDE) & district estimates

2023-2024 Expenditure Projections

- Expenditure projections are based on actual salaries and benefits, honoring all labor agreements
- Staffing allocations are based on projected enrollment
- Benefit rates will include changes in rates for medical & dental insurance, pension contributions (PERA, TRA), or other changes to benefit plans
- Projections for certain non-salary expenditures will include adjustments for inflation
- Use of restricted fund balance for next fiscal year must follow Policy 714 & statutory guidance

Fund Balance: In accordance with Policy 714 – Fund Balances, the school district will strive to maintain a minimum unassigned general fund balance of five (5) percent of the annual budget.

Presenting the 2023-2024 Budget

Timeline: A 2023-2024 budget timeline will be shared with the School Board and published on the [Business & Finance website](#).

Presentation Format: Summary information will be presented by fund, in addition to year over year comparisons of revenue, expenditures and changes in fund balance. The preliminary budget document will include an overview of the district and goals of the strategic plan, enrollment projections, staffing allocations, and budget summaries by fund, highlighting key areas that have changed in 2023-2024.

The Preliminary Budget: In accordance with Policy 701 – Establishment and Adoption of School District Budget, the School Board shall approve and adopt its initial revenue and expenditure budgets for the next school year prior to July 1 of each year. Preliminary Budget documents and presentations will be available on the [Business & Finance website](#).

2023-24 Budget Timeline

July 2022	August 2022	September 2022	October 2022
<u>Study Session</u>	<u>Study Session</u>	<u>Study Session</u>	<u>Study Session</u>
<u>Board Meeting</u>	<u>Board Meeting</u>	<u>Board Meeting</u> Preliminary 2022 Payable 2023 Property Tax Levy Approval	<u>Board Meeting</u>
November 2022	December 2022	January 2023	February 2023
<u>Study Session</u>	<u>Study Session</u> Proposed 2022 Payable 2023 Property Tax Levy Truth in Taxation Report & Public Hearing	<u>Organizational Meeting</u>	<u>Study Session</u>
<u>Board Meeting</u> Enrollment Update	<u>Board Meeting</u> Proposed 2022 Payable 2023 Property Tax Levy Certification	<u>Board Meeting</u>	<u>Board Meeting</u>
March 2023	April 2023	May 2023	June 2023
<u>Study Session</u> Budget & Finance 101 Presentation	<u>Study Session</u>	<u>Study Session</u>	<u>Study Session</u> 2023-24 Preliminary Budget Update
<u>Board Meeting</u> 2022-23 Revised Budget Approval	<u>Board Meeting</u> 2023-24 Budget Guidelines & Assumptions	<u>Board Meeting</u> 2023-24 Preliminary Budget Update 2023-24 Enrollment Update 2023-24 Legislative Update	<u>Board Meeting</u> 2023-24 Preliminary Budget Presentation / Approval

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