



# SOUTH KITSAP

## SCHOOL DISTRICT

**2022-23 Year End Financials**  
**December 6, 2023**

## TABLE OF CONTENTS

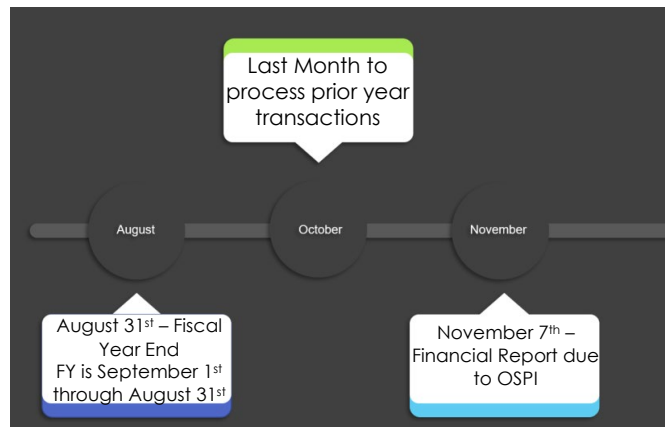
Executive Summary	3
General Fund Summary Details	8
General Fund Revenue	9
General Fund Expenditures	11
General Fund Fund Balance	14
Budget Capacity	15
Other Funds	15
Glossary of Terms	17

## EXECUTIVE SUMMARY

The year end report is developed using the guidelines of the Washington State Office of Superintendent of Public Instruction. It is organized into a series of accounts called funds:

General Fund	State & local revenue and expense fund for school operations, may support other funds as needed
Capital Projects Fund	Capital Levy or bond proceeds, may only be expended on capital projects
Associated Student Body Fund	Student athletics/activities/clubs
Transportation Vehicle Fund	Solely for the purchase of yellow buses
Debt Service Fund	Service/retirement of long-term debt

South Kitsap School District's year end financial report (F196) is required to be sent to OSPI by November 7, 2023.



For the 2022-23 fiscal year, South Kitsap continued to provide services with ESSER (Elementary and Secondary School Emergency Relief) funds. The 2022-23 is the last school year with these funds and adjustments were made in the 2023-24 budget to account for the loss of this funding. In addition to ESSER, there were many "hold harmless" provisions for enrollment due to the pandemic that sunset in 22-23. These hold harmless provisions allowed for the higher enrollment of 2019-20 to be used through 2022-23 which provided more funding in certain funding provisions.

In 2022-23, our projected enrollment was lower than anticipated which resulted in less apportionment funding but staffing was based on the projected enrollment. The loss of apportionment, staffing costs and inflationary cost increases resulted in an increase in spending despite the reduced enrollment.

## FUND SUMMARY

General Fund (GF)						
	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget
<b>Beginning Fund Balance</b>	17,573,938	18,710,068	15,827,806	14,500,000	14,837,862	13,712,853
Revenues	153,536,735	159,179,623	172,235,291	175,838,957	169,543,019	175,960,216
Transfer In						
Expenditures (Appropriation)	152,271,648	162,061,885	172,595,235	175,761,616	170,489,089	175,633,665
Transfer Out	128,957		630,000		59,518	250,000
Revenues Over (Under) Exp.	1,136,130	(2,882,262)	(989,944)	77,341	(1,005,588)	76,551
<b>Ending Fund Balance</b>	\$ 18,710,068	\$ 15,827,806	\$ 14,837,862	\$ 14,577,341	\$ 13,832,274	\$ 13,789,404
Associated Student Body (ASB)						
	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget
<b>Beginning Fund Balance</b>	748,616	780,618	704,963	790,375	780,353	735,459
Revenues	504,463	120,172	480,860	1,166,266	1,062,033	826,076
Transfer In						
Expenditures (Appropriation)	472,461	195,827	405,470	1,262,175	1,029,691	868,237
Transfer Out						
Revenues Over (Under) Exp.	32,002	(75,655)	75,390	(95,909)	32,343	(42,161)
<b>Ending Fund Balance</b>	\$ 780,618	\$ 704,963	\$ 780,353	\$ 694,466	\$ 812,696	\$ 693,298
Debt Service Fund (DSF)						
	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget
<b>Beginning Fund Balance</b>	2,154	2,188	2,196	2,207	2,208	2,245
Revenues					435,655	
Transfer In	512,752	385,299	381,021	438,000	-	355,400
Expenditures (Appropriation)	512,718	385,290	381,009	440,000	435,603	355,400
Transfer Out						
Revenues Over (Under) Exp.	34	9	11	(2,000)	52	-
<b>Ending Fund Balance</b>	\$ 2,188	\$ 2,196	\$ 2,208	\$ (437,793)	\$ 2,259	\$ 2,245
Capital Projects Fund (CPF)						
	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget
<b>Beginning Fund Balance</b>	1,712,497	3,279,957	4,882,795	4,852,155	4,852,155	5,200,000
Revenues	7,192,158	6,309,567	7,345,935	8,944,162	7,095,731	3,755,000
Transfer In						
Expenditures (Appropriation)	4,087,646	4,321,439	6,995,566	12,750,340	11,372,139	8,800,170
Transfer Out	1,537,052	385,290	381,009	530,000	436,894	105,400
Revenues Over (Under) Exp.	1,567,460	1,602,838	(30,641)	(4,336,178)	(4,713,301)	(5,150,570)
<b>Ending Fund Balance</b>	\$ 3,279,957	\$ 4,882,795	\$ 4,852,155	\$ 515,978	\$ 138,855	\$ 49,430
Transportation Vehicle Fund (TVF)						
	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget
<b>Beginning Fund Balance</b>	622,069	68,817	570,453	367,261	367,262	1,240,000
Revenues	578,956	501,636	1,272,083	998,577	1,220,419	1,000,000
Transfer In						
Expenditures (Appropriation)	1,132,209	-	1,475,274	1,320,000	343,171	2,240,000
Transfer Out						
Revenues Over (Under) Exp.	(553,253)	501,636	(203,191)	(321,423)	877,247	(1,240,000)
<b>Ending Fund Balance</b>	\$ 68,816	\$ 570,453	\$ 367,262	\$ 45,838	\$ 1,244,509	\$ -

The General Fund and Capital Projects Fund both had a reduction in fund balance. It was anticipated that the Capital Projects fund have a reduced fund balance as we complete and close out capital levy projects. The 22-23 Capital Project fund balance is low on our statements but the actual fund balance is higher. The timing of liabilities booked along with receipt of revenue are the result of the fiscal year end balance. This balance will show higher as we move further into the 2023-24 school year. The General Fund reduction of balance is due to enrollment lower than budgeted as well as staffing for higher enrollment along with inflationary costs. Even with a lower fund balance, the financial health of the district is good. Below is the financial indicator from OSPI. As you can see, our rating has not changed even with a reduction in fund balance. Adjustments have been made for future years and with the increased in enrollment in 2023-24, South Kitsap School District is not just financially healthy and sound, the increased enrollment may result in an increased fund balance at the end of FY 2023-24.

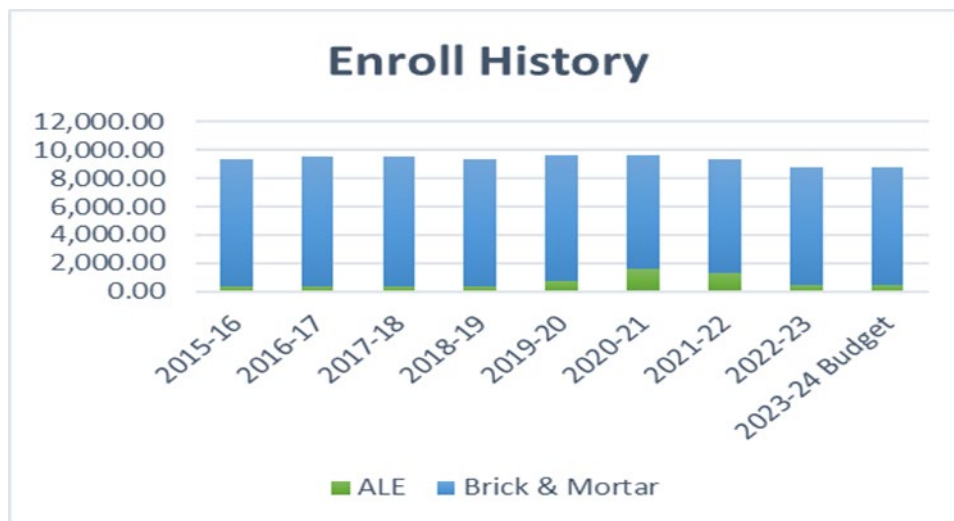
<b>Financial Indicators:</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
<b>Fund Balance to Revenue Ratio:</b>			
"Unrestricted" Fund Balance divided by	\$12,695,350	\$11,864,584	\$ 11,218,349
Total Revenues and Other Financing Sources	\$159,179,623	\$172,235,291	\$ 169,543,019
<u>Ratio</u>	<u>7.98%</u>	<u>6.89%</u>	<u>6.617%</u>
<u>Score</u>	<u>3</u>	<u>3</u>	<u>3</u>
<b>Expenditure to Revenue Ratio:</b>			
Total Expenditures divided by	\$162,061,885	\$172,595,235	170489089.5
Total Revenues and Other Financing Sources	\$159,179,623	\$172,235,291	169543019.1
<u>Ratio</u>	<u>101.81%</u>	<u>100.21%</u>	<u>100.56%</u>
<u>Score</u>	<u>3</u>	<u>3</u>	<u>3</u>
<b>Days Cash on Hand</b>			
Average Monthly Cash on Hand divided by	\$20,795,092	\$16,021,481	15,261,988.28
Expenditures per day	\$450,172	\$479,431	478,431.36
<u>Days Cash on Hand</u>	<u>46.19</u>	<u>33.42</u>	<u>31.90</u>
<u>Score</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>4-Year Budget Summary Plan</b>			
<u>Number of Years with Negative Fund Balance Deficit</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Score</u>	<u>4</u>	<u>4</u>	<u>4</u>
<b>Weighted Scores</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
Fund Balance to Revenue Ratio	1.2	1.2	1.2
Expenditure to Revenue Ratio	1.05	1.05	1.05
Days Cash on Hand	0.15	0.15	0.15
4-Year Budget Summary Plan	0.4	0.4	0.4
<b>Total Profile Score</b>	<b>2.8</b>	<b>2.8</b>	<b>2.8</b>

## Enrollment

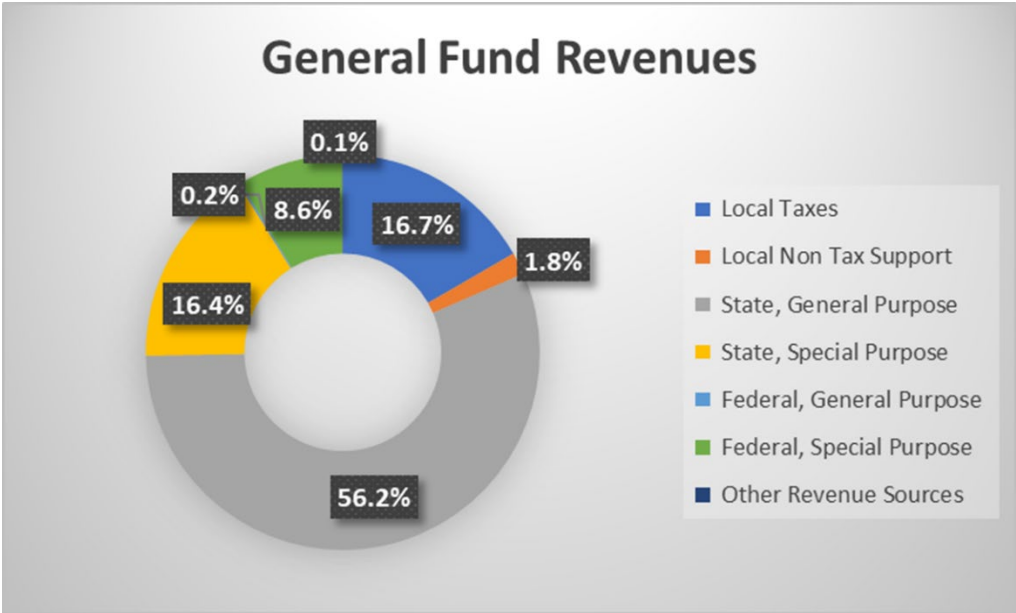
Enrollment is the primary driver of funding in the General Fund for school districts in Washington State. In South Kitsap SD, enrollment Full Time Equivalent (FTE) prior to COVID was at 9,645 and for the 22-23 school year, enrollment FTE is at 8,972. This change in enrollment represents a decline of 6.97% since 2018-19 SY. Districts across Washington saw a decline in enrollment due to COVID. At SK, our brick and mortar (students attending in person, non-ALE) has increased since 2020-21. With new housing and birth rates, it is anticipated that enrollment will continue to grow or at least remain level.

South Kitsap School District Enrollment History								
	2018-19	2019-20	2020-21	2021-22	2022-23 ytd	2022-23 Budget	Budget versus YTD	2023-24 Budget
Half Day	0	0	0	0	0			
K	766.958	741.98	616.294	691.055	677.35	707	-29.65	667
1	730.814	785.3	626.857	666.52	727.02	694	33.02	699
2	767.202	726.4	692.364	653.219	707.12	672	35.12	745
3	761.43	758.22	667.446	708.008	678.89	659	19.89	727
4	784.2	759.48	679.563	674.448	731.47	719	12.47	681
5	774.827	789.57	692.412	686.639	677.56	679	-1.44	729
6	742.312	748.23	763.635	721.868	702.66	694	8.66	661
7	716.943	755.42	780.106	763.908	696.07	688	8.07	700
8	706.232	766.48	793.199	769.438	719.49	693	26.49	696
9	690.88	781.73	961.371	773.949	679.84	682	-2.16	685
10	706.69	764.42	918.711	837.639	680.51	700	-19.49	674
11	588.905	654.81	727.804	710.485	545.13	676.4	-131.27	557
12	643.75	610.8	692.933	733.084	537.02	593.6	-56.58	560
Total	9,381.14	9,642.84	9,612.70	9,390.26	8,760.13	8,857.00	-96.87	8,781.00
RS	264.05	223.15	243.34	221.89	212.70	223	-10.30	218.15
Total w/RS	9,645.19	9,865.99	9,856.04	9,612.15	8,972.83	9,080.00	-107.17	8,999.15
ALE	353.94	688.91	1588.11	1337.15	459.28	508	-48.72	409
Brick & Mortar	9,027.20	8,953.93	8,024.59	8,053.11	8,300.85	8,349.00	-48.15	8,372.00
Change from Prior Yr Brick & Mortar	-123.23	-73.27	-929.34	28.53	247.74			

\*RS = Running Start Enrollment



# General Fund – Where Does the Money Come From?



State Revenue is the largest source at 72.67%

Local Revenue makes up 18.49% of total revenues

Federal Revenue is 8.79% of total revenues

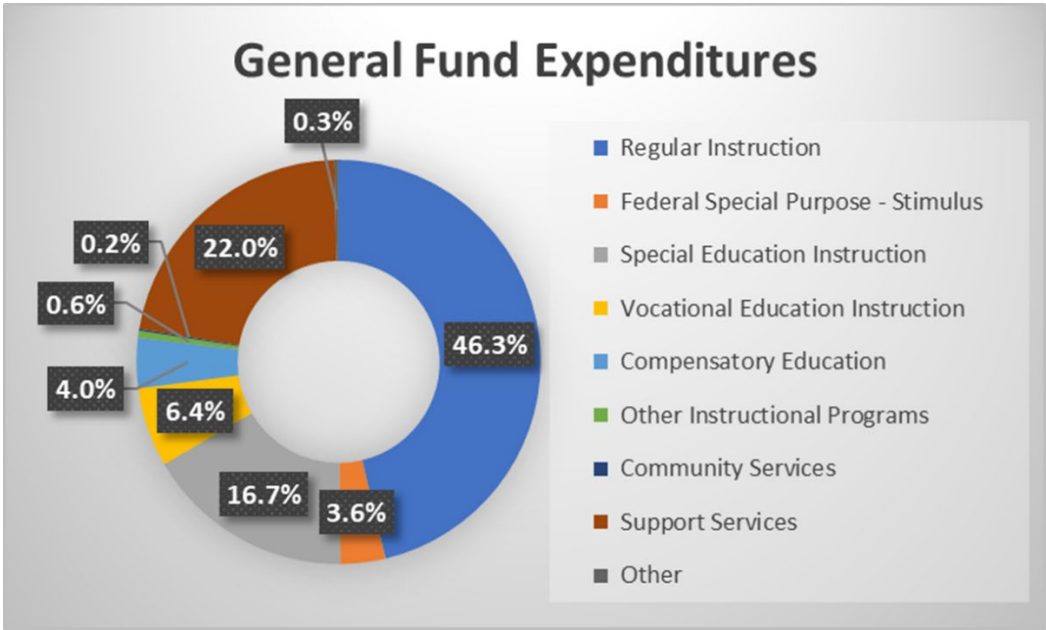
Other Revenue Sources is .05% (other revenue consists of accounting for leases, sale of surplus)

# General Fund – Where Does the Money Go?

Regular Instruction is the largest percent of expenditures –

Teaching and Teaching Support Service Expenditures are the second largest expenditure – Maintenance, FNS, Transportation, etc.

Special Education is the third largest percent of expenditures



# 2022-23 FINANCIAL BUDGET INFORMATION

## General Fund Summary Details

The general fund is the largest fund in the district and accounts for the day-to-day operations. It provides funding for all schools and supporting departments. The following includes a detailed view of the general fund.

General Fund (GF)						
	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget
Local Taxes	18,627,498	24,571,653	26,216,033	28,191,343	28,270,238	29,767,915
Local Non Tax Support	2,721,662	2,040,522	1,578,818	4,183,003	3,078,676	4,157,500
State, General Purpose	96,179,688	96,250,541	94,306,575	96,056,080	95,335,228	98,011,943
State, Special Purpose	27,676,739	24,324,066	25,417,876	25,058,536	27,868,961	30,322,104
Federal, General Purpose	131,990	326,070	996,443	385,000	299,140	-
Federal, Special Purpose	7,042,584	11,662,267	23,340,557	21,734,995	14,601,809	13,380,754
Other Revenue Sources	1,156,574	4,504	378,989	230,000	88,968	320,000
<b>Total Revenues</b>	<b>153,536,735</b>	<b>159,179,623</b>	<b>172,235,291</b>	<b>175,838,957</b>	<b>169,543,019</b>	<b>175,960,216</b>
Expenditures (Appropriation)						
Regular Instruction	81,171,255	90,132,051	81,978,690	78,071,072	78,867,072	85,509,186
Federal Special Purpose - Stimulus	-	2,385,798	12,086,849	11,966,726	6,128,912	-
Special Education Instruction	24,148,000	24,531,220	26,955,650	27,208,079	28,469,013	27,788,044
Vocational Education Instruction	7,635,130	8,831,926	8,981,379	8,518,223	10,833,068	10,125,256
Compensatory Education	5,744,546	6,431,418	7,593,733	6,443,788	6,866,079	7,125,492
Other Instructional Programs	1,607,275	549,904	632,772	6,963,331	939,338	6,892,146
Community Services	2,497,789	3,575,985	401,552	1,213,936	260,603	1,579,662
Support Services	29,467,656	25,623,585	33,964,610	35,376,461	37,538,128	36,613,879
Other	128,957	-	630,000	-	646,395	250,000
<b>Total Expenditures</b>	<b>152,400,608</b>	<b>162,061,887</b>	<b>173,225,235</b>	<b>175,761,616</b>	<b>170,548,607</b>	<b>175,883,665</b>
<b>Revenues Over (Under) Exp.</b>	<b>1,136,127</b>	<b>(2,882,264)</b>	<b>(989,944)</b>	<b>77,341</b>	<b>(1,005,588)</b>	<b>76,551</b>
<b>Beginning Fund Balance</b>						
Restricted for State Revenue Carryover	367,637	367,637	1,522,101	500,000	871,898	817,748
Restricted for Food Service	657,285	452,869	572,294	300,000	572,294	250,000
Restricted for Debt Service	130,000	130,000	0	0		250,000
Nonspendable Fund Balance- Inventory and Prepaid	967,702	1,172,118	1,157,486	1,000,000	1,529,087	1,382,537
Restricted for Self Insurance	60,000	60,000	0	0	0	0
Assigned to Contingencies	6,770,054	1,610,000	200,000	200,000	200,000	200,000
Assigned to Other Purposes - Carryover	2,310,100	0	0	0	1,588,594	2,014,191
Unassigned Fund Balance	71,160	8,677,444	3,306,741	3,708,052	1,284,042	0
Minimum Fund Balance Policy	6,240,000	6,240,000	9,069,184	8,791,948	8,791,948	8,798,377
<b>Total Beginning Fund Balance</b>	<b>17,573,938</b>	<b>18,710,068</b>	<b>15,827,806</b>	<b>14,500,000</b>	<b>14,837,862</b>	<b>13,712,853</b>
<b>Ending Fund Balance</b>						
Restricted for State Revenue Carryover	367,637	1,522,101	871,898	1,500,000	600,983	975,846
Restricted for Food Service	657,285	452,869	572,294	300,000	670,294	125,000
Restricted for Debt Service	130,000	0	0	0		250,000
Nonspendable Fund Balance- Inventory and Prepaid	967,702	1,157,486	1,529,084	1,000,000	1,342,649	1,466,863
Restricted for Self Insurance	60,000	0	0	0	0	0
Assigned to Contingencies	1,610,000	200,000	200,000	200,000	200,000	200,000
Assigned to Other Purposes - Carryover	0	0	0	0	1,806,404	1,764,703
Unassigned Fund Balance	8,677,444	3,306,741	2,872,636	2,830,163	419,996	208,615
Minimum Fund Balance Policy	6,240,000	9,188,609	8,791,948	8,747,178	8,791,948	8,798,377
<b>Total Ending Fund Balance</b>	<b>18,710,068</b>	<b>15,827,806</b>	<b>14,837,860</b>	<b>14,577,341</b>	<b>13,832,274</b>	<b>13,789,404</b>



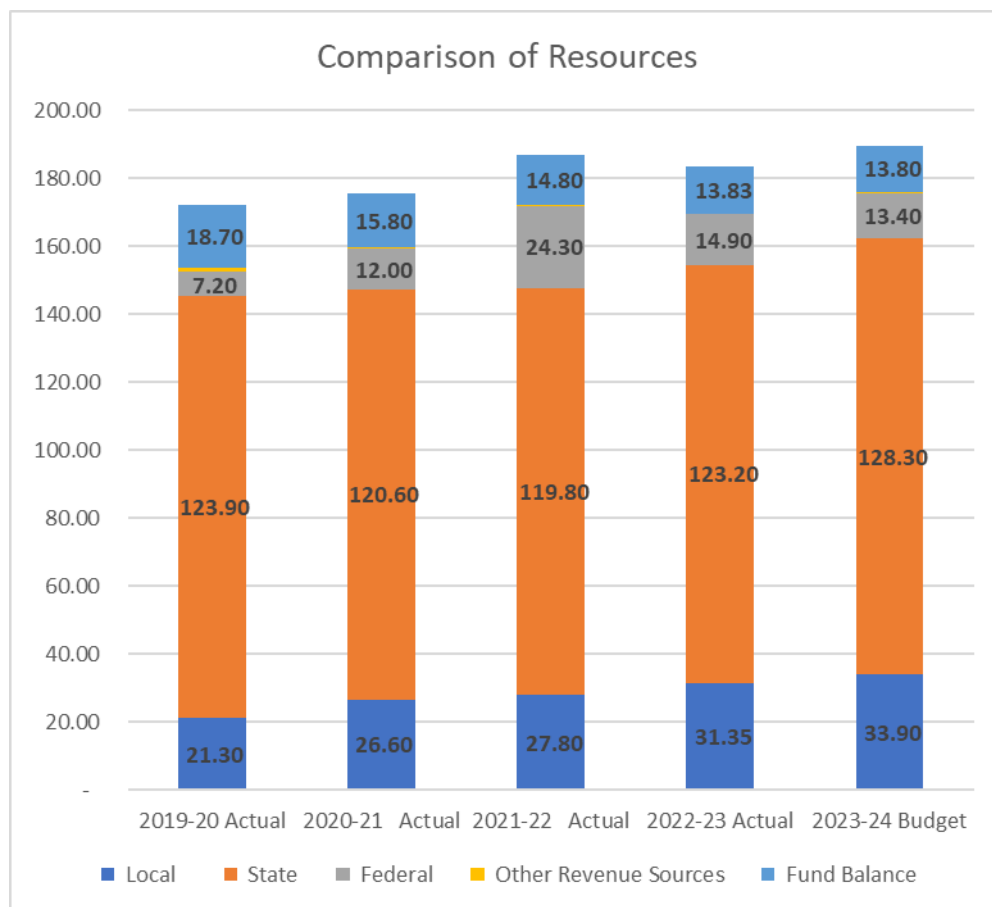
# General Fund Revenue

General Fund Revenue							
		2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2022-23 Actual	2023-24 Budget
1100	Local Property Tax	18,596,804	24,544,851	26,185,234	28,166,344	28,243,892	29,751,049
1300	Sale of Tax Title Property	8	1,611	1,331	-	8,207	1,866
1500	Timber excise Tax	30,686	25,191	29,468	25,000	18,140	15,000
	<b>Total Tax</b>	<b>18,627,498</b>	<b>24,571,653</b>	<b>26,216,033</b>	<b>28,191,344</b>	<b>28,270,238</b>	<b>29,767,915</b>
2100	Tuition and Fees	237,045	63,863	115,613	342,500	175,653	50,000
2173	Summer School Tuition					-	-
2131	Secondary Voc Ed Tuition	57,490			3	-	-
2173	Summer School Tuition and Fees	2,550	-	-	-	-	-
2200	Sale of Goods, Supplies and Services	17,759	48,413	140,829	92,500	199,399	120,000
2231	Secondary Voc Ed Sales of Goods	94,912					
2289	Other Community Services	139,761	3,254	109,616	1,555,000	162,099	1,269,500
2298	School food Services - Sales of Good	980,291	4,348	156,640	1,390,000	1,386,678	1,527,500
2300	Investment Earnings	223,097	64,330	54,943	100,000	318,709	225,000
2400	Interfund Loan Interest Earnings	23,239				-	-
2450	Other Interest Earnings			994		1,802	1,000
2500	Gifts and Donations	362,834	395,298	556,611	263,000	451,301	739,500
2600	Fines and Damages	16,806	21,499	31,813	25,000	45,005	
2700	Rentals	95,222	45,857	69,206	100,000	66,580	75,000
2800	Insurance recoveries	161,633	1,163,868	142,683	-	112,406	
2900	Local Support, Non-Tax	73,072	147,331	115,075	235,000	89,155	70,000
2910	E-Rate	235,950	82,462	84,795	80,000	69,889	80,000
	<b>Total Local, Non-Tax</b>	<b>2,721,662</b>	<b>2,040,522</b>	<b>1,578,818</b>	<b>4,183,003</b>	<b>3,078,676</b>	<b>4,157,500</b>
3100	State Apportionment	91,755,483	92,103,566	90,989,132	92,570,431	91,955,658	94,413,372
3121	State Special Ed Apportionment	2,995,573	3,255,410	3,109,326	3,485,649	3,379,569	3,598,572
3300	Local Effort Assistance	1,428,632	891,565	208,118	-		
	<b>Total State, General Purpose</b>	<b>96,179,688</b>	<b>96,250,541</b>	<b>94,306,575</b>	<b>96,056,080</b>	<b>95,335,228</b>	<b>98,011,943</b>
4100	State Special Purpose, Unassigned	64,956		1,080		108,841	120,000
4121	Special Education	15,211,964	14,779,774	14,868,543	14,615,801	15,465,313	18,144,132
4122	Special Education - Infants and Todd	1,064,268				-	-
4155	Learning Assistance Program	2,741,011	2,810,051	2,376,840	2,790,292	2,642,399	3,202,188
4158	Special Pilot Programs	1,046,403	1,513,131	1,622,637	563,000	1,579,210	1,134,000
4165	Transitional Bilingual	345,715	352,687	403,932	385,822	446,482	502,260
4174	Highly Capable	313,668	319,947	279,981	313,182	309,468	311,362
4198	School Food Service	53,293	61,868	86,393	92,169	94,667	38,162
4199	Transportation	6,835,461	4,486,608	5,778,470	6,298,270	7,222,581	6,870,000
	<b>Total State, Special Purpose</b>	<b>27,676,739</b>	<b>24,324,066</b>	<b>25,417,876</b>	<b>25,058,536</b>	<b>27,868,961</b>	<b>30,322,104</b>
5300	Federal Impact Aid	113,564	230,304	127,067	285,000	193,975	-
5329	Federal Impact Aid - Special Ed	18,426	95,766	869,376	100,000	105,165	-
	<b>Total Federal, General Purpose</b>	<b>131,990</b>	<b>326,070</b>	<b>996,443</b>	<b>385,000</b>	<b>299,140</b>	<b>-</b>
6100	Special Purpose OSPI Unassigned	7,157			6,500,000		5,500,000
6111	Fed Special Purpose GEER		214,608	1,976,818	319,799	318,813	
6112	Fed Special Purpose ESSER II		1,193,188	3,378,746	-	608,034	
6113	Fed Special Purpose ESSER III			3,990,421	-	4,588,013	
6114	Fed Special Purpose ESSER IIIII			2,636,835	-	88,199	
6119	Fed Special Purpose ECF					609,673	
6123	Special Ed - ARP, IDEA			495,764	-	-	
6124	Special Ed Supplemental	2,342,968	2,149,762	2,251,488	2,170,007	2,271,685	2,224,591
6138	Secondary Vocational Education	68,068	72,876	72,642	75,000	71,710	75,000
6151	Disadvantaged, Title I Part A	1,455,212	1,765,182	2,422,102	2,520,365	2,028,134	2,025,464
6152	Other Title, School Improvement	151,207	356,681	835,864	709,429	379,443	421,124
6164	Title III LEP		7,537	44,374	80,395	31,690	40,570
6167	Indian Ed - JOM	24,149					
6176	ESSER I		1,549,861		6,620,000		
6189	Other Community Services	968,531	3,391,396				
6198	School Food Service	1,240,248	4,818	4,564,313	2,205,000	2,682,208	2,539,515
6200	Direct Special Purpose Grants	89,684	84,023	96,091	100,000	102,677	108,500
6261	Head Start	21,011	2,547	21,194	15,000	21,167	15,000
6268	Indian Ed	37,197	49,126	33,089	40,000	43,940	50,990
6278	Youth Training - Direct Grants			7,090			
6300	Federal Grants Through Other Agenc	314,177	203,153	181,481		177,536	-
6310	Medicaid Administrative Match	84,984	71,742	42,557	80,000	92,497	80,000
6321	Special Ed Medicaid Match	3,191	-	-	-	-	-
6361	Head Start	2,547	(2,547)				
6376	Targeted Assistance - ESSER I		310,000				
6378	Youth Training		10,413			248,087	-
6998	USDA Commodities	232,254	227,903	289,687	300,000	238,303	300,000
	<b>Total Federal, Special Purpose</b>	<b>7,042,584</b>	<b>11,662,267</b>	<b>23,340,557</b>	<b>21,734,995</b>	<b>14,601,809</b>	<b>13,380,754</b>
8200	Private Foundations	-	-	-	-	-	-
	<b>Total Revenues From Other Entities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
9300	Sale of Surplus Equipment	3,283	4,504	85,020	80,000	29,604	20,000
9500	Long-Term Financing			293,969		59,364	300,000
9900	Transfers	1,153,291	-	-	150,000		-
	<b>Total Other Financing Sources</b>	<b>1,156,574</b>	<b>4,504</b>	<b>378,989</b>	<b>230,000</b>	<b>88,968</b>	<b>320,000</b>
	<b>GRAND TOTALS</b>	<b>153,536,735</b>	<b>159,179,623</b>	<b>172,235,292</b>	<b>175,838,958</b>	<b>169,543,019</b>	<b>175,960,216</b>

## Comparison of Total Resources (including Fund Balance)

General Fund (GF)					
	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget
Local	21.30	26.60	27.80	31.35	33.90
State	123.90	120.60	119.80	123.20	128.30
Federal	7.20	12.00	24.30	14.90	13.40
Other Revenue Sources	1.20	0.45	0.38	0.09	0.32
<b>Total Revenue</b>	<b>153.60</b>	<b>159.65</b>	<b>172.28</b>	<b>169.54</b>	<b>175.92</b>
Fund Balance	18.70	15.80	14.80	13.83	13.80
<b>Total Resources</b>	<b>172.30</b>	<b>175.45</b>	<b>187.08</b>	<b>183.37</b>	<b>189.72</b>

(Numbers are in Millions and may not total exactly due to rounding)



## General Fund Expenditures

The general fund budget always includes "capacity". Budget is added to expenditures and revenue and for the 2022-23 SY, there was \$8.5M in capacity. For 2022-23 and prior years, budget was often placed in large buckets instead of line item budgeting. Due to this method of budgeting, you will see no budget in some areas for expenses and revenues but there is year to date activity. Once the school year starts, budget transfers are done to align the budget in the right categories. For 2023-24 and beyond, line item budgeting will be used whenever possible to ensure a more accurate picture of original budget vs. actual expenditures/revenues.

General Fund	Summary of Expenditures by Program	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24
Program	Title	Actual	Actual	Actual	Budget	Actual	Budget
01	BASIC EDUCATION	74,297,876	75,852,908	69,984,027	74,395,904	74,998,646	81,613,883
02	ALTERNATIVE LEARNING	6,869,059	14,348,507	11,998,609	3,675,168	3,886,029	3,895,303
11	SLFRF ENROLLMENT STABILIZATION	0	0	1,976,818	0	303,860	0
12	ESSER II FEDERAL	0	1,193,188	3,382,788	7,061,490	581,214	0
13	ESSER III FEDERAL SPC PURPOSE	0	46,562	3,990,054	2,374,988	4,584,854	0
14	ESSER III FEDERAL LEARNING LOSS	0	0	2,737,190	2,530,248	76,735	0
19	FEDERAL SPECIAL PURPOSE (ECF)	0	0	0	0	582,249	
21	SPECIAL EDUCATION	20,759,199	22,286,002	23,339,021	23,072,172	26,092,163	25,563,453
22	SPED 0-2 STATE	1,027,407	0	0	0	0	0
23	SPED IDEA ARP 611	0	0	495,764	0	0	0
24	SPED IDEA GRANT	2,342,968	2,149,452	2,251,488	4,135,907	2,271,685	2,224,591
29	SPED FED IMPACT AID	18,426	95,766	869,376	0	105,165	0
31	CTE HIGH SCHOOL	5,368,962	6,434,442	6,493,653	5,794,274	7,243,413	6,678,278
34	CTE MIDDLE SCHOOL	2,201,259	2,330,888	2,422,080	2,659,284	3,518,112	3,375,015
38	CTE PERKINS GRANT	66,195	70,006	69,408	64,666	68,485	71,963
51	TITLE I GRANT	1,415,596	1,686,260	2,314,209	2,183,276	1,936,906	1,943,450
52	TITLE II GRANT	147,045	329,955	814,052	599,959	372,248	404,072
55	LEARNING ASSISTANT PROG	2,664,152	2,691,138	2,382,509	2,551,438	2,509,038	3,072,528
58	SPECIAL & PILOT PROGRAMS	1,139,785	1,334,083	1,546,664	544,839	1,523,447	1,119,667
61	HEAD START, FEDERAL	20,505	0	21,167	15,511	21,167	15,000
64	LIMITED ENGLISH PROFICIENCY	23,485	7,240	42,666	64,962	33,058	38,927
65	TRANSITIONAL BILINGUAL	296,780	327,995	425,631	430,504	418,974	482,923
68	INDIAN ED	37,197	54,746	46,835	53,299	51,241	48,925
73	SUMMER SCHOOL	3,683	12,752	38,777	44,773	0	0
74	HIGHLY CAPABLE	1,259,458	250,125	296,497	345,173	314,600	298,755
79	INSTRUCTIONAL PROG, OTH	344,134	287,027	297,498	6,573,385	624,738	6,593,391
86	COMMUNITY SCHOOLS	2,694	0	862	2,500	2,353	0
89	OTHER COMMUNITY SERVICES	2,495,092	3,575,985	400,691	1,211,436	258,250	1,579,662
97	DISTRICTWIDE SUPPORT	20,563,737	20,889,758	21,999,649	22,350,532	24,733,114	22,865,699
98	FOOD AND NUTRITION SVCS	1,672,285	463,478	4,175,058	4,016,549	4,308,769	4,405,207
99	TRANSPORTATION	7,234,668	5,343,622	7,782,196	9,009,379	9,068,579	9,342,973
****	GRAND TOTAL	\$ 152,271,648	\$ 162,061,885	\$ 172,595,235	\$ 175,761,616	\$ 170,489,089	175,633,665

General Fund	Summary of Expenditures by Activity	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24
Activity	Title	Actual	Actual	Actual	Budget	Actual	Budget
27	TEACHING	87,260,852	95,918,202	98,425,729	102,639,874	91,564,136	100,230,107
28	EXTRA CURRICULAR	1,401,171	1,152,797	1,607,325	1,665,755	2,007,913	2,147,893
29	PAYMENTS TO SCH DISTRICTS	101,778	61,999	50,162	0	104	105,000
<b>Subtotal</b>		<b>88,763,802</b>	<b>97,132,998</b>	<b>100,083,216</b>	<b>104,305,629</b>	<b>93,572,152</b>	<b>102,483,000</b>
22	LEARNING RESOURCES	1,432,855	1,470,106	1,487,481	1,339,579	1,525,194	1,500,204
24	GUIDANCE - COUNSELING	3,914,157	4,106,680	4,165,966	4,344,162	4,708,477	4,402,465
25	PUPIL MANAGEMENT & SAFETY	3,084,511	2,965,808	3,531,619	3,449,716	3,503,625	3,488,965
26	HEALTH SERVICES	7,112,964	7,675,769	8,659,025	8,308,631	8,928,872	8,842,608
31	INSTRUCTIONAL PROF DEVEL	2,683,617	3,363,695	4,450,461	3,706,304	4,782,834	4,397,084
32	INSTRUCTIONAL TECHNOLOGY	1,099,401	814,442	638,533	254,830	588,346	321,295
33	CURRICULUM DEV/INSTR SVS	859,443	1,075,959	818,727	751,000	840,787	155,000
34	PROFESSIONAL DEV-STATE PD DAYS	485,198	650,689	963,522	0	1,311,225	
<b>Subtotal</b>		<b>20,672,147</b>	<b>22,123,148</b>	<b>24,715,333</b>	<b>22,154,222</b>	<b>26,189,360</b>	<b>23,107,621</b>
42	FNS FOOD	1,282,643	1,291,698	1,554,125	1,494,091	1,415,446	1,567,500
44	FNS OPERATIONS	1,801,302	1,740,297	2,019,643	2,248,234	2,482,256	2,400,213
49	FNS CREDIT TRANSFERS	-1,062,341	-3,334,230	-72,111	-135,150	-22,815	0
52	OPERATIONS	4,733,920	3,473,109	5,571,158	6,367,863	6,622,844	6,858,668
53	MAINT. OF SCHOOL BUSES	1,645,717	1,214,662	1,344,315	1,496,754	1,441,216	1,524,737
56	INSURANCE - TRANSPORTATN	186,118	116,900	196,044	225,000	387,299	225,000
59	TRANSFERS	-170,012	-180,379	-162,938	0	-288,957	-180,000
62	GROUND MAINTENANCE	860,379	1,067,656	1,458,939	1,123,656	1,304,347	1,088,097
63	OPERATION OF BUILDINGS Custodi	4,432,235	4,441,357	4,717,621	5,279,817	5,079,122	5,365,573
64	BLDG MAINTENANCE/UPGRADES	4,107,634	3,541,274	2,550,759	2,235,935	3,397,239	2,221,859
65	UTILITIES	2,482,355	2,519,684	2,972,026	2,923,200	3,283,196	3,345,674
67	BLDG & PROP SECURITY	68,465	69,287	82,135	93,426	101,219	67,100
68	INSURANCE - General Liability	1,001,655	1,215,322	1,412,535	1,582,667	1,724,028	1,899,200
72	INFORMATION SYSTEMS	2,581,995	3,578,822	3,098,044	3,223,142	3,107,725	3,207,441
74	WAREHOUSING & DISTRIBUTN	296,931	267,964	423,792	269,286	385,633	276,749
75	MOTOR POOL	-2,973	-59	-10,831	-20,950	-6,507	(21,050)
83	OTHER INTEREST	0	0	6,234	0	24,458	0
84	PRINCIPAL	0	0	126,991	0	219,088	0
85	DEBT-RELATED EXPENDITURES	0	0	160,744	0	-183,898	0
91	COMMUNITY SERVICE	1,416,076	3,514,571	236,774	269,460	162,893	264,155
<b>Subtotal</b>		<b>25,662,098</b>	<b>24,537,934</b>	<b>27,685,999</b>	<b>28,676,431</b>	<b>30,635,831</b>	<b>30,110,916</b>
23	PRINCIPAL'S OFFICE	7,626,360	7,860,180	8,656,909	8,619,144	8,461,374	8,617,738
<b>Subtotal</b>		<b>7,626,360</b>	<b>7,860,180</b>	<b>8,656,909</b>	<b>8,619,144</b>	<b>8,461,374</b>	<b>8,617,738</b>
11	BOARD OF DIRECTORS	323,491	482,436	408,362	375,627	193,730	436,427
12	SUPERINTENDENT'S OFFICE	584,505	590,226	650,953	755,420	707,163	681,155
13	BUSINESS OFFICE	1,553,323	1,589,429	1,917,171	2,064,692	1,801,453	1,667,335
14	HUMAN RESOURCES	1,208,559	1,191,641	1,192,319	1,388,081	1,299,875	1,274,359
15	PUBLIC RELATIONS	320,180	336,822	365,738	394,512	483,571	438,417
21	SUPERVISION - INSTRUCTION	3,338,113	4,161,677	4,529,239	4,877,066	4,800,532	4,742,882
41	FNS SUPERVISION	391,287	547,360	417,220	409,374	433,881	437,494
43	FNS COMMODITIES	227,925	220,875	300,292	0	0	0
51	SUPERVISION - TRANSPORT	838,777	781,212	868,853	919,762	946,249	914,568
61	SUPERVISION - PLANT	761,082	505,946	803,631	821,656	963,919	721,753
<b>Subtotal</b>		<b>9,547,241</b>	<b>10,407,625</b>	<b>11,453,778</b>	<b>12,006,190</b>	<b>11,630,373</b>	<b>11,314,390</b>
<b>*****</b>	<b>GRAND TOTAL</b>	<b>\$ 152,271,648</b>	<b>\$ 162,061,885</b>	<b>\$ 172,595,235</b>	<b>\$ 175,761,616</b>	<b>\$ 170,489,089</b>	<b>175,633,665</b>

General Fund	Summary of Expenditures by Object	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24
Object	Title	Actual	Actual	Actual	Budget	Actual	Budget
2000	CERTIFICATED SALARIES	66,163,533.58	67,275,867.05	71,823,545	70,757,619	72,889,061	76,299,345
3000	CLASSIFIED SALARIES	24,584,097.74	23,132,448.93	27,670,515	30,277,984	30,127,085	31,698,457
4000	EMPLOYEE BENEFITS	35,009,935.21	36,604,410.80	37,234,178	38,664,298	38,585,575	36,850,193
5000	SUPPLIES	7,514,762.41	8,838,466.87	10,636,666	21,535,643	8,966,983	14,842,934
7000	CONTRACTUAL SERVICES	17,888,425.66	24,956,967.36	23,773,787	13,774,271	19,290,582	14,987,773
8000	TRAVEL	349,976.78	28,838.76	447,615	174,896	286,471	228,858
9000	CAPITAL OUTLAY	760,916.37	1,224,884.98	1,008,929	576,905	343,332	726,105
<b>*****</b>	<b>GRAND TOTAL</b>	<b>\$ 152,271,648</b>	<b>\$ 162,061,885</b>	<b>\$ 172,595,235</b>	<b>\$ 175,761,616</b>	<b>\$ 170,489,089</b>	<b>175,633,665</b>

## Program Codes

Program codes describe the direct expenses using state defined programs (e.g. basic education, special education, school food services, etc.). State defined activity codes label expenses by the activities accomplished with the expense (e.g. teaching, counseling, maintenance, utilities, etc.). Certain activity codes, such as teaching, may be used with many programs, while other activities are restricted to a limited number of programs.

## Activity Codes

Activity codes are divided amongst five activity group categories of operating expenditures and include the following description and summary detail of district expenditures within these categories.

**Teaching** – Teaching includes expenditures for teachers, educational assistants, extracurricular activities, and teaching supplies.

**Teaching Support** – Teaching support includes librarians, counselors, psychologists, health services, security officers, playground and lunch supervisors, coaches, and student safety personnel. Also included are textbooks, curriculum, instructional technology, professional development, assessment, and curriculum development.

**Principal's Office** – Principal's office (also called unit administration) includes principals, assistant principals, school office support, and school office supplies.

**Other Support Activities** – Other support activities include the cost of building operations, including grounds, building maintenance, custodial services, utilities, property management, property and liability insurance, technology services, printing, mailroom services, procurement, and warehouse services. This group also includes the expenses for school buses, Metro bus passes, and the food and operations of the district lunch and breakfast program.

**Central Administration** – Central administration includes the Superintendent, Deputy Superintendent and the Board of Directors. Also included are business and human resource services, communications, legal costs, and the supervision of the central departments mentioned above in Other Support Activities.

## Object Codes

Object codes represent expenses in a way that describes the item or service that was purchased or performed such as salaries and benefits, supplies and materials (MSOCs), contract services, etc. Objects may be used in combination with nearly all program and activity codes. As anticipated expenditures change, the budget by object is reviewed annually for alignment of expectations. Budget changes do not necessarily reflect a plan to spend more or less in these areas from the prior year but rather an effort to budget more accurately in the proportions of anticipated expenditures.

## General Fund Staffing

Staffing at the schools starts with enrollment projections. Enrollment drives teaching staffing. Once teaching staff is determined, classified staffing is based upon established staffing models and varies between Elementary, Middle and High School. District staffing is reviewed annually. Staffing for categorical and grant programs are staffed within revenue whenever feasible.

Salary and benefits are budgeted based upon legislative IPD and bargaining agreements. In some years bargaining may not be complete (2022-23) in time for budget and an estimate is used.

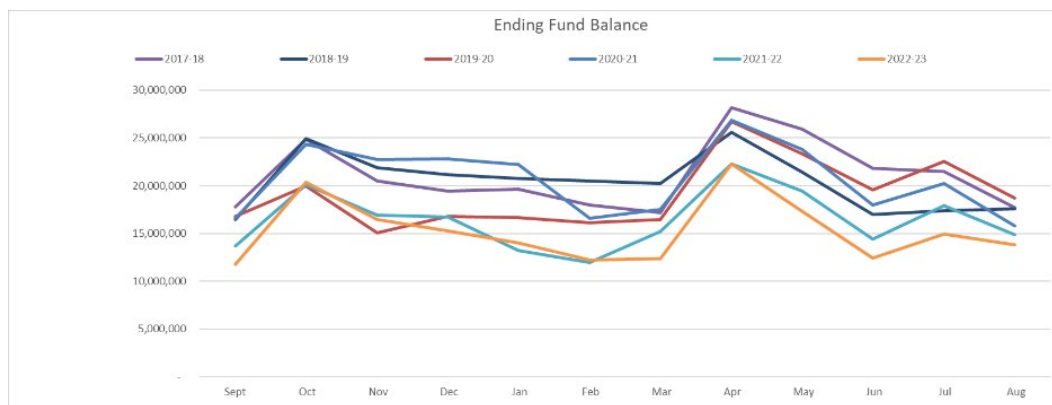
The staffing budget is a plan and will change. The following are some example of staffing adjustments that occur throughout a fiscal year:

- Staff leave and are replaced resulting in a different cost for salary and benefits.
- Enrollment doesn't come in as projected, either in total or by school. We may anticipate a grade at a particular school will have 23 students in a class but 30 students may show up resulting in the need to hire an additional teacher.
- District needs change – there are many instances that occur – COVID is a good example of a change. Another example is a high needs student that enrolls that was unplanned which requires additional supports beyond what is budgeted.

## General Fund Balance

Board policy requires 5% of budgeted revenue for a minimum fund balance. In addition to the minimum fund balance, the fund balance consists of other funds that are assigned or restricted. In some years there may be an unassigned or undesignated balance in the fund balance. An unassigned or undesignated balance may be used for any expenditures the District/Board believe are pertinent. Having a healthy fund balance allows for sufficient cash flow since funding received is different each month. The schedule of apportionment payments is to the right. In addition to these payments, taxes are received in two installments – Fall and Spring.

Month	Final Date of Revisions * Received at OSPI	Date Documentation Transmitted to ESDs and SDs	Electronic Moneys Transfer Date	Apportionment Payment Percentage
September 2022	20	26	September 30	9.0
October	19	25	October 31	8.0
November	16	22	November 30	5.0
December	19	23	December 30	9.0
January 2023	19	25	January 31	8.5
February	15	22	February 28	9.0
March	21	27	March 31	9.0
April	18	24	April 28	9.0
May	18	24	May 31	5.0
June	20	26	June 30	6.0
July	19	25	July 31	12.5
August	21	25	August 31	10.0
			<b>Total</b>	<b>100.0</b>



Ending Fund Balances		
2023-24	<b>13,789,134</b>	<i>Budgeted</i>
2022-23	13,832,274	
2021-22	14,837,862	
2020-21	15,827,806	
2019-20	18,710,068	
2018-19	17,573,938	
2017-18	17,687,410	

Ending Fund Balance						
Restricted for State Revenue Carryover	367,637	1,522,101	871,898	1,500,000	600,983	975,846
Restricted for Food Service	657,285	452,869	572,294	300,000	670,294	125,000
Restricted for Debt Service	130,000	0	0	0		250,000
Nonspendable Fund Balance- Inventory and Prepaid	967,702	1,157,486	1,529,084	1,000,000	1,342,649	1,466,863
Restricted for Self Insurance	60,000	0	0	0	0	0
Assigned to Contingencies	1,610,000	200,000	200,000	200,000	200,000	200,000
Assigned to Other Purposes - Carryover	0	0	0	0	1,806,404	1,764,703
Unassigned Fund Balance	8,677,444	3,306,741	2,872,636	2,830,163	419,996	208,615
Minimum Fund Balance Policy	6,240,000	9,188,609	8,791,948	8,747,178	8,791,948	8,798,377
<b>Total Ending Fund Balance</b>	<b>18,710,068</b>	<b>15,827,806</b>	<b>14,837,860</b>	<b>14,577,341</b>	<b>13,832,274</b>	<b>13,789,404</b>

## Budget Capacity

The adoption of the budget limits the total spending of the district to a set amount. It is necessary to build room in the budget for potential unknown revenues called budget capacity. Included in the \$175.6 million 2022-23 general fund budget is \$8.5 million of budget capacity.

Without this capacity, the district would need to go through the expensive and time-consuming process of formally requesting and filing a budget extension with the Washington State Office of Superintendent of Public Instruction (OSPI) each time one of the following events occurs:

- A need arises to use unanticipated prior year carryover (carryover is currently held in the fund balance and can be expended. If expended, the fund balance in this area may go down)
- New funds are received such as new or increased grant awards, or added state funds for additional enrollment

To allow the school board and staff to focus on educational issues, the district adds capacity to the budget, based on history and future estimates. The \$8.5 million of budget capacity for 2022-23 is included above. Budget capacity funds in are released for expenditures only when the final amounts from 2021-22 are known or if new funds are received in 2022-23.

Budgeted Revenue Capacity	
2022-23	
Federal	\$ 8,500,000
<b>Total Capacity</b>	<b>\$ 8,500,000</b>
Budgeted Expenditure Capacity	
Other Instructional Programs	\$ 8,500,000
<b>Total Capacity</b>	<b>\$ 8,500,000</b>

## Other Funds

Associated Student Body Fund is student monies. Revenue in this fund is collected through ASB fees, donations, and fundraising. Expenditures are for Cultural, Athletic, Recreational or Social activities. The ASB officers (students) determine the budgets and approve all expenditures with oversight of an ASB advisor.

Associated Student Body (ASB)						
	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2023-24 Budget
<b>Beginning Fund Balance</b>	734,667	748,616	780,618	704,963	790,375	735,459
Revenues	974,120	504,463	120,172	480,860	1,166,266	826,076
Transfer In						
Expenditures (Appropriation)	960,171	472,461	195,827	405,470	1,262,175	868,237
Transfer Out						
Revenues Over (Under) Exp.	13,949	32,002	(75,655)	75,390	(95,909)	(42,161)
<b>Ending Fund Balance</b>	\$ 748,616	\$ 780,618	\$ 704,963	\$ 780,353	\$ 694,466	\$ 693,298



The Debt Service Fund is for voted and non-voted debt processing. Currently South Kitsap School District has no voted debt. For the 23-24 budget, there is two non-voted loans that are paid from this fund. The turf field at the high school has \$207,685 owing and will be fully paid in 2024-25. This debt is paid from capital project impact fees. The second non-voted debt is for the high school chiller project which was approved in 22-23 SY. The chiller debt has \$2.5M owing and will be fully paid in 2032-33. This debt is paid from the general fund and there is money set aside in the general fund budget fund balance reserved for the annual debt payment.

Debt Service Fund (DSF)						
	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2023-24 Budget
<b>Beginning Fund Balance</b>	2,085	2,154	2,188	2,196	2,207	2,245
Revenues						
Transfer In	515,527	512,752	385,299	381,021	438,000	355,400
Expenditures (Appropriation)	515,458	512,718	385,290	381,009	440,000	355,400
Transfer Out						
Revenues Over (Under) Exp.	69	34	9	11	(2,000)	-
<b>Ending Fund Balance</b>	\$ 2,154	\$ 2,188	\$ 2,196	\$ 2,208	\$ (437,793)	\$ 2,245

The Capital Projects Fund is for projects that are capital in nature. South Kitsap School District had a Capital Projects Levy which funded many projects during the life of the levy. This levy expired in 2022 and no further collections will be made. This expiration resulted in a drop in the tax rates for taxpayers in 2023. There are only two outstanding projects: Middle School Tracks and Pool Modernization. We are budgeting \$8.8M in expenses but that may be less if we receive invoices in 22-23. The timing of invoices and payment effects the expenditures.

Capital Projects Fund (CPF)						
	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2023-24 Budget
<b>Beginning Fund Balance</b>	1,295,139	1,712,497	3,279,957	4,882,795	4,852,155	5,200,000
Revenues	4,422,393	7,192,158	6,309,567	7,345,935	8,944,162	3,755,000
Transfer In						
Expenditures (Appropriation)	3,618,535	4,087,646	4,321,439	6,995,566	12,750,340	8,800,170
Transfer Out	386,500	1,537,052	385,290	381,009	530,000	105,400
Revenues Over (Under) Exp.	417,358	1,567,460	1,602,838	(30,641)	(4,336,178)	(5,150,570)
<b>Ending Fund Balance</b>	\$ 1,712,497	\$ 3,279,957	\$ 4,882,795	\$ 4,852,155	\$ 515,978	\$ 49,430

The Transportation Vehicle Fund is solely for the purchase of buses. We receive funding from the state based on the depreciation value of the buses we have. This funding is used to buy newer buses. To maximize funding it is our goal to use all the funds we receive when we receive them, however purchasing can be a challenge with supply chain issues.

Transportation Vehicle Fund (TVF)						
	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2023-24 Budget
<b>Beginning Fund Balance</b>	625,086	622,069	68,817	570,453	367,261	1,240,000
Revenues	617,354	578,956	501,636	1,272,083	998,577	1,000,000
Transfer In	740,292					
Expenditures (Appropriation)	1,360,663	1,132,209	-	1,475,274	1,320,000	2,240,000
Transfer Out						
Revenues Over (Under) Exp.	(3,017)	(553,253)	501,636	(203,191)	(321,423)	(1,240,000)
<b>Ending Fund Balance</b>	\$ 622,069	\$ 68,816	\$ 570,453	\$ 367,262	\$ 45,838	\$ -



# Glossary of Terms & Acronyms

**Generally Accepted Accounting Principles (GAAP) –**

Uniform minimum standards of and guidelines to financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP includes not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides the standard by which to measure financial presentations. The primary authoritative statement on the application of GAAP to state and local governments is GASB Statement 1.

**Governmental Funds** – These funds track the finances of a district's basic services and are reported in the districtwide financial statements; they are reported using the current financial resources measurement focus and modified accrual basis of accounting, and include the general, special revenue, debt service, capital projects, and permanent funds.

**Improvements** – An addition made to, or change made in, a capital asset, other than maintenance, to prolong its life or to increase its efficiency or capacity. The cost of the improvement is added to the book value of the asset. Improvements are charged to Object 9 in expenditure coding or are accounted for in the capital projects fund.

**Individualized Education Program (IEP)** – A written plan that includes (1) a statement of the student's present level of functioning, (2) a statement of annual goals and short-term objectives for achieving those goals, (3) a statement of services to be provided and the extent of regular instruction, (4) the starting date and expected duration of services, and (5) evaluation procedures and criteria for monitoring progress.

**Instruction** – Instruction includes the activities administered or supervised by a certified teacher dealing directly with the teaching of students. Teaching may be provided for pupils in a classroom in another location such as a home or hospital, and other learning situations such as those involving co-curricular activities. It may also be provided through some other approved medium such as the internet, telephone, and/or other media.

**Instructional Material** – Any devices, content materials, methods, or experiences used for teaching and learning purposes. These include printed and non-printed materials.

**Internal Control** – A process, adopted by a school district's board of directors, management, and other personnel, designed to provide reasonable assurance regarding the achievement of objectives in the following categories: effectiveness and efficiency in operations, reliability of financial reporting, and compliance with applicable laws and regulations.

**Level of Effort Requirements** – Requirement that a grant recipient not use grant resources to reduce its own local resources in a given program or activity.

**Levy** – (1) To impose taxes or special assessments, or (2) the total of taxes or special assessments imposed by a governmental unit. There are four types of school district levies: excess general fund levies (known as maintenance and operations levies); debt service fund levies; transportation vehicle fund levies; and capital project fund levies.

**Maintenance** – The act of keeping capital assets in a state of good repair and/or condition. It includes preventive maintenance, normal periodic repairs, replacement of parts and/or structural components, and other activities necessary to maintain the asset.

**Modified Accrual Basis** – The accrual basis of accounting adapted to the governmental fund-type measurement focus. Under this basis, revenues and other resources are recognized when they "measurable" and "available to finance expenditures of the current period." "Available" means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the liability is incurred except for (1) inventories that may be considered expenditures either when purchased or used, and (2) pre-paid items that may be considered expenditures either when paid or when consumed.

**Original Budget** – First complete appropriated budget. It may include the effects of adjustments adopted *before* the beginning of the fiscal year.

**Other Financing Sources** – The face value of the governmental fund general long-term debt. Amount equal to the present value of minimum lease payments arising from capital leases, sales of general fixed assets, and operating transfers in. Such amounts are classified separately from revenues on the governmental operating statement.

**Other Financing Uses** – Governmental fund transfers to other funds and the amount of refunding bond proceeds deposited with the escrow agent. Such amounts are classified separately from expenditures on the governmental operating statement.

**Personnel – Administrative** – Employees whose activities include development, coordination and evaluation of instructional programs that are organization-wide. For example, superintendent, directors, associate directors and building administrators.

**Personnel – Certificated** – Employees such as teachers, counselors, librarians and others who serve in positions covered under the continuing contract law that hold a professional education certificate issued by OSPI and are employed by a school district in positions for which such certificate is required by statute, rule of the State Board of Education, or written policy or practice of the employing district.

**Personnel – Classified** – Employees such as educational assistants, office support, trades and other supervisory, professional/technical, and other positions who do not hold a professional education certificate issued by OSPI or are employed by the district in positions not requiring such a certificate.

**Personnel – Full-Time** – Certificated employees who work the full number of days under local standard contract (assuming state minimum length of contract) or classified employees who work 2,080 hours or more per year.

**Program** – A plan of activities designed to accomplish a set of objectives. Educational programs consist of activities of a school district that are directly involved in the instruction and education of students.

**Purchase Order** – A document that authorizes a vendor to deliver described merchandise or render services at a specified price.

**Refunding Bonds** – Bonds issued to retire bonds already outstanding. The refunding bonds may be used to provide the resources for redeeming outstanding bonds, or the refunding bonds may be exchanged with the holders of the outstanding bonds.

**Regionalization** – Additional state % added to allocation for salaries. For SKSD, we receive 18% regionalization. Some districts receive \$0. Amounts range from 6-22%

**Resolution** – A special or temporary order of the school board; an order of the school board requiring less legal formality than an ordinance or statute.

**Running Start** – A program option allowing students in grades 11 and 12 to simultaneously earn high school and college credit. Running Start students do not pay tuition, but are responsible for the payment of college fees, books, transportation, etc. By earning both high school and college credit, students are able to accelerate their progress through the education system.

**Special Education** – Specially designed instruction provided to an eligible student as defined in Chapter 392- 172A WAC. Specially designed instruction shall be provided at no cost to the parents, in conformance with the student's individualized education program (IEP), and designed to meet the unique needs of the student.

**Statute** – A written law enacted by a duly organized and constituted legislative body.

**Student Body Activities** – Direct and personal services for public school pupils, such as interscholastic athletics, entertainments, publications, clubs, bands, and orchestras, that are managed or operated by the student body under the guidance and direction of adults and are not part of the regular instructional program.

**Tax Rate** – The amount of tax stated in terms of a unit of the tax base; for example, \$1.90 per thousand dollars of assessed valuation.

**Tax Rate Limit** – The maximum rate or amount of general property tax that a local government may levy.

**Unassigned Fund Balance** – Fund balance of not less than five percent of the projected revenue in the General Fund for use in the event of an emergency or other economic impact.

**Warrant** – A written order drawn by the school board or its authorized officer directing the county treasurer to pay a specific amount to a designated payee.

**Warrants Outstanding** – The total amount of unpaid warrants. Also referred to as warrants payable.

## Acronym Reference

<b>AAFTE</b>	Annual Average Full Time Equivalent
<b>ADA</b>	Americans with Disabilities Act
<b>AP</b>	Advanced Placement
<b>ASB</b>	Associated Student Body
<b>ASBO</b>	Association of School Business Officials
<b>AV</b>	Assessed valuation.
<b>CFP</b>	Capital Facilities Plan
<b>COLA</b>	Cost of Living Adjustment
<b>CPI</b>	Consumer Price Index
<b>CTE</b>	Career and Technical Education
<b>DRS</b>	Department of Retirement Systems
<b>EL</b>	English Learner
<b>ESD</b>	Educational Service District
<b>ESEA</b>	Elementary and Secondary Education Act
<b>FRL</b>	Free and Reduced Lunch
<b>FTE</b>	Full Time Equivalent

<b>GAAP</b>	Generally Accepted Accounting Principles
<b>GASB</b>	Governmental Accounting Standards Board
<b>GFOA</b>	Government Finance Officers Association
<b>HSPE</b>	High School Proficiency Exam
<b>HCA</b>	Health Care Authority
<b>IDEA</b>	Individuals with Disabilities Education Act
<b>IEP</b>	Individual Educational Program
<b>IPD</b>	Implicit Price Deflator – new term for Cost of Living Adjustment
<b>MSOC</b>	Materials, Supplies and Operating Costs
<b>NBPTS</b>	National Board for Professional Teaching Standards
<b>OSPI</b>	Office of Superintendent of Public Instruction
<b>OPEB</b>	Other Post-Employment Benefits
<b>RCW</b>	Revised Code of Washington
<b>SBA</b>	Smarter Balanced Assessment
<b>SKSD</b>	South Kitsap School District
<b>SPED</b>	Special Education
<b>USDA</b>	US Department of Agriculture
<b>WAC</b>	Washington Administrative Code
<b>WSSDA</b>	Washington State School Directors Association