

PUBLIC SCHOOL BUDGETING 101

Demystifying Public School
Budgeting



BACKGROUND

- * The budget is developed annually to assist the Board of Education and District Administration for the purpose of educating students in the district.
- * The budget is an estimation of what it will cost in the following year to operate an entity of approximately 6,873 students and 1,700 employees, as well as associated costs of special education and related services to classified students and travel, textbooks and nursing to non-public school students.
- * The Budget for the 2022-2023 school year will be adopted on **April 12, 2022.**
- * A school's fiscal year is July 1st to June 30th.
- * The budget is adopted 141 days, or 4.5 months, in advance of when the material amounts of the budget are scheduled to be spent – September 1st.

BUDGETING IS A CONTINUOUS PROCESS

- * The budget is a school district's most important document.
- * It is the "road map" that will assist and/or guide the district in providing services to its community.
- * The development of the budget does not stop even if it is approved by the public in May.
- * Modifications to estimates and projections are constant – the public school education environment is continuously changing.



Monitor, Measure and Evaluate

- * The budget assists in monitoring, measuring and evaluating how well an entity spends its money.
- * You want the public to say “the school district is giving me a good value for what I am paying.”
- * One of the goals of the budget document is to assist in maximizing the residents ability to participate in the budget process.



“BUDGETING IS AN ART, NOT A SCIENCE”

- ✦ A budget is a systematic listing of revenues and expenditures, two separate reports, listed as one.
- ✦ The revenue budget is a list of all sources of revenue available during the fiscal year.
- ✦ The appropriations, or expenditure budget, is a list of all expenditures by function during the fiscal year.
- ✦ **The revenue budget must equal the appropriations, or the expenditure budget, and vice versa.**

STEPS IN DEVELOPING A SCHOOL DISTRICT BUDGET



STEP 1: SALARY PROJECTIONS

- * Salary projections start by rolling over the salaries from the current school year to the upcoming school year.
- * These salaries are then increased by contractual scheduled increases.
- * Any full-time equivalent (FTE) staffing increases/decreases from budget to budget are then evaluated and relayed to budget development staff by administration.
- * Benefits are then calculated based on these projected salaries.

STEP 2: EXPENDITURES

- * Add all contractual, mandated, and any other items deemed necessary for operation.
- * School district expenditures are characterized as either:
 - * Contingent expenditures – mandated expenditures specifically authorized by statute and other items necessary to maintain the education program, preserve property and ensure the health and safety of students and staff.
 - * Non-contingent expenditures – other non-essential expenditures such as new equipment.

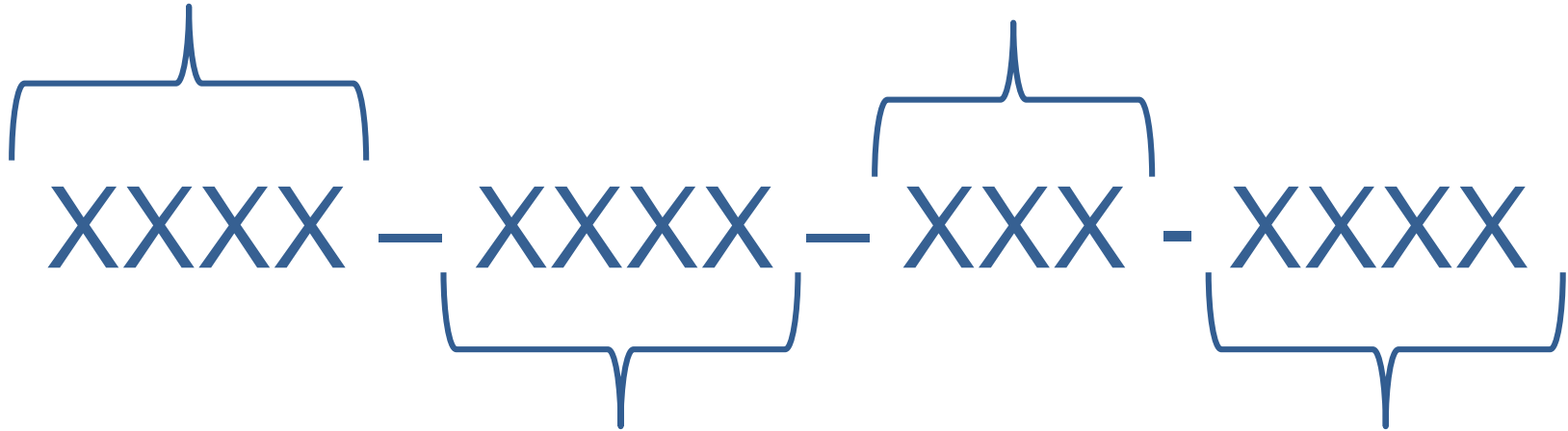
BUDGET CODING

- * The coding system in New York State is an alphanumeric system, or a letter or combination of letters followed by a series of digits

FUND	ALPHA CODE
Governmental Funds:	
General	A
Special Revenue:	
School Food Service Programs	C
Miscellaneous Revenue	CM
Special Aid	F
Public Library	L
Capital Projects	H
Permanent	PN
Debt Service	V
Fiduciary Funds:	
Custodial	TC
Private-Purpose Trust	TE

FUNCTION

LOCATION



OBJECT

PROGRAM

EXPENDITURE CODES

- ✦ Expenditure codes have a minimum of 5 digits arranged by function unit and object of expenditure

Functional Unit	
1000-1999	General Support
2000-2999	Instruction
5000-5999	Transportation
6000-8999	Community Service
9000-9099	Employee Benefits
9700-9799	Debt Service

Object of Expenditure	
.1	Personnel Services
.2	Equipment and Capital Outlay
.4	Contractual and Other
.6	Debt Service Principal
.7	Debt Service Interest
.8	Employee Benefits
.9	Interfund Transfer

GENERAL FUND

BASIC OBJECTS OF EXPENDITURES

.10	Teacher Salaries, Pre-Kindergarten
.12	Teacher Salaries, K-6
.13	Teacher Salaries, 7-12
.14	Substitute Teacher Salaries
.15	Instructional Salaries
.16	Noninstructional Salaries
.45	Materials and Supplies
.471	Tuition Paid to Public Districts in NYS (excluding Special Act Districts)
.472	Tuition – All Other
.473	Payments to Private Schools
.48	Textbooks
.49	BOCES Services

GENERAL FUND	
SPECIAL OBJECTS OF EXPENDITURE	
2610.46	School Library A/V Loan Program
2630.22	State-Aided Computer Hardware – Purchase
2630.46	State Aided Computer Software
5510.21	Purchase of Buses
9901.93	Transfer to School Food Service Programs Fund
9901.95	Transfer to Special Aid Fund
9901.96	Transfer to Debt Service Fund

GREAT NECK UNION FREE SCHOOL DISTRICT

	Expenditures	Budget	Budget
INSTRUCTION			
TEACHING - REGULAR SCHOOL (C			
2110-1400-000-0000			
2110-1403-000-0000			
2110-1404-000-0000			
2110-1634-000-0000			
2110-1680-000-0000			
2110-1687-000-0000			
AFT			
LIF			
PAR			
BILINGUAL TRANSLATORS	300	2,000	2,000
	\$64,835,107	\$68,363,509	\$70,991,037

FUNCTION – OBJECT

[2110] – [1400]

(INSTRUCTION) – (PERSONNEL SERVICES)

EQUIPMENT-NEW

2110-2001-001-0000	* E.M. BAKER	8,000	8,000	8,000
2110-2001-007-0000	* J.F. KENNEDY	2,012	2,000	2,000
2110-2001-009-0000	* LAKEVILLE	6,700	5,000	5,000
2110-2001-010-0000	* PARKVILLE	981	1,000	1,000
2110-2001-011-0000	* SADDLE ROCK	491	1,500	1,500
2110-2001-014-0000	SEAL	328	2,000	2,000
2110-2001-030-3200	* NORTH MIDDLE	5,685	9,000	7,500
2110-2001-031-0000	* SOUTH MIDDLE	42,552	50,675	46,624
2110-2001-040-0000	* NORTH HIGH	32,148	43,000	46,750
2110-2001-041-0000	* SOUTH HIGH	51,284	22,669	6,500
2110-2001-096-0000	DISTRICTWIDE	64,010	100,000	100,000
2110-2001-203-0000	SECONDARY EDUCATION	-	10,000	10,000
2110-2001-210-0000	ELEMENTARY EDUCATION	3,127	8,000	8,000
Total New Equipment		\$217,316	\$262,844	\$244,874

GREAT NECK UNION FREE SCHOOL DISTRICT

	Expenditures 2019-2020	Budget 2020-2021	Budget 2021-2022	
INSTRUCTION				
TEACHING - REGULAR SCHOOL (Contd.)				
2110-1400-000-0000	TEACHER-SUBSTITUTES	1,129,838	1,600,000	1,600,000
2110-1403-000-0000	SCHOOL CHAPERONES	38,388	45,000	45,450
2110-1404-000-0000	AFTER SCHOOL SUPERVISION	2,882	5,100	5,151
2110-1634-000-0000	LIFEGUARDS	5,370	14,000	14,000
2110-1680-000-0000	PARAPROF - NON INSTR (21:68.39; 22:64.60)	1,794,355	1,708,241	1,658,688
2110-1687-000-0000	BILINGUAL TRANSLATORS	360	2,000	2,000

FUNCTION – OBJECT - LOCATION

[2110] – [1400] – [007]

(INSTRUCTION) – (EQUIPMENT) – (BUILDING)

EQUIPMENT-NEW

2110-2001-001-0000

2110-2001-007-0000

2110-2001-009-0000

2110-2001-010-0000

2110-2001-011-0000

2110-2001-014-0000

2110-2001-030-3200

2110-2001-031-0000

2110-2001-040-0000

2110-2001-041-0000

2110-2001-096-0000

2110-2001-203-0000

2110-2001-210-0000

Total New Equipment

- * PAR
- * SAD
- * SEA

* NORTH MIDDLE

* SOUTH MIDDLE

* NORTH HIGH

* SOUTH HIGH

DISTRICTWIDE

SECONDARY EDUCATION

ELEMENTARY EDUCATION

	5,080	8,000	7,000
	42,552	50,675	46,624
	32,148	43,000	46,750
	51,284	22,669	6,500
	64,010	100,000	100,000
	-	10,000	10,000
	3,127	8,000	8,000
	\$217,316	\$262,844	\$244,874



STEP 3: REVENUE CODES

- ★ Revenue codes have four digits and are arranged by source

1000-2999	Local Sources
3000-3999	State Sources
4000-4999	Federal Sources
5000-5999	Interfund Transfers and Proceeds of Obligations

STATEMENT OF REVENUE

OTHER THAN TAX ON PROPERTY

REVENUE ACCOUNT	DESCRIPTION	ACTUAL	ACTUAL
		2018-2019	2019-2020
A1081	Payments in Lieu of Taxes	7,694,512	8,088,
A1099	Interest on Property Taxes	21,236	17,
A1315	Community Education	738,086	518,
A1316	Adult Basic Education	84,230	77,
A1335	Student Fees & Charges & Princeton Review	242,241	264,
A1337	Registration Fees, Driver Education	129,018	70,
A1338	Registration Fees, Elementary Recreation	983,303	941,
A1339	Registration Fees, Middle School Enrichment	480,239	400,
A1344	Registration	60,638	49,
A1348	Registration	99,157	57,
A1411		0	
A2211		2,997,423	2,583,
A2280	Health Serv	401,648	340,
A2304	Transportat	17,513	
A2389	Other Services/Other Districts	0	
A2401	Interest on Deposits and Investments	1,470,572	1,052,
A2410	Rental of Buildings	187,595	151,
A2410	Rental Lockheed Martin	30,000	30,
A2412	Rentals from Municipalities	2,800	1,
A2413	Rental of Grace Avenue (Social Center)	74,507	76,
A2414	Rental of Grace Avenue (CLASP)	55,119	56,
A2415	Rental of Cuttermill Property	175,484	243,
A2416	Rental of Parkville (Great Neck Library)	125,227	120,

The Letter Indicates
 the Fund.
 "A" Represents
 General Fund.



STATEMENT OF REVENUE

OTHER THAN TAX ON PROPERTY

REVENUE ACCOUNT	DESCRIPTION	ACTUAL	ACTUAL
		2018-2019	2019-2020
A1081	Payments in Lieu of Taxes	7,694,512	8,088,
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A1337	Registration Fees, Driver Education	129,018	70,
A1338	Registration Fees, Elementary Recreation	983,303	941,
A1339	Registration Fees, Middle School Enrichment	480,239	400,
A1344	Registration Fee	60,638	49,
A1348	Registration Fee	99,157	57,
A1411	Sale of Tickets (C	0	
A2230		2,997,423	2,583,
A2280	Health Services	401,648	340,
A2304	Transportation/O	17,513	
A2389	Other Services/O	0	
A2401	Interest on Deposits and Investments	1,470,572	1,052,
A2410	Rental of Buildings	187,595	151,
A2410	Rental Lockheed Martin	30,000	30,
A2412	Rentals from Municipalities	2,800	1,
A2413	Rental of Grace Avenue (Social Center)	74,507	76,
A2414	Rental of Grace Avenue (CLASP)	55,119	56,
A2415	Rental of Cuttermill Property	175,484	243,
A2416	Rental of Parkville (Great Neck Library)	125,227	120,

The Number Indicates
 the Revenue Account
 Code



STATEMENT OF REVENUE OTHER THAN TAX ON PROPERTY

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		2018-2019	2019-2020
A1081	Payments in Lieu of Taxes	7,694,512	8,088,
A1099	Interest on Pro	21,236	17,
A1315	Community Ed	738,086	518,
A1316	Adult Basic Ed	84,230	77,
A1335		242,241	264,
A1337		129,018	70,
A1338	Registration Fe	983,303	941,
A1339	Registration Fe	480,239	400,
A1344	Registration Fe	60,638	49,
A1348	Registration Fees, Elementary Enrollment	99,157	57,
A1411	Sale of Tickets (Recreation Program)		
A2230	Day School Tuition from other Districts		
A2280	Health Services Provided for other Districts		
A2304	Transportation/Other		
A2389	Other Services/Other Districts		
A2401	Interest on Deposits and Investments		
A2410	Rental of Buildings		
A2410	Rental Lockheed Martin		
A2412	Rentals from Municipalities		
A2413	Rental of Grace Avenue (Social Center)		
A2414	Rental of Grace Avenue (CLASP)		
A2415	Rental of Cuttermill Property		
A2419	Rental of Parkville (Great Neck Library)		

Revenue account codes are arranged by the **SOURCE.**

STEP 3: REVENUE CODES

+ Revenue codes have four digits and are arranged by source

1000-2999	Local Sources
3000-3999	State Sources
4000-4999	Federal Sources
5000-5999	Interfund Transfers and Proceeds of Obligations

STEP 4: DETERMINATION OF TAX LEVY

DETERMINATION OF TAX LEVY & SCHOOL TAX REPORT CARD 2021-2022

	BUDGET 2020 - 2021	PRELIMINARY BUDGET 2021 - 2022	Percent Increase
GENERAL FUND APPROPRIATION	241,395,571	252,194,682	4.47%
Less: Estimated Revenue			
State Aid	9,079,079	10,037,243	
Miscellaneous	13,749,023	13,548,411	
Appropriated Fund Balance	2,200,000	3,184,205	
Appropriated Reserves:			
TRS Reserve	0	3,460,315	
ERS Reserve	2,000,000	3,660,316	
Workers Compensation	1,000,000	1,100,000	
Unemployment Insurance	10,000	100,000	
Employee Benefit Accrued Liability	500,000	32,146	
Total Estimated Revenue	28,538,102	35,122,636	
Amount to be Raised by Real Property Tax	\$212,857,469	\$217,072,046	1.98%(See Note 1)

**Appropriation
of Fund
Balance and
Reserves**

GLOSSARY OF TERMS

- ✦ A compilation of common terms in the realm of public school district budgeting and accounting.
- ✦ This list is not intended or meant to be all inclusive. Every effort was made to include as many terms possible that the public may encounter during a budget presentation.
- ✦ <https://www.greatneck.k12.ny.us/cms/lib/NY02208059/Centricity/Domain/41//2022-23%20Budget/Glossary%20of%20Terms.pdf>

Q&A

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