

# Budget 101: How Your School Budget is Put Together



A presentation by John Serapiglia  
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Denville Township Schools  
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# We want to hear from you!

Please read and let us know what else **you'd like** to know about the budget process.



Please submit any questions to the Superintendent at [dclark@denville.org](mailto:dclark@denville.org). so we can begin responding at the next board meeting.

# Just a reminder that...

## Denville School District is K-8 **ONLY**



**Lakeview**

**K-5**

764 Students

Built 1957



**Riverview**

**K-5**

486 Students

Built 1951



**Valleyview**

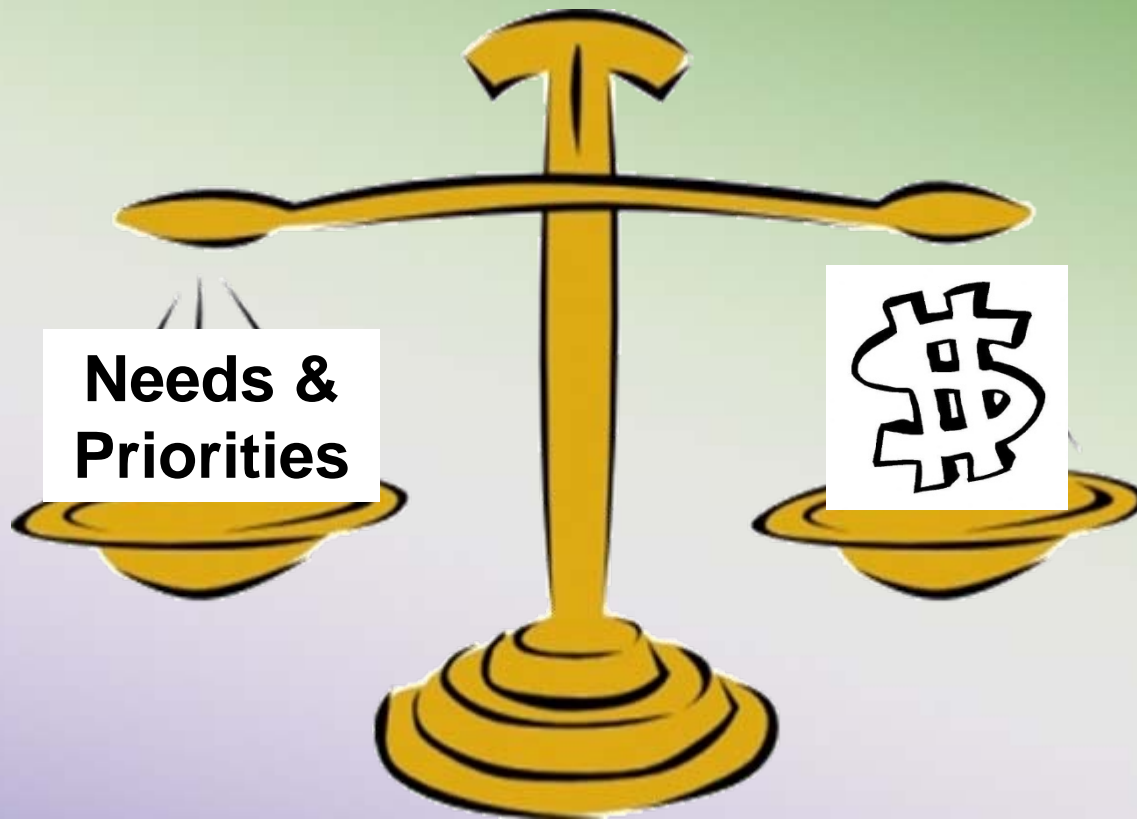
**6-8**

652 Students

Built 1962

## 3 Schools - 1,902 Students

# What is a School Budget?

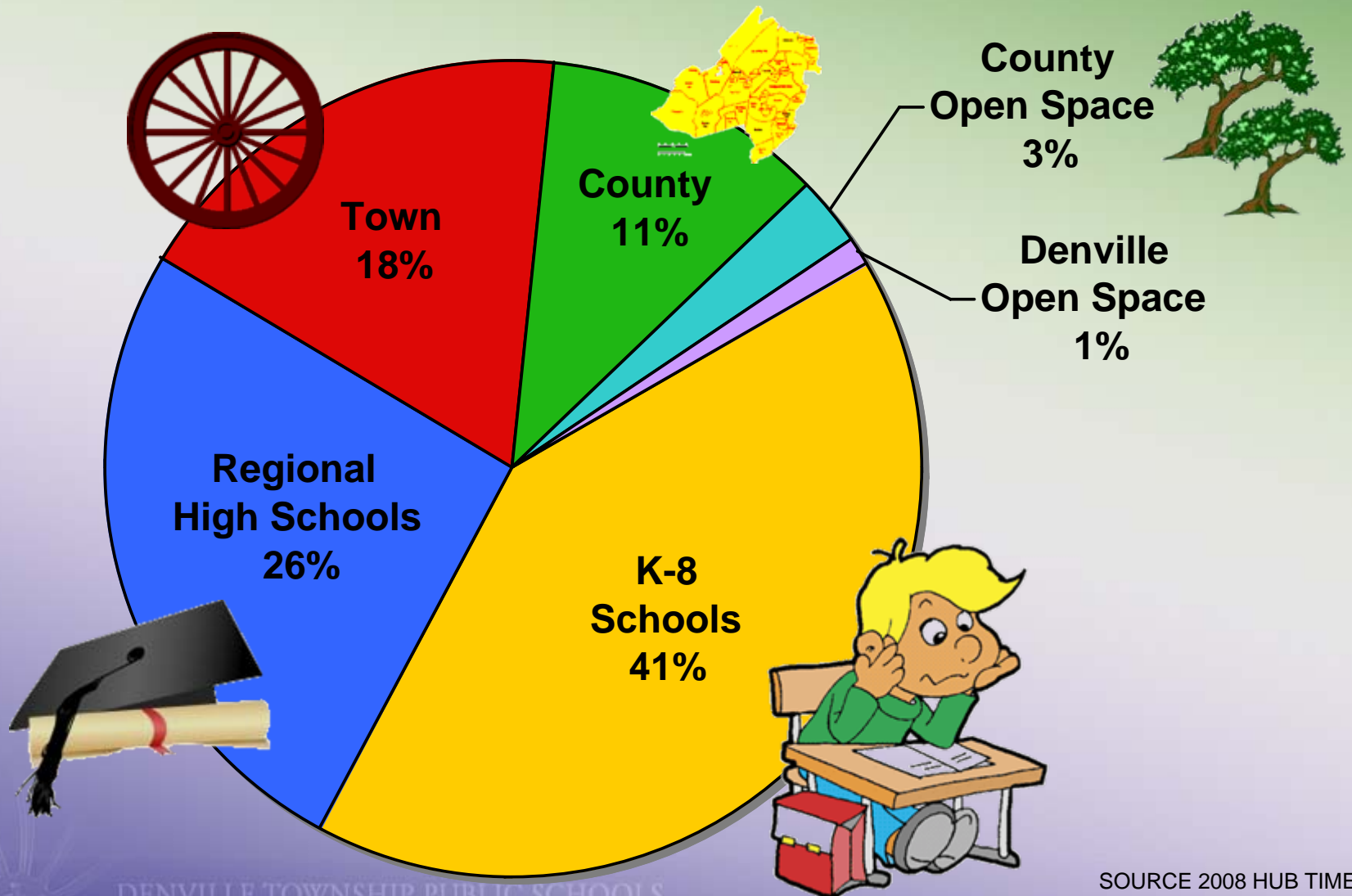


Your School's Fiscal Year (July 1<sup>st</sup> - June 30<sup>th</sup>)

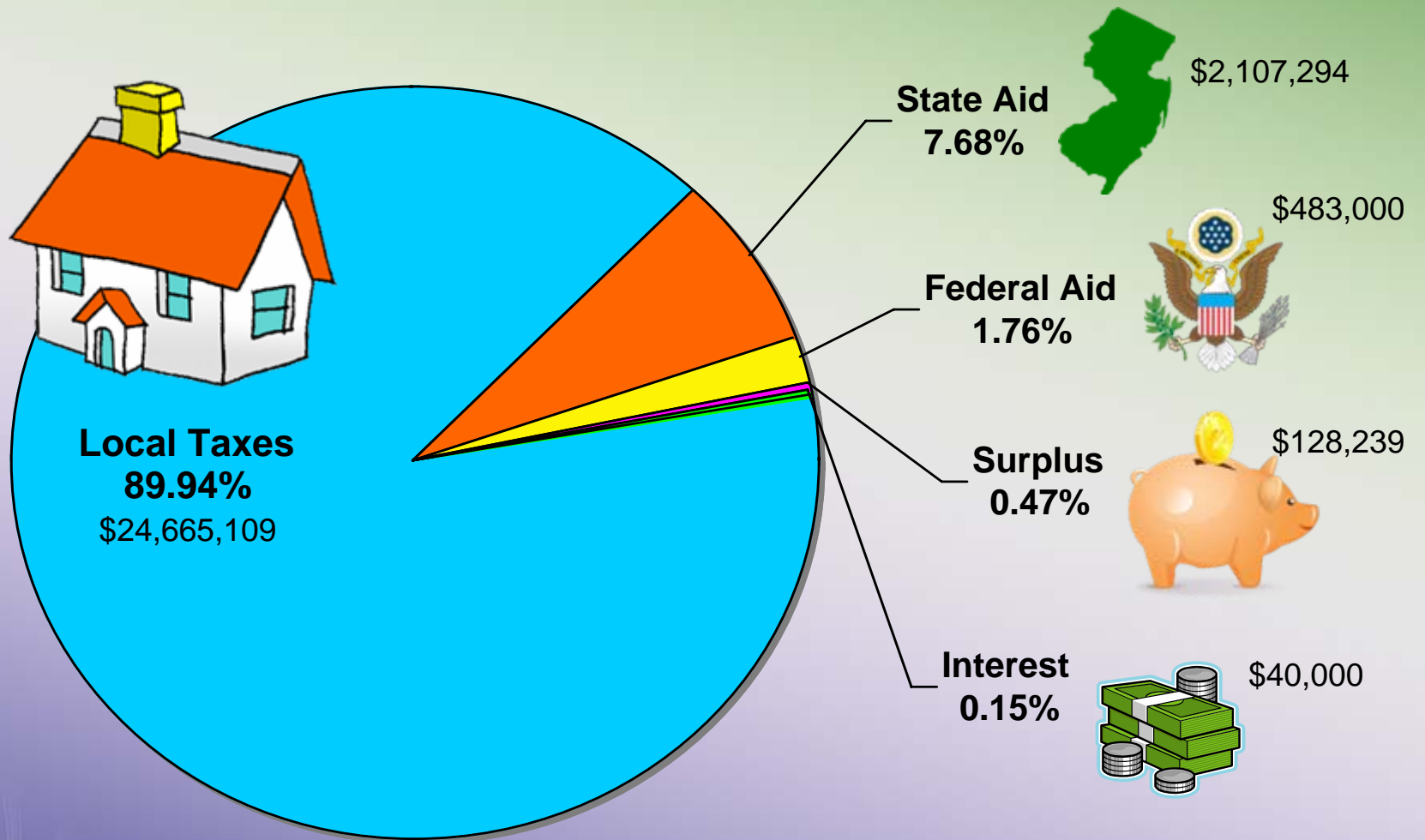
It's Developed December - February of the *preceding* year

Submitted to you for review in March/April

# Where do Our Property Taxes Go?



# Where does your Denville K-8 school budget revenue come from?



# Where does the K-8 money go?



Salaries



Benefits



Out of District  
Tuition



Professional  
Services



Utilities



Repairs &  
Maintenance



Transportation  
& Equipment



Supplies



# ***How do we build your K-8 Budget?***

## ***Step 1 - Review Required Spending***

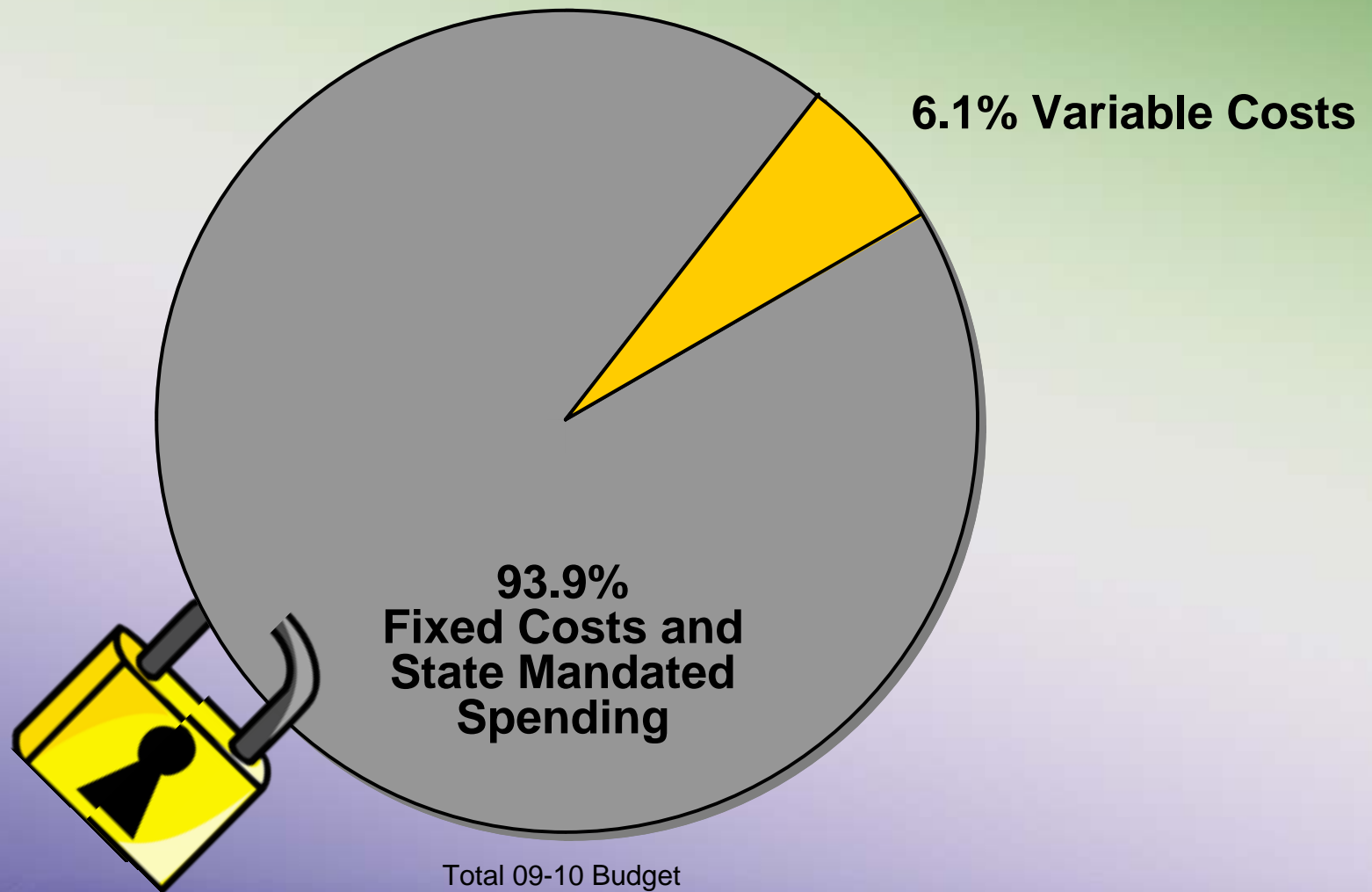
- + **Contracted Salaries**, (Negotiated, then fixed for 3 years)
- + **Contracted Health Benefits** (Negotiated, then the benefits are fixed for 3 years, however the costs are not.)
- + **Mandated Special Education Spending**
- + **Mandated Professional Services**: Lawyer, Auditor, Architect
- + **Essential Building Maintenance**: Custodial supplies & repairs
- + **Transportation**: Required maintenance, fuel, state mandates
- + **Mandated Insurances**
- + **Fixed Equipment Costs** (financing on computers, trailers, buses)
- + **State Mandated Testing Services, Mandated Election Costs**

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**TOTAL REQUIRED SPENDING**

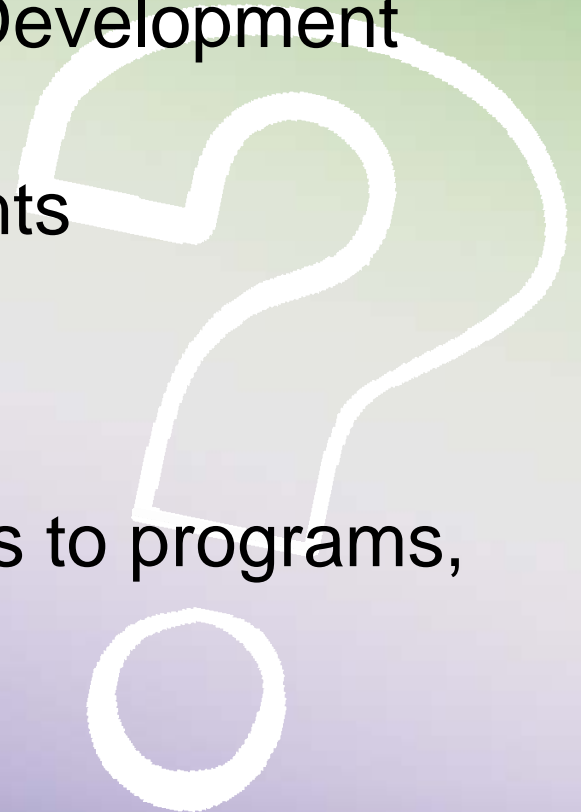


# Required Spending made up 93.9% of total budget in 2009-10



# Leaving 6.1% variable costs for things like...

- Textbooks
- Teacher training/Professional Development  
(actually becoming a mandated cost)
- General supplies for departments
- Unexpected State mandates  
throughout the year
- Or other possible improvements to programs,  
instruction or facilities.....



# ***How do we build your Budget?***

## ***Step 2 – Identify Variable Costs***

- + Trends analysis to estimate any increases in current costs (done by Business Admin.)**
- + Superintendent, Principals & District Administration review:**
  - + Curriculum needs**
  - + State mandates**
  - + Textbook review cycle**
  - + Professional development**
  - + Building equipment**
  - + Classroom supplies**
  - + Technology needs**

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## **TOTAL VARIABLE COSTS**

# *How do we build your Budget?*

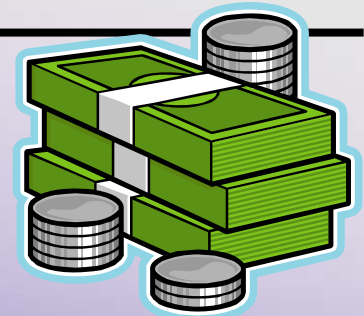
## *Step 3 - Estimate Aid & Income*

### *(Revenue, other than Local Taxes)*

- + **State Aid:** Given by Department of Ed, figures expected in March (with NJ's budget deficit, State Aid will probably decrease or remain the same)
- + **Federal Aid:** Calculated on trend analysis and projections
- + **Bank Interest:** Calculated by trend analysis and projections
- + **Tuition:** Based on current/expected contracts and trend analysis

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**TOTAL REVENUE NOT FROM TAXES**



# *How do we build your Budget?*

## *Step 4 - Calculate Tax Levy*



**+**

**TOTAL REQUIRED SPENDING**

**TOTAL VARIABLE COSTS**

**-**

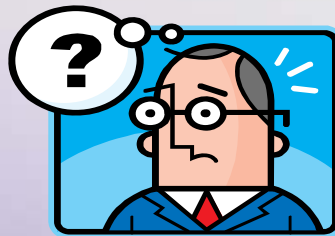
**(TOTAL REVENUE NOT FROM TAXES)**

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**LOCAL TAXES NEEDED TO  
SUPPORT BUDGET**

***Step 4 Cont.:  
Calculation of Your K-8 Tax Levy***

**Budget Cap:**  
Legally, local tax increase  
cannot exceed **4%** per year



But what if the result is over 4%?

# We have 3 options

## 1. **Cut Expenses**

- Cuts done in consultation with Administrative Staff, Finance Committee and Board of Ed, the Superintendent's Office and the Business Office.

## 2. **Apply for Waivers, if possible**

- Only allowed for certain expenses
- Waivers are regulated by State
- Must receive County approval for them

## 3. **Tap into Surplus (aka Emergency Fund)**

- Denville has **\$173,719** in current surplus, **less than 1%** of total budget
- State allows & **recommends a 2% surplus** (for Denville, it would be **\$523,408**)





# Second Questions

- Second questions are additional spending proposals
- Appears as another line during budget vote
- Per new law must receive 60% approval
- Cannot contain programs needed to run the school, in order to give students a State defined “Thorough and Efficient” Education. For example: You could not choose to have/have not a Principal.

# 8 Steps of how your Budget is approved

Board assembles the Preliminary Budget

Preliminary Budget is presented to the taxpayers

Board of Ed votes to approve

Budget is sent out for County and State approval

When approved it becomes the Final Budget

Final Budget is presented to the public

Board Votes to approve the Final Budget

Then...

On the third Tuesday in April,  
you vote on your budget!!!



Simple majority is needed to pass.

# **Next Board of Ed Meetings**

**December 21, 2009**

**January 11, 2009 – State Test Results**

**Riverview School**

**7:30 PM**

**Let's continue the conversation!**



**Thank you.**