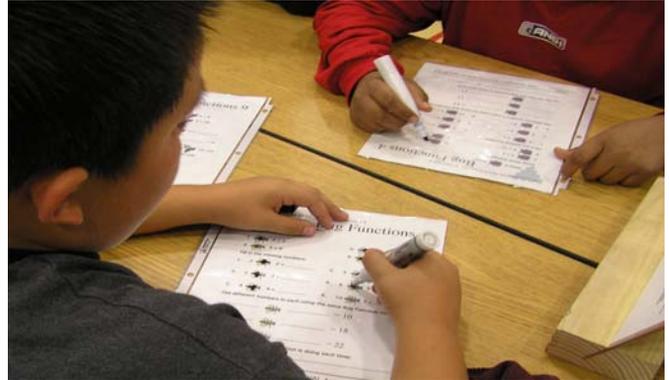




New Haven Unified School District



DISTRICT BUDGET OVERVIEW

Fiscal Year: 2008-2009



Presented: June 17, 2008

NEW HAVEN UNIFIED SCHOOL DISTRICT
34200 Alvarado Niles Road
Union City, CA 94587

BOARD OF EDUCATION

President

Kevin Harper

Clerk

Gertrude Gregorio

Member

Jonas Dino

Member

Gwen Estes

Member

Jenn Stringer

Dr. Pat Jaurequi
Superintendent

Carol Gregorich
Chief Business Officer

Enrique Palacios
Executive Director, Operations

Cal Scheid
Director, Fiscal Services

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- *Formulas: 2008-09*
- *District’s Five-Year Strategic Plan*
- *Standardized Accounting Code Structure (SACS)*
- *Ed Source Publications*
- *Glossary of Terms*

NEW HAVEN UNIFIED SCHOOL DISTRICT

OUR MISSION

The mission of the New Haven Unified School District, a partnership of students, families, staff and our richly diverse community, is to develop and empower EVERY student to a productive, responsible and successful 21st-century citizen by creating an exemplary, inclusive educational system characterized by a safe, caring learning environment and a challenging, comprehensive curriculum that ensures academic proficiency.

SUPERINTENDENT'S MESSAGE

SUPERINTENDENT'S MESSAGE

The budget for 2008-09 reflects the cuts that the state of California has imposed upon education. On January 10, 2008 the Governor announced a 10% across the board cut to all programs. At the May revise that was tempered to reflect a lower reduction, which resulted in about two million dollars more revenue for 2008-09 than was reflected in the January budget proposal.

To balance our expenses to the new lower revenue expectations from the state, we have reduced all departments and increased class size to the absolute maximum our contracts will allow.

This summer, the state will debate proposals from both sides of the legislature, as well as the governors' budget proposal. Some compromise of the three proposals will become the budget act of 2008-09. When that information is known, we will adjust our budgets to reflect any changes that occur.

During this period of economic downturn, we have been able to settle a new contract with our certificated staff which reflects the downturn in the economy and gives us stability for the next three years. We anticipate a similar contract will be settled with both CSEA and our management association in the near future.

Next year's budget, though smaller, reflects our commitment to the Strategic Plan, to the continued expansion of Writing Workshop, to professional development of our staff, and improved student achievement.

The District will continue to work on developing opportunities to lower operating costs. We have installed two solar systems so far, and another is planned for the Logan Performing Arts Center. We have instituted an energy management program to assist in our work to redirect operational dollars into educational programs.

Our budget decisions will continue to be driven by program needs instead of having budget driving program opportunities.

Dr. Pat Jaurequi
Superintendent

BUDGET DEVELOPMENT CALENDAR

The Budget Development calendar presents an overview of the District's budget process identifying key events. The calendar ensures adequate planning time and compliance with State mandated requirements. The dates outlined below are subject to minor changes depending on Board meetings and the receipt of timely information from the State.

July 1, 2008 – August 15, 2008

- Close books for fiscal year 2007-08

August 15, 2008 – September 14, 2008

- Present final figures for 2007-08 in the report titled "Unaudited Actuals".
- Update the 2008-09 budget based upon budget adjustments.
- Prepare Budget Update within 45 days of the Governor's signing the State Budget to show effect of major changes to 2008-09 Budget caused by State Budget Adoption.

September 14, 2008 – October 31, 2008

- Update the 2008-09 Budget.
- Review and revise all categorically funded projects based on final funding grants.
- Begin preliminary work on the First Interim Budget Report for the 2008-09 budget.

October 31, 2008 – December 14, 2008

- Prepare all necessary documentation to submit the First Interim Budget Report to the Board in December 2008.
- Update statistical information to support budget assumptions.

December 14, 2008 – January 31, 2009

- Update budgets and review enrollment projections to prepare for Second Interim Budget Report.

December 14, 2008 – January 31, 2009 (Continued)

- Complete a revision of the school basic allowance accounts based upon CBEDS.
- Review of the Governor's January Budget Message.
- Review and update the long range capital needs budgets for development of bond related projects for future years.
- Begin preliminary work on detailed documentation of data needed to develop general fund, and all other fund budgets for 2009-10.

February 2, 2009 – March 3, 2009

- Prepare all necessary documentation to develop a Second Interim Budget Report to the Board in March.
- Complete gathering information for the conceptual development of budget for 2009-10 for all funds.

March 3, 2009 – May 16, 2009

- Prepare all necessary documentation and submit the Second Interim Budget Report.
- Review the 2008-09 fiscal year budget for all funds, updating accounts based upon the most recent data available.
- Recommend approval of budget revisions to adjust the 2007-08 budget to the anticipated expenditure patterns.
- Review of the Governor's April/May Revise and adopt changes to budget planning model for 2009-10.

June 2009

- Present updated 2008-09 budget.
- Proposed 2009-10 budget for final adoption.

KEY ELEMENTS OF THE BUDGET

- **REVENUE (INCOME)**
How Much We Generate
- **EXPENDITURES**
How Much We Spend
- **RESERVE**
How Much is Allocated for Contingencies

The following section provides detailed information regarding the District's sources of revenue, categories of expenditure, and level of reserve.

ASSUMPTIONS UTILIZED IN BUDGET DEVELOPMENT¹

HOW ARE REVENUE AND EXPENDITURE PROJECTIONS ESTABLISHED?

Because there are so many unpredictable factors affecting revenue and expenditures, it is important to develop and utilize budget assumptions based on the best information available at the time the budget is adopted. The upward and downward swings in state budget situation makes this more challenging than ever. Consequently, the Adopted Budget should be considered a “financial snapshot” on the date it is adopted. As variables change, it is necessary to make formal adjustments, approved by the Governing Board throughout the course of the year. The 2008-09 assumptions follow.

2007-08 Budgeted Estimated Actuals

The Business Department has been aggressive in dropping budgets for both unrestricted and categorical programs to create a clear picture of where we believe we are at this point in time. Since the second interim, we have dropped the revenue in both the Community Day School and Continuation High School programs due to low enrollment. We have hired an energy management firm to reduce our utility bills. The pay off is starting, but will not really be seen until next year. Our Supplemental Hourly Program has seen a drop in revenue due to reduction in the number of classes held, the expenses have been reduced where possible to offset this drop.

Our Special Education Department has dropped expenses in a number of placements; however the transportation expenses increased for the last portion of the year. In addition, with the CBO retiring, all unpaid vacation leave must be paid out on the June 30th payroll. These factors, plus other anticipated ups and downs that occur naturally in the spring have reduced our unrestricted ending balance for the current year to \$3,503,013. By dropping the budgets for categorical programs we have created an ending balance on the restricted side of the budget of \$3,973,608. This version of the budget relays on a million dollar transfer of funds from the donation account to support the general fund.

2008-09 Budget

Moving into 2008-09 we acknowledge the Governor’s May revise and adjust all budgets accordingly. We also budget on the salary scale for step and column movement and the recently approved contract with the teachers association. In addition, the Special Education Department has completed major work on the reorganization of their programs and brought forward reductions of \$748,719 which reduces their encroachment on the general fund. These reductions are in addition to the reductions recognized at the second interim for the elimination

¹ *The assumptions reflect recommendations made by the Governor in his May Revise. Subsequent budget revisions will depict proposals which have been included in the final state budget.*

of a number of paraprofessional positions. The major assumptions used to develop the 2008-09 budget are listed.

Revenue

- A COLA of 5.66% has been added to the Revenue Limit
- A Deficit Reduction of 5.357% has been applied to the Revenue Limit
- All state programs have been reduced by 6.5% with no COLAS
- All federal programs are assumed to remain level
- The May revisions to the special education program have been included
- The enrollment is expected to continue to decline, however the reduction has been changed from 200 per year to 150 per year
- The MAA administrative program is assumed to continue
- The Revenue from the e-rate prepaid lease has ended
- Intervention funds are budgeted at \$4.08 per hour with deficits of from 12% to 28% applied
- Our solar project at Kitayama is completed and \$140,000 a year in rebates will occur for five years
- Lottery funding is adjusted to reflect the reduction in enrollment
- All leases of district property are assumed to continue
- No mandate reimbursement budgeted

Expenses

- Barnard White Middle School is closed. The teachers and students are transferred to their new assignment. Classified and administrative personnel have been laid off, and the utilities are reduced.
- The staff and students from Cesar Chavez Middle school have been transferred to the Barnard White campus for one year while work is completed on the major renovation and gym construction at Cesar Chavez Middle School
- A new Op-T-Man connection between sites has been budgeted with the assumption that e-rate will discount the expense by 57%
- Class size is increased to the maximum at all grade levels
- All teachers which were added at the secondary level with deficit reduction dollars have been removed
- Logan's additional staffing has been eliminated
- Five management positions have been removed
- Site discretionary funds have been reduced by 25%

- The Energy Management Program is in place and reductions in energy costs have been calculated
- A director of secondary instruction has been added
- The Independent Living contract for grounds keepers has been canceled
- The Transportation Program has been reorganized and reduced to end high school transportation
- Custodial and Gardening programs have been reduced
- The Restricted Maintenance Program remains at 3%
- The Technology program has been reduced
- The Worker's Compensation premium remains stable – no increase
- All utility budgets have been increased by 2%
- All utility budgets have been reduced to reflect energy savings and closure of a middle school site
- The new three year contract with the teachers association is in the budget
- A special reserve has been created for the estimated cost of a new three year contract with both CSEA and management
- The CBO will now spend 50% of his/her time managing facilities and labor compliance which allows a portion of that salary to move out of the general fund
- The executive director of facilities will now spend 50% of his/her time managing maintenance and therefore a portion of that salary will move to restricted programs
- There is no increase to liability/property insurance for 2008-09
- The final payment of \$731,355 for certificated employee golden handshake will be made in 2008-09
- Crossing guards will continue to be funded 50% by the city and 50% by the district there will be no increase in rates for 2008-09
- The District will continue to fund three SROs in partnership with the City
- Expenses in categorical programs have been reduced to reflect the lowered state funding and increase in employee costs
- Payments to all three Health Benefit Trusts are budgeted
- The reductions in state funding for all class size reduction programs have been recognized by an increase in the encroachment of these programs on the general fund
- Postage budget has been increased by 2%
- The Strategic Plan is budgeted
- The new phone dialer system which was added last fall remains in the budget as part of the Strategic Plan

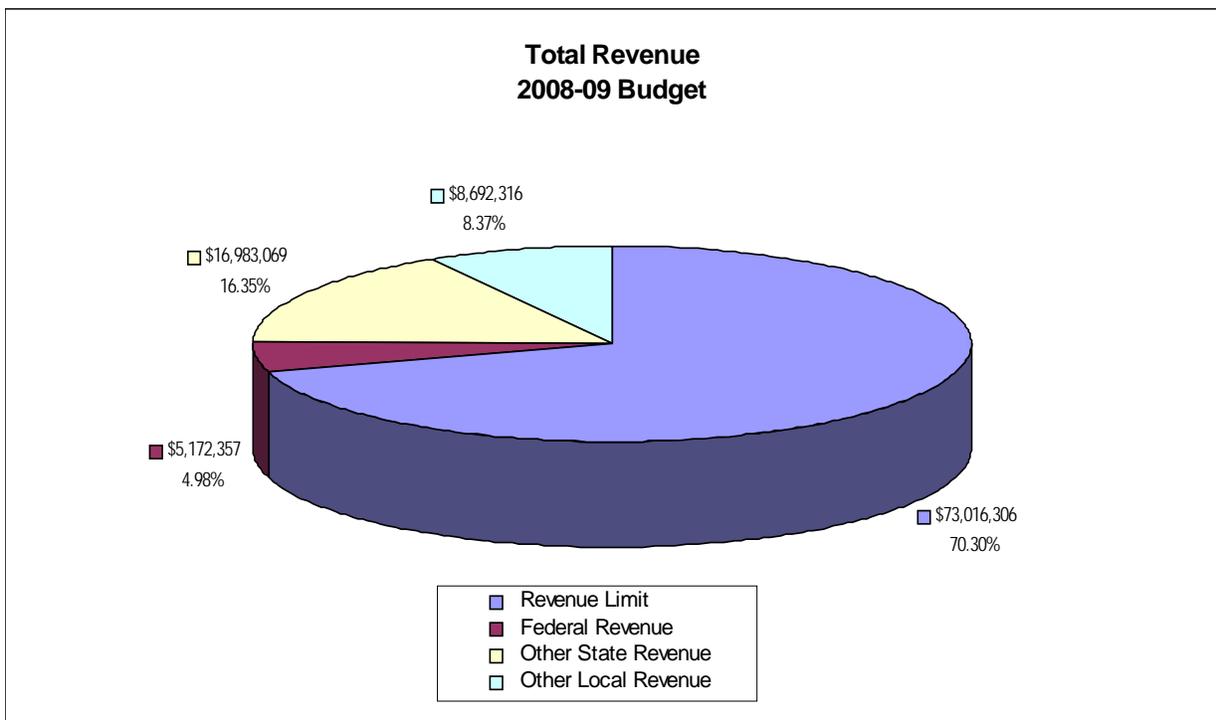
- The Deferred Maintenance match is still being made from the 2003 bond account no state match is budgeted to occur
- The Special Education reductions in outside programs and placements is budgeted at \$748,719 no increases for new placements are anticipated.

DISTRICT REVENUE

WHERE DOES THE MONEY COME FROM TO OPERATE OUR SCHOOLS?

The District derives revenue from a number of sources as shown below. The major sources of revenue are:

- Revenue Limit (State Aid and Local Taxes)
- Federal Revenue
- Other State Revenue
- Other Local Revenue



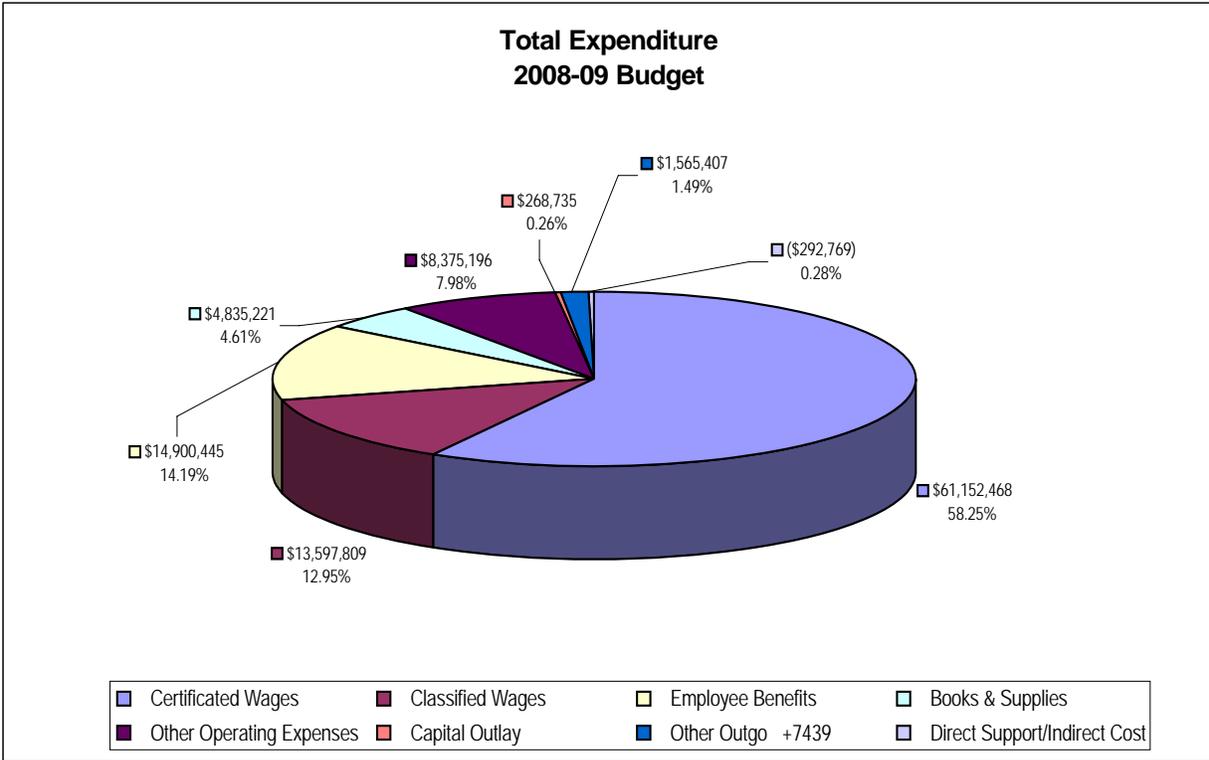
DESCRIPTION	2008-09 Budget
Revenue Limit	\$73,016,306
Federal Revenue	\$5,172,357
Other State Revenue	\$16,983,069
Other Local Revenue	\$8,692,316
Total Revenues	\$103,864,048

The single largest source of income is Revenue Limit funds. The Revenue Limit calculation uses District average daily attendance (ADA), multiplied by a revenue limit amount as defined for each district, and is normally adjusted annually by State cost of living allowance (COLA).

New Haven's Revenue Limit per ADA is currently anticipated to be \$6,120.58 which is lower than the projected statewide average of \$6,150 for a unified school district.

DISTRICT EXPENDITURE

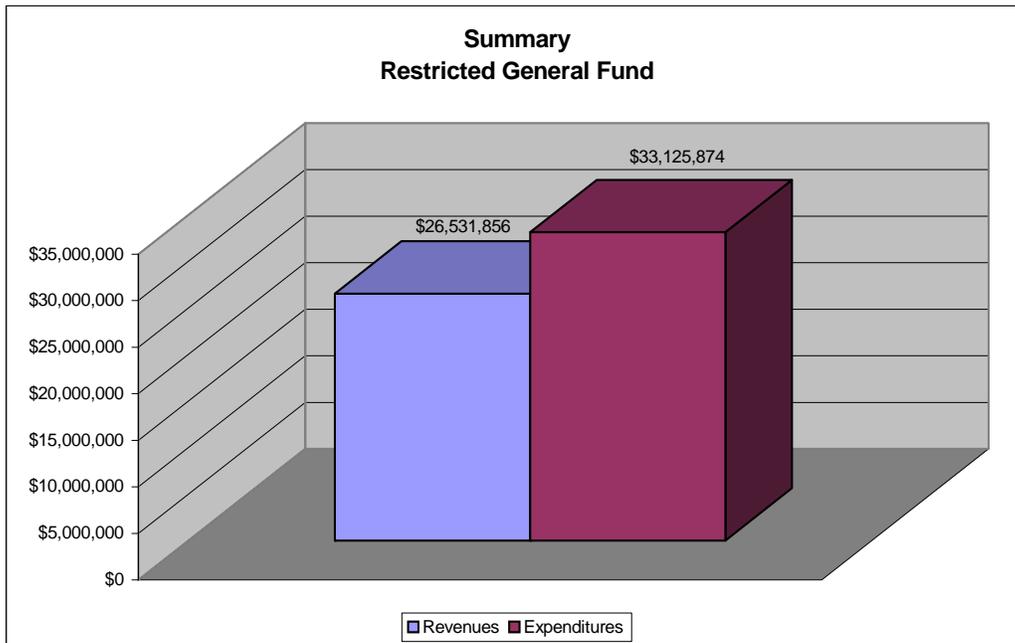
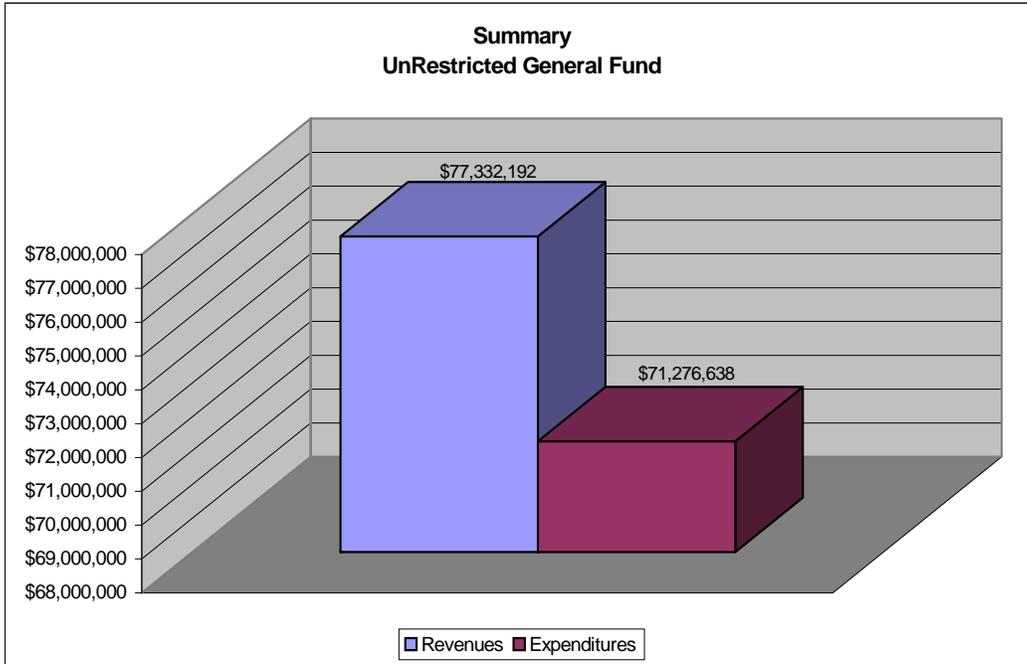
HOW ARE THE DOLLARS SPENT TO EDUCATE PUPILS IN UNION CITY?



DESCRIPTION	2008-09 Budget
Certificated Wages	\$61,152,468
Classified Wages	\$13,597,809
Employee Benefits	\$14,900,445
Books & Supplies	\$4,835,221
Other Operating Expenses	\$8,375,196
Capital Outlay	\$268,735
Other Outgo +7439	\$1,565,407
Direct Support/Indirect Cost	(\$292,769)
Total Expenditures	\$104,402,512

SUMMARY

PROPOSED FINAL BUDGET: 2008-2009



TOTAL GENERAL FUND

Revenue

DESCRIPTION	UnRestricted	Restricted	Budget 2008-09
Revenue Limit	\$69,459,519	\$3,556,787	\$73,016,306
Federal Revenue	\$10,634	\$5,161,723	\$5,172,357
Other State Revenue	\$6,392,249	\$10,590,820	\$16,983,069
Other Local Revenue	\$1,469,790	\$7,222,526	\$8,692,316
Total Revenues	\$77,332,192	\$26,531,856	\$103,864,048

Expenditure

DESCRIPTION	UnRestricted	Restricted	Budget 2008-09
Certificated Wages	\$49,512,265	\$11,640,203	\$61,152,468
Classified Wages	\$6,998,612	\$6,599,197	\$13,597,809
Employee Benefits	\$10,399,461	\$4,500,984	\$14,900,445
Books & Supplies	\$1,076,748	\$3,758,473	\$4,835,221
Other Operating Expenses	\$4,465,133	\$3,910,063	\$8,375,196
Capital Outlay	\$20,000	\$248,735	\$268,735
Other Outgo	\$65,407	\$1,500,000	\$1,565,407
Direct Support/Indirect Cost	(\$1,260,988)	\$968,219	(\$292,769)
Total Expenditures	\$71,276,638	\$33,125,874	\$104,402,512

SUMMARY: REVENUE OVER EXPENDITURES

DESCRIPTION	UnRestricted	Restricted	Total 2008-09
Revenues	\$77,332,192	\$26,531,856	\$103,864,048
Expenditures	\$71,276,638	\$33,125,874	\$104,402,512
Difference	\$6,055,554	(\$6,594,018)	(\$538,464)

DISTRICT ENDING BALANCE

WHAT MAKES UP THE ENDING BALANCE? HOW MUCH MONEY IS LEFT OVER AT THE END OF THE YEAR? WHY CAN'T WE SPEND IT?

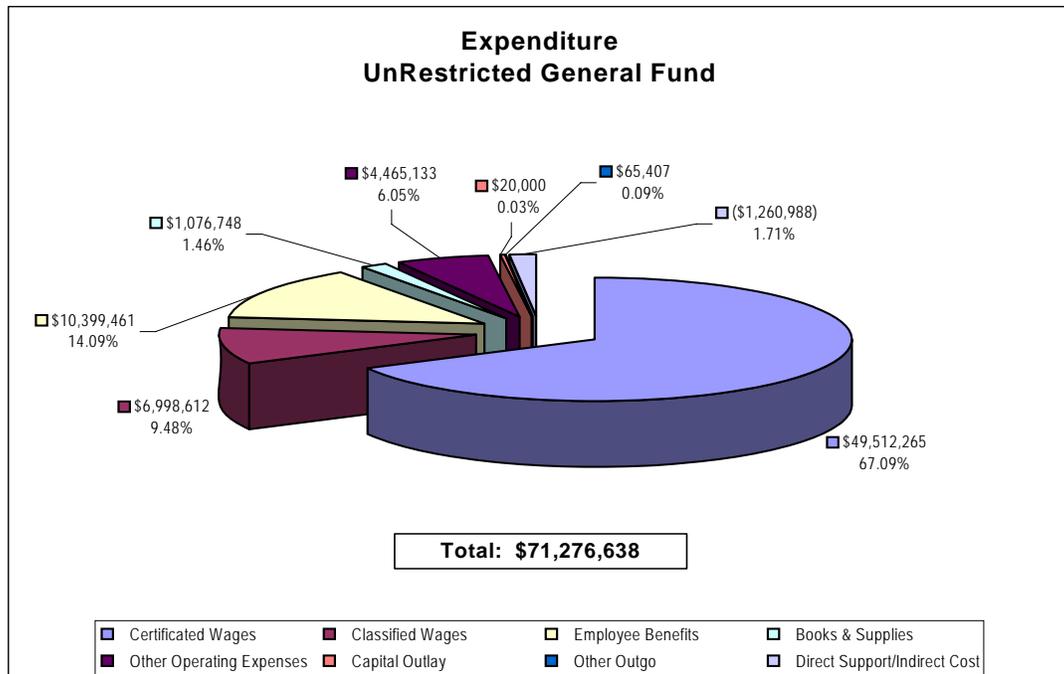
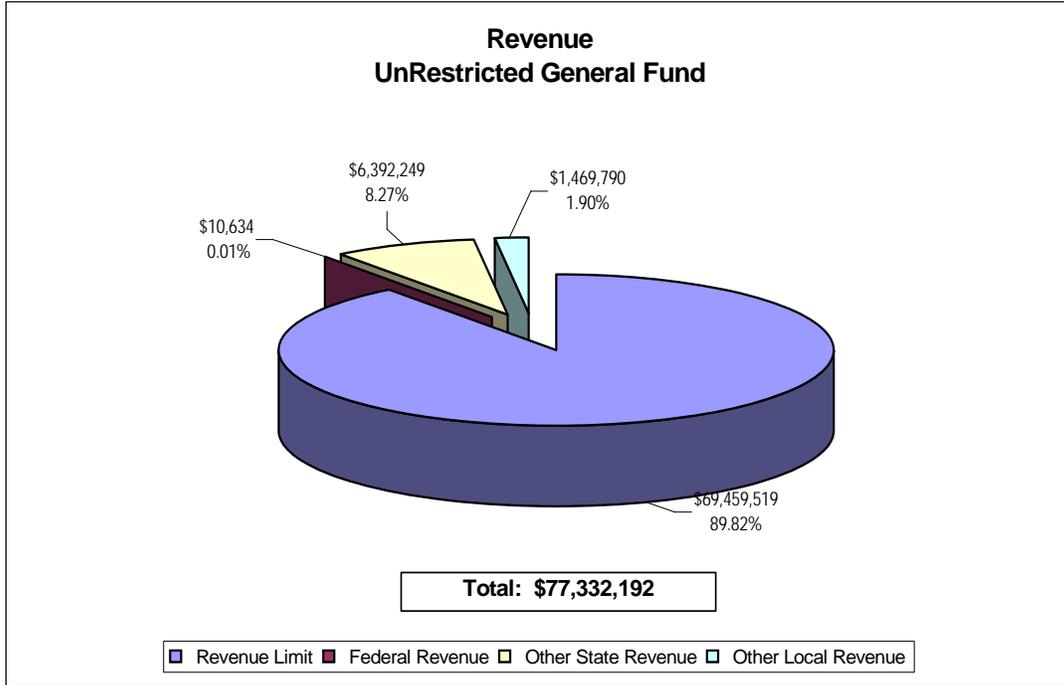
The "Total Budget" includes the beginning balance and all anticipated income from the year. The "Ending Balance" is made up of the resources that are required or remain after expenditures are deducted from the total budget amount. The ending balance is made up of restricted and unrestricted amounts which include the reserves.

COMPONENTS OF THE PROJECTED 2008-09 ENDING BALANCE

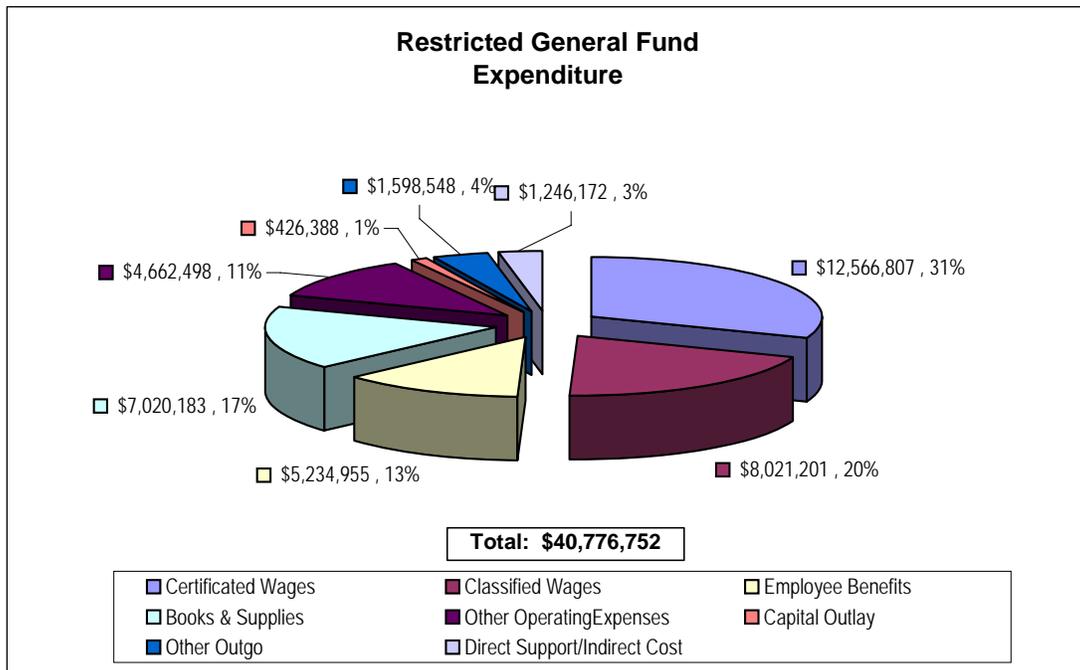
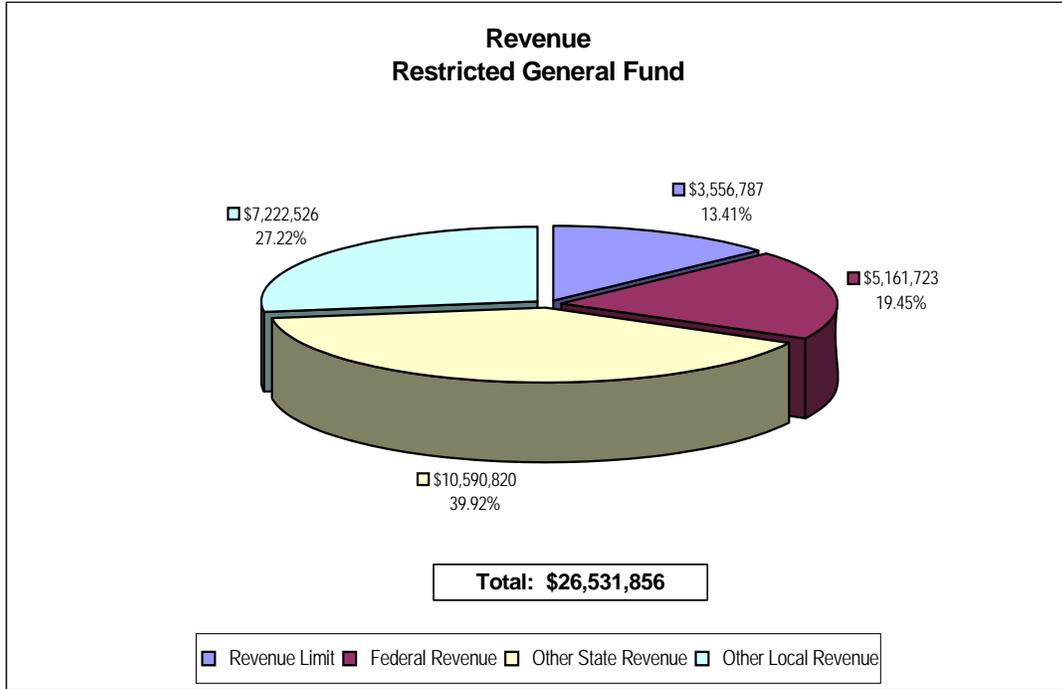
Description	Budget: 2008-09		
	UnRestricted	Restricted	Total
Ending Fund Balance	\$4,105,135	\$4,223,010	\$8,328,145
COMPONENTS OF FUND BALANCE			\$0
Reserved Amounts (revolving)	\$50,000	\$0	\$50,000
Other, Prepaid	\$0	\$0	\$0
Legally Restricted	\$0	\$4,223,010	\$4,223,010
Site Carry Over	\$0	\$0	\$0
Total Components	\$50,000	\$4,223,010	\$4,273,010
3% Economic Uncertainty	\$3,150,748	\$0	\$3,150,748
Reserve in Excess of 3%	\$0	\$0	\$0
Reserve for Strategic Planning	\$0	\$0	\$0
Reserve for Salary Increases	\$857,315	\$0	\$857,315
Undesignated Fund Balance	\$47,072	\$0	\$47,072

DISTRICT GENERAL FUND

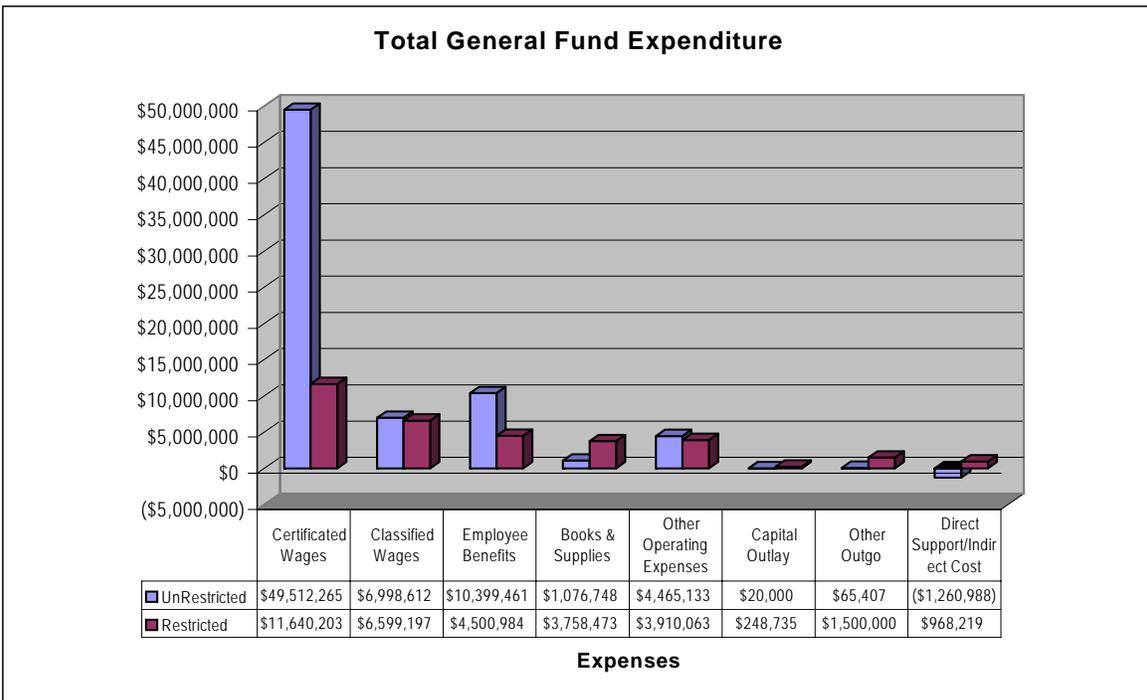
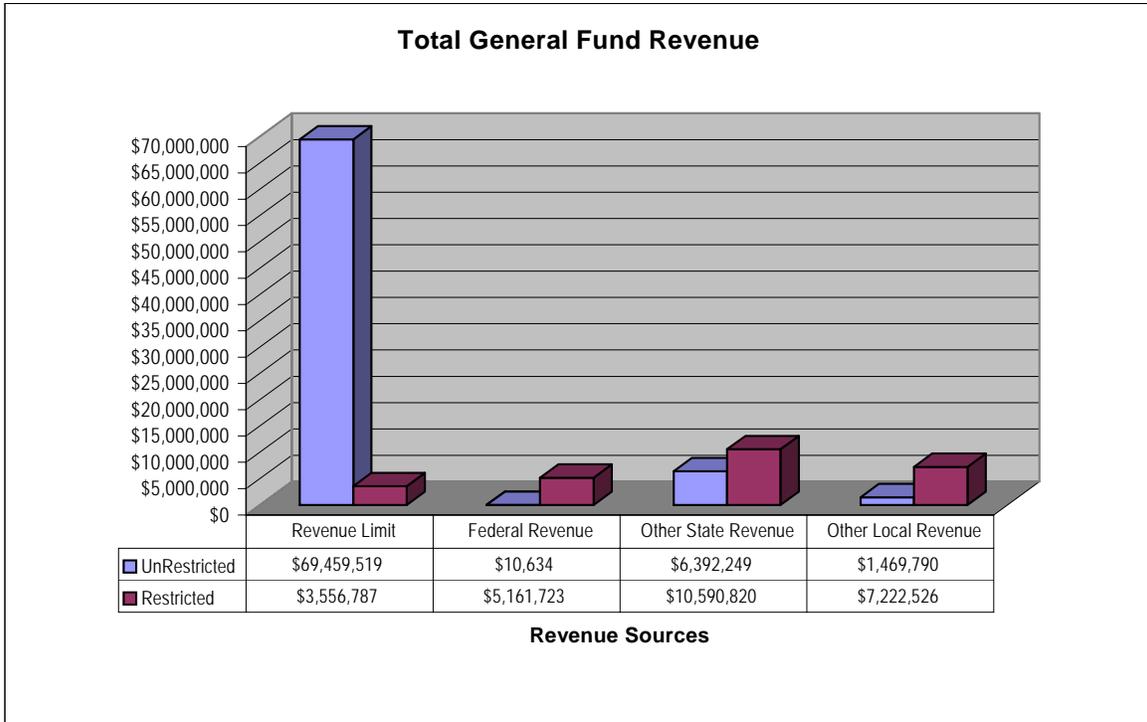
UNRESTRICTED GENERAL FUND



RESTRICTED GENERAL FUND



SUMMARY



DESCRIPTION OF OTHER DISTRICT FUNDS

DOES THE DISTRICT HAVE SPECIAL FUNDS FOR SPECIFIC PURPOSES OTHER THAN THOSE TO OPERATE THE SCHOOLS?

In addition to the General Fund, which is used to operate the schools, the District operates other special purpose funds as authorized or required by law. The funds are as follows:

FUND 11 – ADULT EDUCATION

Expenses are in line with revenues in this program. This program is self supporting and will complete the year with a fund balance of \$89,367.

FUND 12 – CHILD DEVELOPMENT

This fund has been set up to monitor income and expenses for the Kidango pre-school program. Our district simply pulls out the indirect support rate from the total budget to cover the expense of handling their funds, and the balance is transferred on to the Kidango program.

FUND 13 – FOOD SERVICES

Expenses are in line with revenues in this program, and this fund has a projected ending balance of \$443,006.

FUND 14 – DEFERRED MAINTENANCE

The District match for this program is budgeted at \$590,423. This is the amount that the state required for 2008-09. The matching funds are from Measure A. This year the State does not plan to fund the Deferred Maintenance program.

FUND 17 – SPECIAL RESERVE OTHER THAN CAPITAL OUTLAY

The special reserve fund is used to set aside money for special capital needs. Currently, the copy machine replacement dollars are located in this fund. Every year the District holds \$2,000 per copy machine from the site allocation dollars. This money is transferred to Fund 17 and held to replace the equipment at the end of its life cycle.

FUND 21 – BUILDING FUNDS

Fund 21 is used to account for capital funds of the District. The Measure A bonds are accounted for in this fund.

FUND 25 – CAPITAL FACILITIES

Resource Code 9831 – State Developer Fees. For fiscal year 2008-09 it is anticipated that we will receive approximately \$500,000 in revenue. The funds received in State Developer fees are budgeted to pay for building modifications for new programs as well as work that is done by School Facility Consultants and Shilts Consultants for demography studies and state reports.

Resource Code 9832 contains the proceeds from the Redevelopment Agreement with the City of Union City. The City has made their final payment to the District. We will continue to collect permit fees in the DIPSA area in the amount of approximately \$500,000 per year for the next several years.

Resource Codes 9633 and 9634 are donation accounts which are used to track donations that developers make to the District in lieu of paying developer fees.

FUND 35 – PROPOSITION 1A STATE FUNDED PROGRAMS

Fund 35 is used to track state funded construction projects. Current projects in this fund are the Logan building construction and construction of the Performing Arts Center. When projects are complete, any residual funds are tracked here until after the state audit is complete and funds are returned.

FUND 63 – KIDS FIRST

The Kids First program has been reorganized. The program is operating within the revenues generated.

FUND 71 – RETIREE BENEFIT TRUST FUNDS

These budgets have been established based on the regular ongoing program funded for retiree benefits. The revenue comes from transfers in from all funds of the district based on a proportional share of the cost for this program. The revenue not needed for retiree health benefit contributions is transferred into the appropriate health and welfare trust investment fund.

New Haven Unified School District
BUDGET SUMMARY – ALL OTHER FUNDS
Budget Adoption 2008-09

DESCRIPTION	Adult Education Fund 11	Child Develop Fund 12	Cafeteria Fund 13	Deferred Maint Fund 14	Special Reserve Fund 17	Building Fund 21	Capital Facilities Fund 25	Co. School Facilities Fund 35	Bond Interest Fund 51	Tax Override Fund 53	Enterprise Kids 1st Fund 63	Retiree Benefits Fund 71
REVENUES:												
Revenue Limit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Revenue	\$390,350	\$0	\$1,535,629	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other State Revenue	\$1,281,541	\$2,005,623	\$94,170	\$0	\$0	\$0	\$0	\$483,322	\$106,000	\$0	\$0	\$0
Other Local Revenue	\$85,000	\$12,606	\$2,153,739	\$15,255	\$3	\$511,723	\$3,746,885	\$106,134	\$12,234,744	\$60	\$1,580,482	\$840,931
Total Revenues	\$1,756,891	\$2,018,229	\$3,783,538	\$15,255	\$3	\$511,723	\$3,746,885	\$589,456	\$12,340,744	\$60	\$1,580,482	\$840,931
EXPENDITURES:												
Certificated Wages	\$1,157,507	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22,669	\$0
Classified Wages	\$218,874	\$0	\$1,395,408	\$158,593	\$0	\$581,004	\$0	\$0	\$0	\$0	\$890,072	\$0
Employee Benefits	\$316,953	\$0	\$566,973	\$82,333	\$0	\$132,002	\$0	\$2,603	\$0	\$0	\$409,120	\$0
Books & Supplies	\$78,194	\$0	\$1,400,727	\$9,023	\$0	\$17,029	\$88,400	\$0	\$0	\$0	\$34,089	\$0
Other Operating Expenses	\$103,973	\$1,943,892	\$172,193	\$324,376	\$0	\$3,000	\$45,600	\$0	\$0	\$0	\$137,625	\$926,344
Capital Outlay	\$11,000	\$0	\$71,260	\$32,550	\$0	\$32,087,158	\$1,533,955	\$511,196	\$0	\$0	\$0	\$0
Other Outgo	\$0	\$0	\$0	\$0	\$0	\$0	\$196,685	\$0	\$11,959,190	\$0	\$0	\$0
Direct Support/Indirect Costs	\$54,060	\$61,731	\$176,978	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$1,940,561	\$2,005,623	\$3,783,539	\$606,875	\$0	\$32,820,193	\$1,864,640	\$513,799	\$11,959,190	\$0	\$1,493,575	\$926,344
OTHER FINANCING SOURCES (USES):												
Interfund Transfers In	\$0	\$0	\$0	\$0	\$32,000	\$3,662	\$0	\$0	\$0	\$0	\$0	\$0
Interfund Transfers Out	\$0	(\$12,606)	\$0	\$590,423	\$0	(\$590,423)	(\$1,400,000)	(\$3,662)	\$0	(\$60)	\$0	\$0
Other Sources	\$0	\$0	\$0	\$0	\$0	\$30,000,000	\$0	\$0	\$0	\$0	\$0	\$100,566
Other Uses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contributions to Restricted Pgms	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sources/(Uses)	\$0	(\$12,606)	\$0	\$590,423	\$32,000	\$29,413,239	(\$1,400,000)	(\$3,662)	\$0	(\$60)	\$0	\$100,566
NET INCREASE (DECREASE)												
IN FUND BALANCE	(\$183,670)	\$0	(\$1)	(\$1,197)	\$32,003	(\$2,895,231)	\$482,245	\$71,995	\$381,554	\$0	\$86,907	\$15,153
FUND BALANCE												
Budgeted Beginning Fund Balance	\$273,037	\$0	\$443,007	\$674,276	\$256,617	\$3,680,263	\$5,992,156	\$3,051,463	\$6,975,659	\$1,807	\$124,385	\$475,539
Adjust for Unaudited Actuals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Audit Adjustments/Restatements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Adjusted Beg Fund Balance	\$273,037	\$0	\$443,007	\$674,276	\$256,617	\$3,680,263	\$5,992,156	\$3,051,463	\$6,975,659	\$1,807	\$124,385	\$475,539
Ending Fund Balance	\$89,367	\$0	\$443,006	\$673,079	\$288,620	\$785,032	\$6,474,401	\$3,123,458	\$7,357,213	\$1,807	\$211,292	\$490,692
COMPONENTS OF FUND BALANCE												
Reserved Amounts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Legally Restricted	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Economic Uncertainty		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Designations	\$89,367	\$0	\$443,006	\$673,079	\$288,620	\$785,032	\$6,474,401	\$3,123,458	\$7,357,213	\$1,807	\$211,292	\$490,692
Undesignated Fund Bal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

MULTI-YEAR PROJECTIONS FOR:
2009-10 & 2010-11

Fiscal Year 2009-2010 Budget

Revenue

- A COLA of 4.83% has been added to the Revenue Limit
- A Deficit Reduction of 5.357% continues to be applied to the Revenue Limit
- All state programs are anticipated to receive 4.83% COLA
- All federal programs are assumed to remain level
- The enrollment is expected to continue to decline, however the reduction has been changed from 200 per year to 150 per year
- The MAA administrative program is assumed to continue
- Intervention funds are budgeted to receive COLA with deficits of from 12% to 28% applied
- Our solar project at Kitayama generates \$140,000 a year in rebates
- Lottery funding is adjusted to reflect the reduction in enrollment
- All leases of district property are assumed to continue
- No mandate reimbursement budgeted

Expenses

- The staff and students from Cesar Chavez Middle school have been transferred back to their home campus where construction is complete. Barnard White campus is now empty
- Class sizes remain staffed at the maximum allowed by contract at all grade levels
- An additional five teachers are removed due to continued enrollment decline
- Step and Column is budgeted at \$500,000
- Site discretionary funds remain reduced by 25%
- The Energy Management Program is in place and reductions in energy costs have been calculated
- The Restricted Maintenance Program remains at 3%
- All reductions that were made for the 2008-09 fiscal year remain in place
- The Worker's Compensation premium remains stable – no increase
- All utility budgets have been increased by 2%
- All utility budgets have been reduced to reflect energy savings and closure of a middle school site
- A special reserve has been created for the estimated cost of a new three year contract with both CSEA and management

- The CBO will continue to spend 50% of his/her time managing facilities and labor compliance which allows a portion of that salary to move out of the general fund
- The executive director of facilities will continue to spend 50% of his/her time managing maintenance and therefore a portion of that salary will move to restricted programs
- There is a 2% increase to liability/property insurance for 2009-10
- The final payment of \$731,355 for certificated employee golden handshake was made in 2008-09
- Payments to all three Health Benefit Trusts are budgeted
- Crossing guards will continue to be funded 50% by the city and 50% by the district there will be a 2% increase in rate
- The District will continue to fund three SROs in partnership with the City a 5% increase in cost is budgeted
- A new Op-T-Man connection between sites has been budgeted with the assumption that e-rate will discount the expense by 57%
- Expenses in categorical programs have been increased to reflect the COLA on state funding and reduced to cover the increase in employee costs
- The reductions in state funding for all class size reduction programs have been recognized by an increase in the encroachment of these programs on the general fund
- Postage budget has been increased by 2%
- The Strategic Plan is budgeted
- The phone dialer system remains in the budget as part of the Strategic Plan
- The Deferred Maintenance match is still being made from the 2003 bond account a state match is anticipated at this time
- The Special Education reductions in outside programs and placements remains in place with no increases for new placements anticipated
- The District has the ability to use the Professional Development Block Grant, based upon the cost of health care and the previous year undesignated ending balance. The use of this grant is not budgeted at this time.

Fiscal Year 2010-2011 Budget

Revenue

- A COLA of 2.7% has been added to the Revenue Limit
- A Deficit Reduction of 5.357% continues to be applied to the Revenue Limit
- All state programs are anticipated to receive 2.7% COLA
- All federal programs are assumed to remain level
- The enrollment is expected to continue to decline, however the reduction has been changed from 200 per year to 150 per year
- The MAA administrative program is assumed to continue

- Intervention funds are budgeted to receive COLA with deficits of from 12% to 28% applied
- Our solar project at Kitayama generates \$140,000 a year in rebates
- Lottery funding is adjusted to reflect the reduction in enrollment
- All leases of district property are assumed to continue
- No mandate reimbursement budgeted

Expenses

- Class sizes remain staffed at the maximum allowed by contract at all grade levels
- An additional five teachers are removed due to continued enrollment decline
- Step and Column of \$500,000 is budgeted
- Site discretionary funds remain reduced by 25%
- The Energy Management program is in place and reductions in energy costs have been calculated
- The Restricted Maintenance program remains at 3%
- All reductions that were made for the 2008-09 fiscal year remain in place
- The Worker's Compensation premium remains stable – no increase
- All utility budgets have been increased by 2%
- All utility budgets have been reduced to reflect energy savings
- A special reserve has been created for the estimated cost of a new three year contract with both CSEA and management
- The CBO will continue to spend 50% of his/her time managing facilities and labor compliance which allows a portion of that salary to move out of the general fund
- The executive director of facilities will continue to spend 50% of his/her time managing maintenance and therefore a portion of that salary will move to restricted programs
- There is a 2% increase to liability/property insurance for 2010-11
- Payments to all three Health Benefit Trusts are budgeted
- Crossing guards will continue to be funded 50% by the city and 50% by the district there will be a 2% increase in rate
- The District will continue to fund three SROs in partnership with the City a 5% increase is budgeted
- A new Op-T-Man connection between sites has been budgeted with the assumption that e-rate will discount the expense by 57%
- Expenses in categorical programs have been reduced to reflect the lowered state funding and increase in employee costs
- The reductions in state funding for all class size reduction programs have been recognized by an increase in the encroachment of these programs on the general fund

- Postage budget has been increased by 2%
- The Strategic Plan is budgeted
- The phone dialer system remains in the budget as part of the Strategic Plan
- The Deferred Maintenance match is still being made from the 2003 bond account a state match is anticipated at this time
- The Special Education reductions in outside programs and placements remains in place with no increases for new placements anticipated
- The District has the ability to use the Professional Development Block Grant, based upon the cost of health care and the previous year undesignated ending balance. The use of this grant is not budgeted at this time.

**New Haven Unified School District
BUDGET ADOPTION: 2008-09**

GENERAL FUND - MULTI-YEAR PROJECTION													
DESCRIPTION	Object Code Range	Estimated Actuals 2007-08 Budget			2008-09 Budget			2009-2010 Budget			2010-2011 Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
REVENUES:													
Revenue Limit	8000-8099	\$69,659,592	\$3,947,446	\$73,607,038	\$69,459,519	\$3,556,787	\$73,016,306	\$72,050,308	\$3,656,783	\$75,707,091	\$73,141,430	\$3,656,783	\$76,798,213
Federal Revenue	8100-8299	\$10,634	\$6,154,667	\$6,165,301	\$10,634	\$5,161,723	\$5,172,357	\$10,634	\$5,161,723	\$5,172,357	\$10,634	\$5,161,723	\$5,172,357
Other State Revenue	8300-8599	\$6,908,393	\$11,254,643	\$18,163,036	\$6,392,249	\$10,590,820	\$16,983,069	\$6,491,500	\$10,591,690	\$17,083,190	\$6,497,619	\$10,589,741	\$17,087,360
Other Local Revenue	8600-8799	\$1,661,458	\$8,163,950	\$9,825,408	\$1,469,790	\$7,222,526	\$8,692,316	\$1,469,790	\$7,222,526	\$8,692,316	\$1,469,790	\$7,222,526	\$8,692,316
Total Revenues		\$78,240,077	\$29,520,706	\$107,760,783	\$77,332,192	\$26,531,856	\$103,864,048	\$80,022,232	\$26,632,722	\$106,654,954	\$81,119,473	\$26,630,773	\$107,750,246
EXPENDITURES:													
Certificated Wages	1000-1999	\$50,814,189	\$13,053,742	\$63,867,931	\$49,512,265	\$11,640,203	\$61,152,468	\$50,735,608	\$11,784,836	\$62,520,444	\$51,857,371	\$12,049,402	\$63,906,773
Classified Wages	2000-2999	\$7,721,082	\$7,786,423	\$15,507,505	\$6,998,612	\$6,599,197	\$13,597,809	\$6,998,612	\$6,599,197	\$13,597,809	\$6,998,612	\$6,599,197	\$13,597,809
Employee Benefits	3000-3999	\$10,715,187	\$5,207,100	\$15,922,287	\$10,399,461	\$4,500,984	\$14,900,445	\$9,803,624	\$4,518,108	\$14,321,732	\$9,914,594	\$4,533,500	\$14,448,094
Books & Supplies	4000-4999	\$922,375	\$4,627,287	\$5,549,662	\$1,076,748	\$3,758,473	\$4,835,221	\$1,145,820	\$3,759,343	\$4,905,163	\$1,228,346	\$3,757,394	\$4,985,740
Other Operating Expenses	5000-5999	\$4,675,962	\$4,828,054	\$9,504,016	\$4,465,133	\$3,910,063	\$8,375,196	\$4,502,556	\$3,910,063	\$8,412,619	\$4,618,638	\$3,910,063	\$8,528,701
Capital Outlay	6000-6999	\$30,598	\$190,725	\$221,323	\$20,000	\$248,735	\$268,735	\$20,000	\$248,735	\$268,735	\$20,000	\$248,735	\$268,735
Other Outgo +7439	7100-7299	\$66,153	\$1,736,767	\$1,802,920	\$65,407	\$1,500,000	\$1,565,407	\$65,407	\$1,500,000	\$1,565,407	\$65,407	\$1,500,000	\$1,565,407
Direct Support/Indirect Cost	7300-7399	(\$1,361,107)	\$1,104,908	(\$256,199)	(\$1,260,988)	\$968,219	(\$292,769)	(\$1,260,988)	\$968,219	(\$292,769)	(\$1,260,988)	\$968,219	(\$292,769)
Total Expenditures		\$73,584,439	\$38,535,006	\$112,119,445	\$71,276,638	\$33,125,874	\$104,402,512	\$72,010,639	\$33,288,501	\$105,299,140	\$73,441,980	\$33,566,510	\$107,008,490
Excess (Deficiency) Of Revenues Over Expenses Before Other Sources		\$4,655,638	(\$9,014,300)	(\$4,358,662)	\$6,055,554	(\$6,594,018)	(\$538,464)	\$8,011,593	(\$6,655,779)	\$1,355,814	\$7,677,493	(\$6,935,737)	\$741,756
OTHER FINANCING SOURCES:													
Interfund Transfers In	8910-8929	\$196,535	\$1,590,423	\$1,887,410	\$12,606	\$1,990,423	\$2,003,029	\$14,457	\$890,423	\$904,880	\$14,457	\$1,090,423	\$1,104,880
Interfund Transfers Out	7610-7629	(\$36,000)	(\$590,423)	(\$626,423)	(\$32,000)	(\$590,423)	(\$622,423)	(\$36,000)	(\$590,423)	(\$626,423)	(\$36,000)	(\$590,423)	(\$626,423)
Other Sources	8930-8979						\$0			\$0			\$0
Other Uses	7630-7699						\$0			\$0			\$0
Contributions to Restricted Pgs	8980-8999	(\$7,264,257)	\$7,264,257	\$0	(\$5,443,419)	\$5,443,419	\$0	(\$6,645,242)	\$6,645,242	\$0	(\$6,762,315)	\$6,762,315	\$0
Total Sources		(\$7,103,722)	\$8,264,257	\$1,160,535	(\$5,462,813)	\$6,843,419	\$1,380,606	(\$6,666,785)	\$6,945,242	\$278,457	(\$6,783,858)	\$7,262,315	\$478,457
NET INCREASE (DECREASE) IN FUND BALANCE		(\$1,713,521)	(\$3,953,958)	(\$5,667,479)	\$592,741	\$249,401	\$842,142	\$1,344,808	\$289,463	\$1,634,271	\$893,635	\$326,578	\$1,220,213
FUND BALANCE													
Budgeted Beginning Fund Balance		\$5,288,960	\$4,303,480	\$9,592,440	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Adjustments for Unaudited Actuals		\$671,518	\$420,172	\$1,091,690	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Audit Adjustments/Restatements							\$0			\$0			\$0
Adjusted Beginning Fund Balance		\$5,960,478	\$4,723,652	\$10,684,130	\$3,512,394	\$3,973,609	\$7,486,003	\$4,105,135	\$4,223,010	\$8,328,145	\$5,449,943	\$4,512,473	\$9,962,416
Ending Fund Balance		\$3,512,394	\$3,973,609	\$7,486,003	\$4,105,135	\$4,223,010	\$8,328,145	\$5,449,943	\$4,512,473	\$9,962,416	\$6,343,578	\$4,839,051	\$11,182,629
COMPONENTS OF FUND BALANCE													
Reserved Amounts (revolving)		\$50,000		\$50,000	\$50,000		\$50,000	\$50,000		\$50,000	\$50,000		\$50,000
Other, Prepaid							\$0			\$0			\$0
Legally Restricted			\$3,973,609	\$3,973,609		\$4,223,010	\$4,223,010		\$4,512,473	\$4,512,473		\$4,839,051	\$4,839,051
Site Carry Over							\$0			\$0			\$0
Total Components		\$50,000	\$3,973,609	\$4,023,609	\$50,000	\$4,223,010	\$4,273,010	\$50,000	\$4,512,473	\$4,562,473	\$50,000	\$4,839,051	\$4,889,051
3% Economic Uncertainty		\$3,382,376		\$3,382,376	\$3,150,748		\$3,150,748	\$3,177,767		\$3,177,767	\$3,229,047		\$3,229,047
Reserve in Excess of 3%		\$0		\$0			\$0			\$0			\$0
Reserve for Strategic Planning		\$0		\$0			\$0			\$0			\$0
Reserve for Salary Increases		\$0		\$0	\$857,315		\$857,315	\$1,817,508		\$1,817,508	\$2,873,720		\$2,873,720
Undesignated Fund Balance		\$80,018	\$0	\$80,018	\$47,072		\$47,072	\$404,668		\$404,668	\$190,811		\$190,811

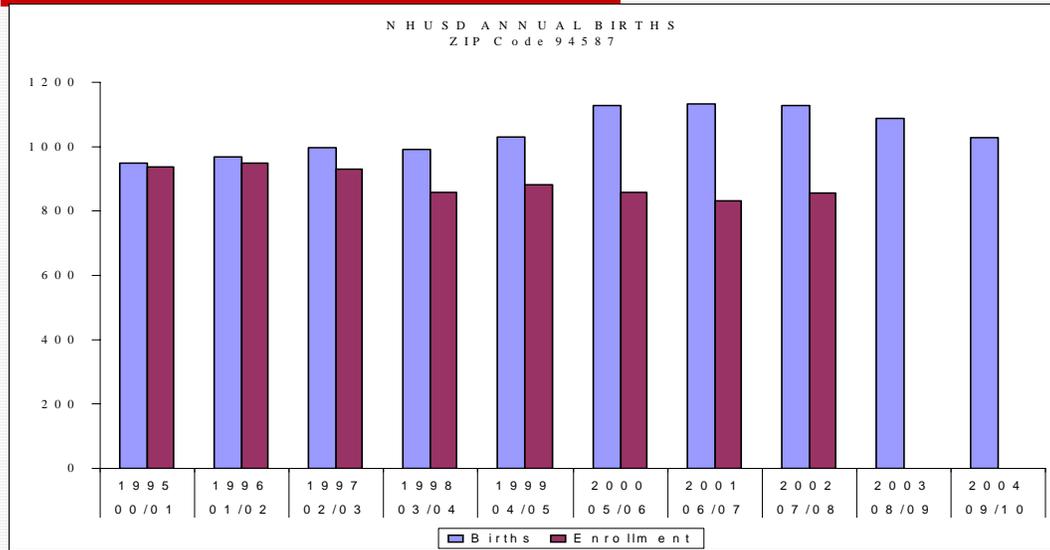
ENROLLMENT AND AVERAGE DAILY ATTENDANCE (ADA)

HOW DOES THE DISTRICT GENERATE MONEY?

The District primarily earns income through enrollment converted to Average Daily Attendance (ADA). Enrollment is simply the total number of students enrolled in district schools; ADA is the Average Daily Attendance of those enrolled students. Average Daily Attendance computations are important because they are used as the basis for most of the district's General Fund revenue. In New Haven, the ADA figure historically averages about 12,458.15 of the average enrollment.

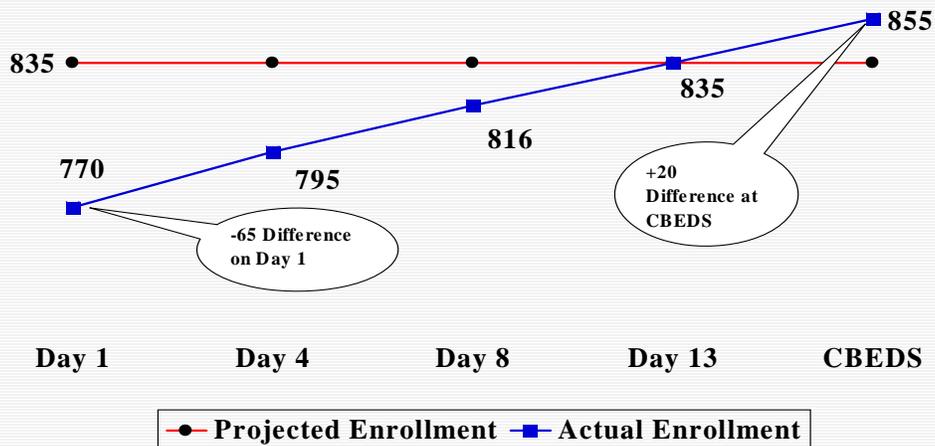
The following illustrates the District enrollment and Average Daily Attendance (ADA) growth for the fiscal year 2007-08.

Birthrates (Zip Code 94587)



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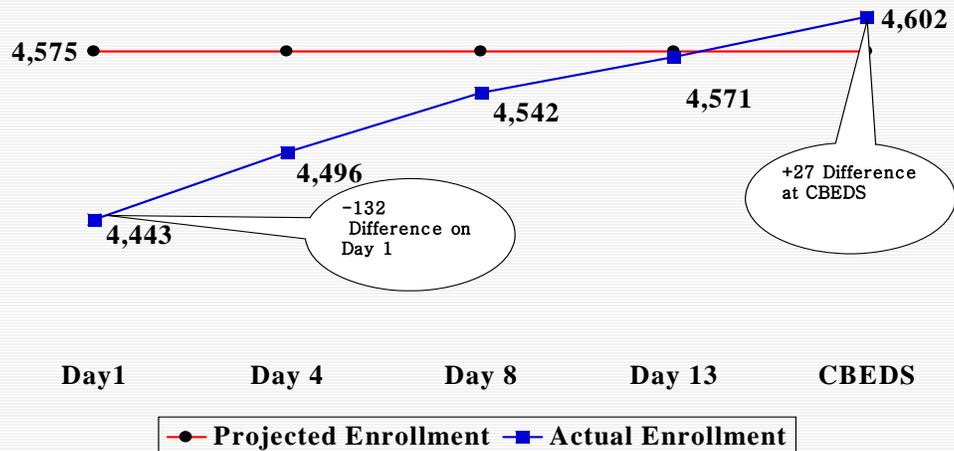
KINDERGARTEN 2007-08



3

ELEMENTARY GRADES 1-5 2007-08

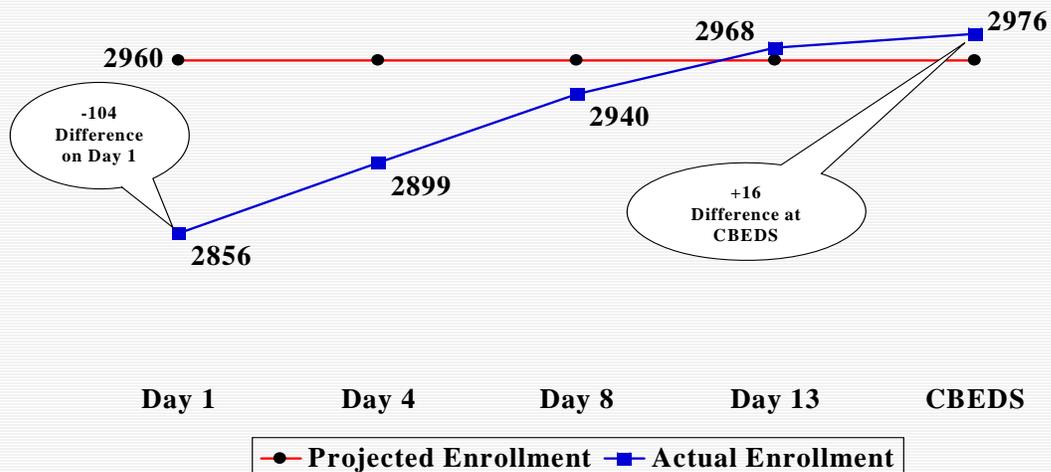
[Excludes Special Education, Home Schooling & Independent Study]



5

MIDDLE SCHOOLS 2007-08

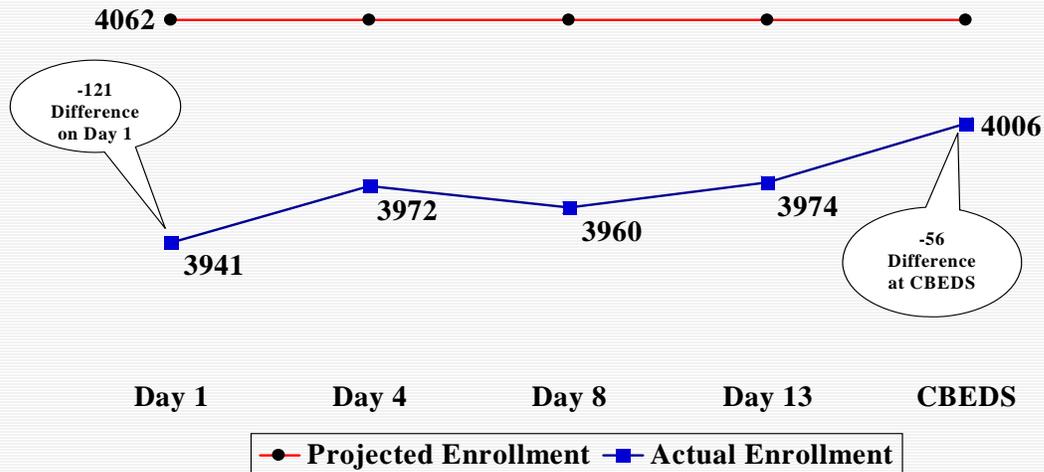
[Excludes Special Education, Home Schooling & Independent Study]



6

HIGH SCHOOLS 2007-08

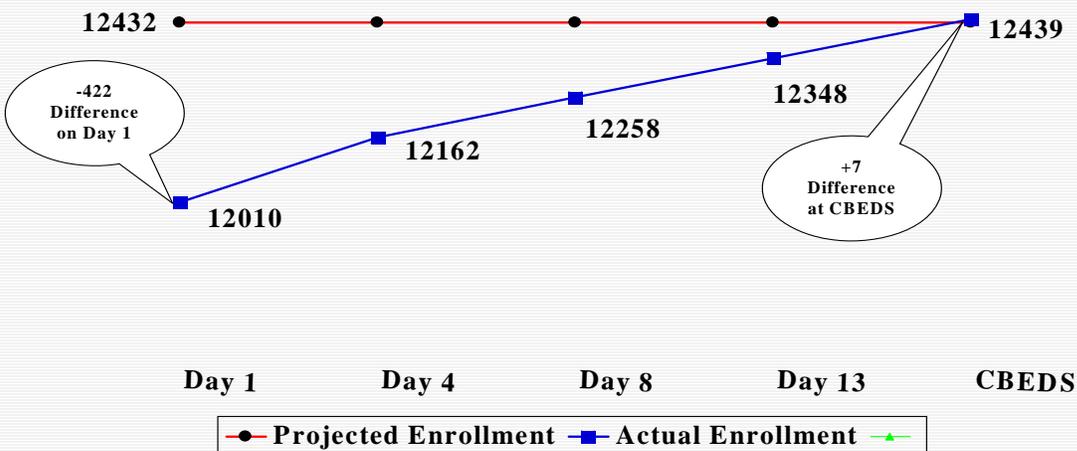
[Excludes Special Education, Home Schooling & Independent Study]



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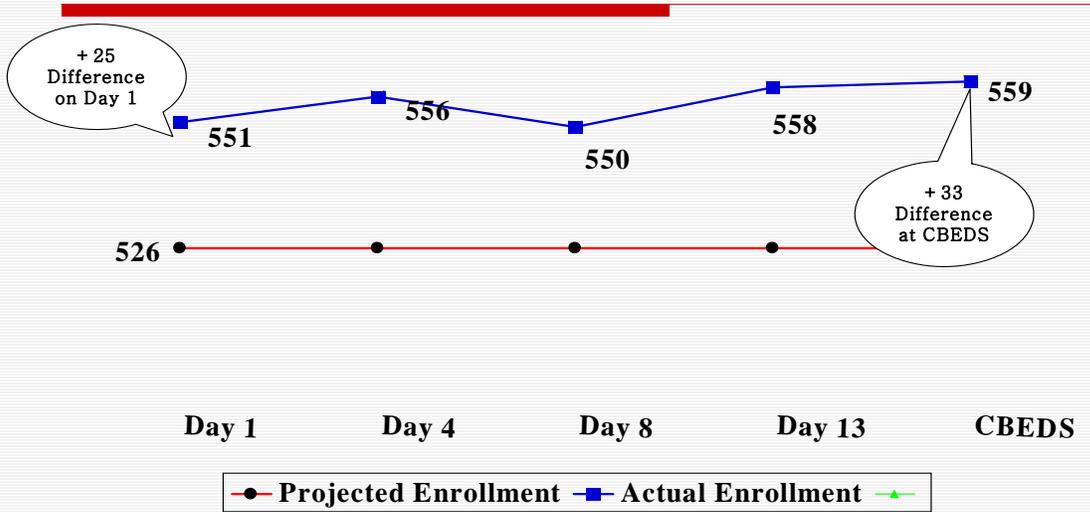
K-12 2007-08

[Excludes Special Education, Home Schooling & Independent Study]



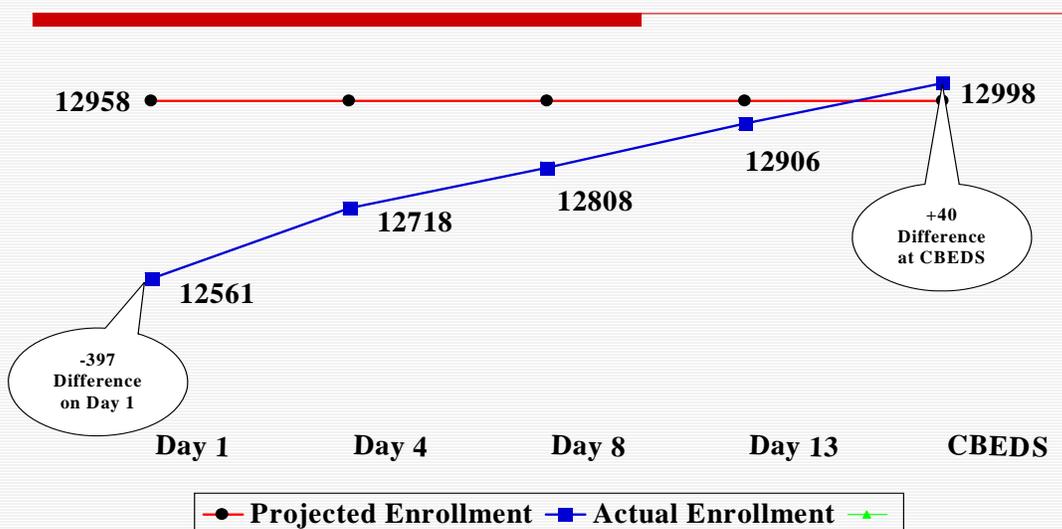
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Special Education, Home Schooling & Independent Study 2007 Ø



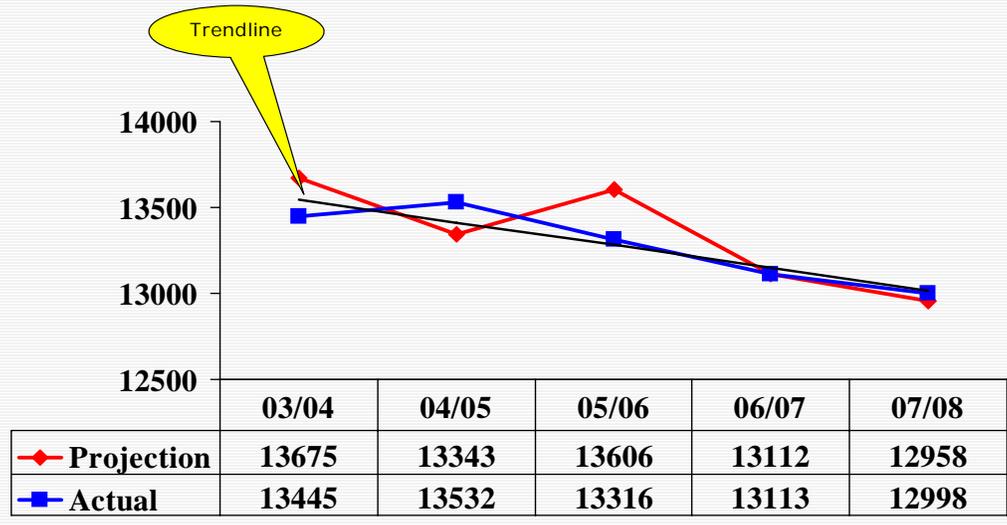
9

K-12 / All Students 2007-08



10

Actual to Projected Enrollment 2003/04 to 2007/08



HOW DO WE COMPARE TO OTHER DISTRICTS

Revenue and expense comparisons from the Comparative Analysis of District Income and Expenditure (CADIE) report prepared by School Services Inc. using official Standardized Accounting Code Structure (SACS) & California Basic Educational Data System (CBED) information for 2006-07.

Comparative Analysis of District Income and Expenditure (CADIE)

School Services of California, Inc. has provided NHUSD a comparative analysis of income and expenditure for the most recent fiscal year available – 2006-07. The report compares a selected group of districts requested by New Haven. All the information presented is drawn from official documents that have been completed by the individual school districts through “unaudited actuals” reports filed with the state.

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CADIE Report

The districts selected by New Haven for this analysis included those districts that were identified for comparison by both the District and NHTA during past negotiations. Fremont Unified School District was also added to have all tri-city districts in the comparison.

The Comparison Districts are:

- Alameda City Unified School District
- Albany City Unified School District
- Fremont Unified School District
- Hayward Unified School District
- Newark Unified School District
- Pittsburg Unified School District
- San Leandro Unified School District
- West Contra Costa Unified School District
- Region 4 Unified Average
- Statewide Unified Average

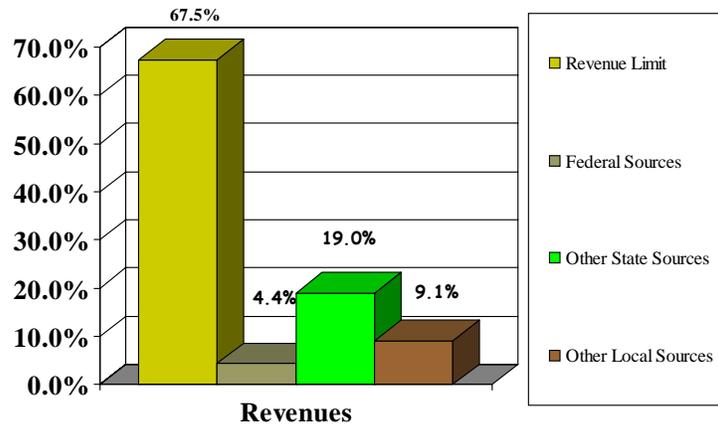
3

Salary & Benefit Comparisons Displays

- NHUSD General Fund Revenues
- NHUSD General Fund Expenditures
- Base Revenue Limit
- Certificated Non-Management Salary Expense
- Classified Non-Management Salary Expense
- Administrative Salary Expense
- Unrestricted Personnel Salary & Benefit Expense
- Unrestricted Net Ending Balance
- Average Class Size
- Student Enrollment per Certificated Non-Administrative Employees
- Student Enrollment per Classified Non-Management Employees
- Student Enrollment per School Level Administrator
- Student Enrollment per District Level Administrator

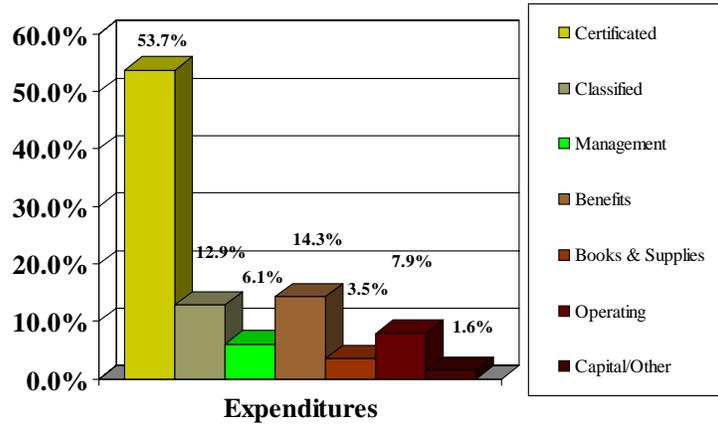
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General Fund Revenues



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General Fund Expenditures



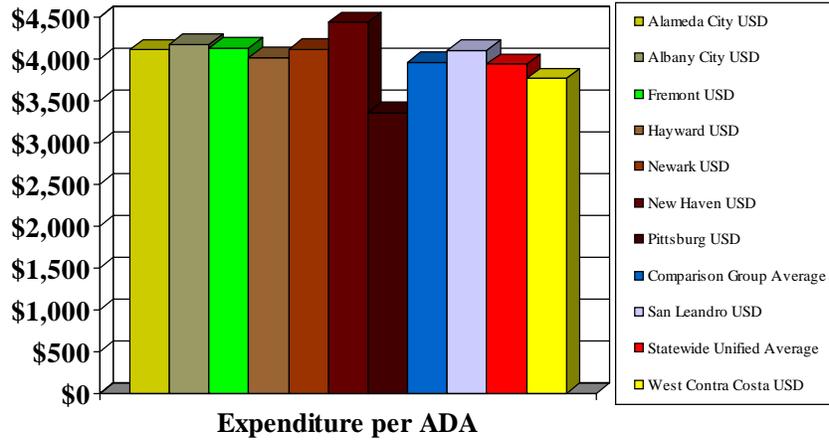
6

Base Revenue Limit per ADA

DISTRICT NAME	RANK	TOTAL COMPENSATION
Statewide Unified Average	1	\$5,569.00
Hayward USD	2	\$5,567.65
San Leandro USD	3	\$5,560.25
West Contra Costa USD	4	\$5,546.82
Comparison Group Average	5	\$5,545.25
Newark USD	6	\$5,544.91
Albany City USD	7	\$5,544.35
New Haven USD	8	\$5,539.58
Pittsburg USD	9	\$5,536.09
Fremont USD	10	\$5,533.82
Alameda City USD	11	\$5,525.14

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Certificated Non-Management Salary Expenditure per ADA



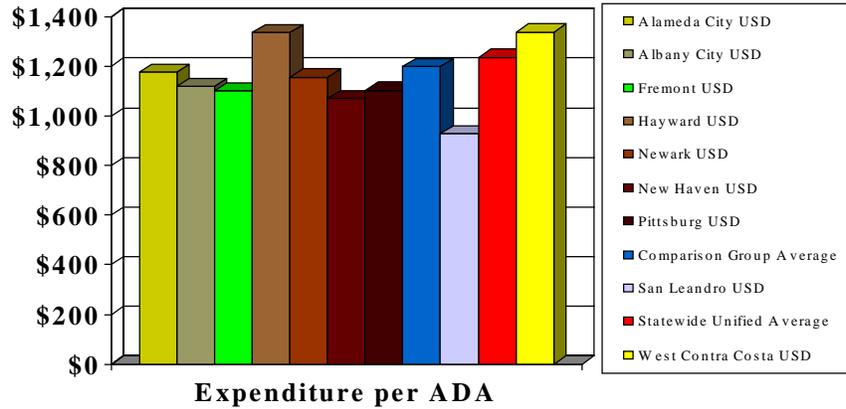
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Certificated Non-Management Salary Expenditure per ADA

DISTRICT NAME	RANK	EXPENDITURE per ADA
New Haven USD	1	\$4,434.31
Albany City USD	2	\$4,167.52
Fremont USD	3	\$4,128.93
Newark USD	4	\$4,113.34
Alameda City USD	5	\$4,106.48
San Leandro USD	6	\$4,096.84
Hayward USD	7	\$4,017.14
Comparison Group Average	8	\$3,957.78
Statewide Unified Average	9	\$3,937.12
West Contra Costa USD	10	\$3,764.90
Pittsburg USD	11	\$3,354.92

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Classified Non-Management Salary Expenditure per ADA



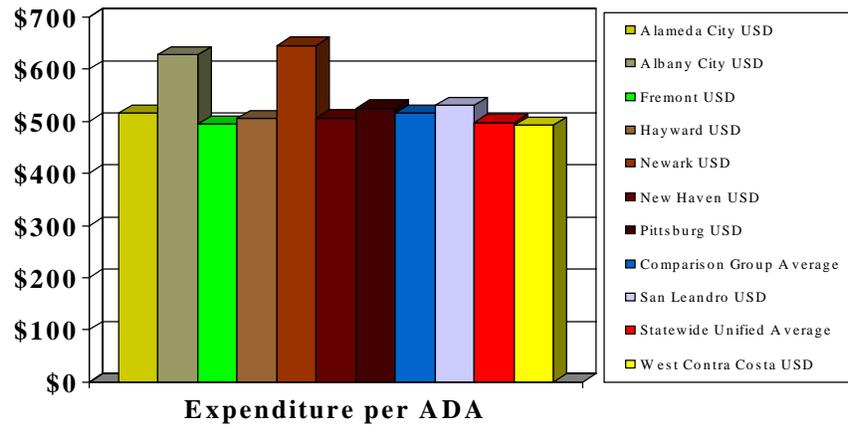
10

Classified Non-Management Salary Expenditure per ADA

DISTRICT NAME	RANK	EXPENDITURE per ADA
West Contra Costa USD	1	\$1,336.89
Hayward USD	2	\$1,333.67
Statewide Unified Average	3	\$1,235.87
Comparison Group Average	4	\$1,197.32
Alameda City USD	5	\$1,177.18
Newark USD	6	\$1,156.11
Albany City USD	7	\$1,119.84
Pittsburg USD	8	\$1,102.44
Fremont USD	9	\$1,101.46
New Haven USD	10	\$1,068.16
San Leandro USD	11	\$927.99

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Administrator Salary Expenditure per ADA



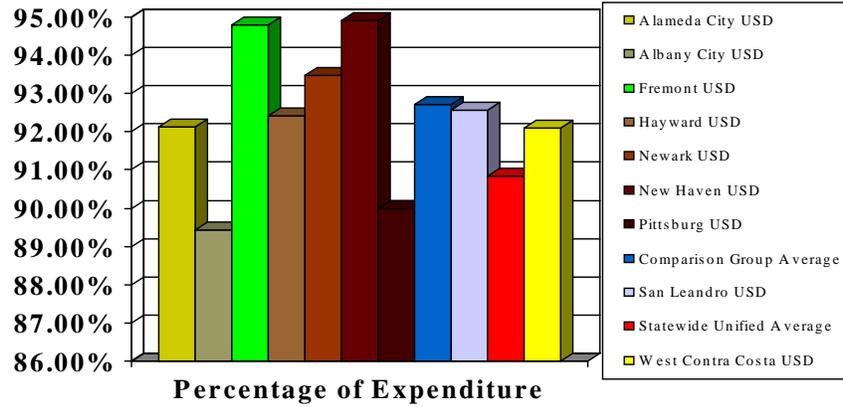
12

Administrator Salary Expenditure per ADA

DISTRICT NAME	RANK	EXPENDITURE per ADA
Newark USD	1	\$645.35
Albany City USD	2	\$627.33
San Leandro USD	3	\$530.51
Pittsburg USD	4	\$525.42
Alameda City USD	5	\$515.33
Comparison Group Average	6	\$515.2
New Haven USD	7	\$505.39
Hayward USD	8	\$505.07
Statewide Unified Average	9	\$498.
Fremont USD	10	\$494.61
West Contra Costa USD	11	\$492.15

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Unrestricted Personnel Salary & Employee Benefit Expenses



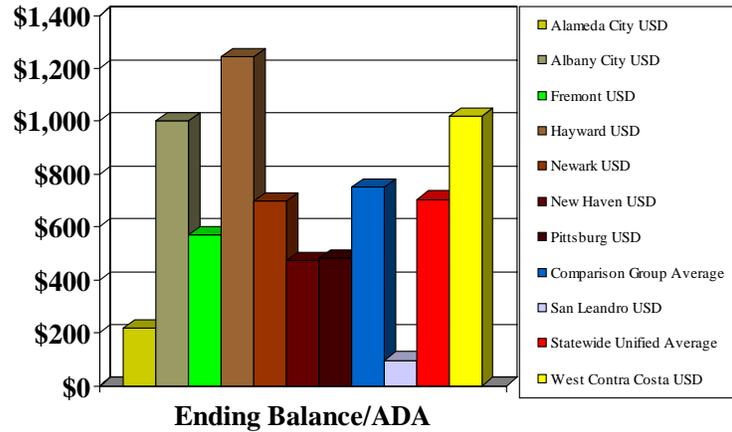
14

Unrestricted Personnel Salary & Employee Benefit Expenses

DISTRICT NAME	RANK	Percentage of Expenditure
New Haven USD	1	94.92%
Fremont USD	2	94.79%
Newark USD	3	93.48%
Comparison Group Average	4	92.72%
San Leandro USD	5	92.58%
Hayward USD	6	92.41%
Alameda City USD	7	92.14%
West Contra Costa USD	8	92.10%
Statewide Unified Average	9	90.84%
Pittsburg USD	10	89.98%
Albany City USD	11	89.43%

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Unrestricted Net Ending Balance per ADA



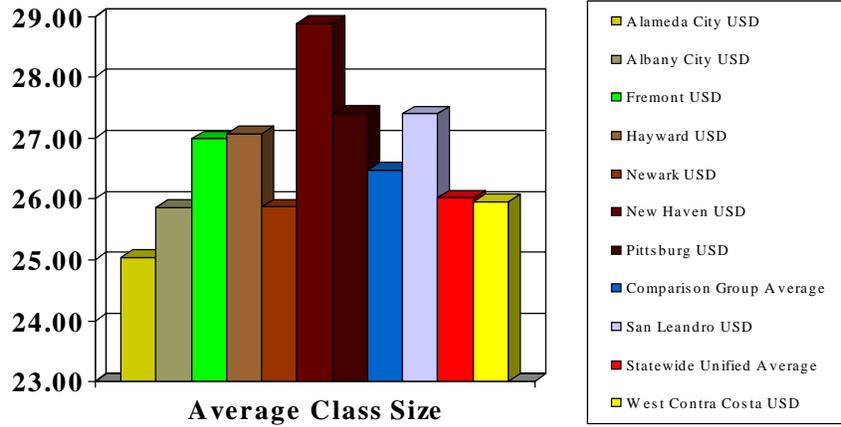
16

Unrestricted Net Ending Balance per ADA

DISTRICT NAME	RANK	Balance per ADA
Hayward USD	1	\$1,242.38
West Contra Costa USD	2	\$1,018.40
Albany City USD	3	\$1,000.82
Comparison Group Average	4	\$749.42
Statewide Unified Average	5	\$703.94
Newark USD	6	\$699.26
Fremont USD	7	\$570.80
Pittsburg USD	8	\$482.64
New Haven USD	9	\$474.52
Alameda City USD	10	\$218.75
San Leandro USD	11	\$96.89

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Average Class Size



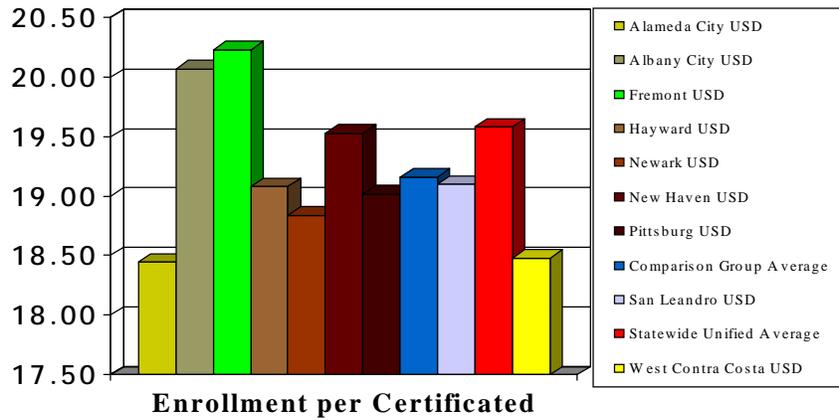
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Average Class Size

DISTRICT NAME	RANK	Average Class Size
New Haven USD	1	28.88
Pittsburg USD	2	27.41
San Leandro USD	3	27.40
Hayward USD	4	27.07
Fremont USD	5	26.99
Comparison Group Average	6	26.48
Statewide Unified Average	7	26.02
West Contra Costa USD	8	25.96
Newark USD	9	25.87
Albany City USD	10	25.86
Alameda City USD	11	25.04

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Student Enrollment per Certificated Non-Administrative Employee



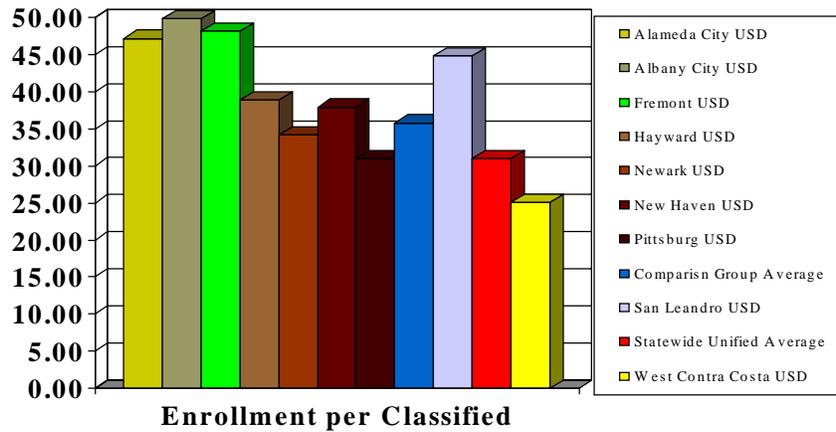
20

Student Enrollment per Certificated Non-Administrative Employee

DISTRICT NAME	RANK	Certificated Staff/ADA
Alameda City USD	1	18.45
West Contra Costa USD	2	18.48
Newark USD	3	18.84
Pittsburg USD	4	19.02
Hayward USD	5	19.08
San Leandro USD	6	19.10
Comparison Group Average	7	19.16
New Haven USD	8	19.53
Statewide Unified Average	9	19.58
Albany City USD	10	20.07
Fremont USD	11	20.23

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Student Enrollment per Classified Non-Administrative Employee



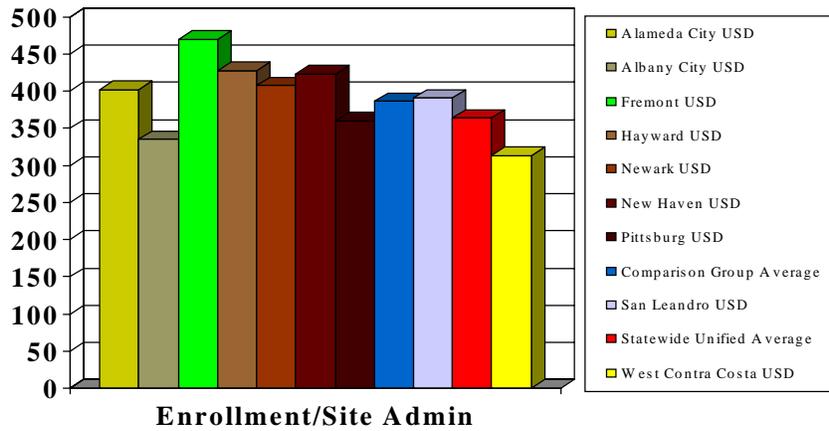
22

Student Enrollment per Classified Non-Administrative Employee

DISTRICT NAME	RANK	Classified Staff/ADA
West Contra Costa USD	1	25.11
Pittsburg USD	2	30.99
Statewide Unified Average	3	31.02
Newark USD	4	34.18
Comparison Group Average	5	35.82
New Haven USD	6	37.96
Hayward USD	7	38.92
San Leandro USD	8	44.86
Alameda City USD	9	47.19
Fremont USD	10	48.22
Albany City USD	11	49.89

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Student Enrollment per School Level Administrator



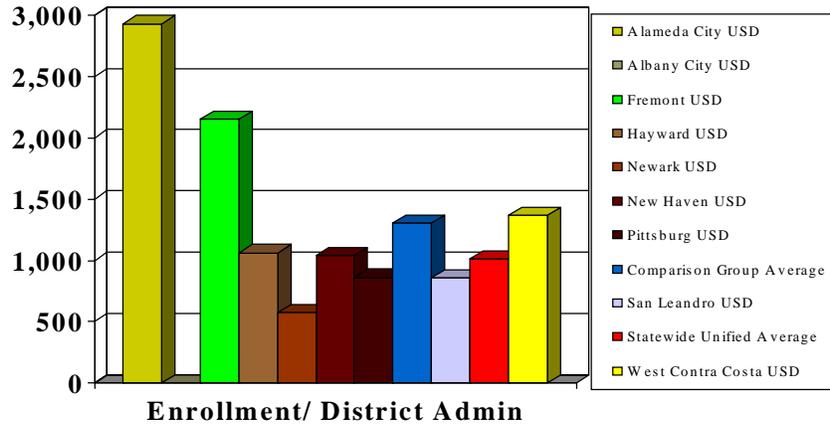
24

Student Enrollment per School Level Administrator

DISTRICT NAME	RANK	Site Admin/ADA
West Contra Costa USD	1	313.14
Albany City USD	2	335.05
Pittsburg USD	3	359.47
Statewide Unified Average	4	363.82
Comparison Group Average	5	386.35
San Leandro USD	6	390.91
Alameda City USD	7	401.57
Newark USD	8	406.99
New Haven USD	9	422.71
Hayward USD	10	427.53
Fremont USD	11	469.66

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Student Enrollment per District Level Administrator



26

Student Enrollment per District Level Administrator

DISTRICT NAME	RANK	District Admin/ADA
Albany City USD	1	0
Newark USD	2	574.60
San Leandro USD	3	854.95
Pittsburg USD	4	862.73
Statewide Unified Average	5	1009.74
New Haven USD	6	1040.00
Hayward USD	7	1063.61
Comparison Group Average	8	1304.83
West Contra Costa USD	9	1367.10
Fremont USD	10	2153.49
Alameda City USD	11	2931.43

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APPENDIX

- i. Formulas: 2008-09
- ii. District's Five-Year Strategic Plan
- iii. Standardized Account Codes Structure (SACS)
- iv. Ed Source Publications:
 - a. *School Finance 2007-08 Highlights*
 - b. *Basics of California School System*
 - c. *The School District Budget Process*
 - d. *Proposition 98 Funding*
- v. Glossary of Terms

**FORMULAS
2008-09**

School Staffing Ratios

Elementary Schools

Principal	1.00 FTE	per site
Assistant Principal	1.00 FTE	when student enrollment is greater than 831
	1.00 FTE	additional Assistant Principal for every 451 students above 831
Clerical	1.00 FTE	School Secretary
	1.00 FTE	Office Assistant III
	1.00 FTE	Office Assistant when student enrollment is greater than 901
	1.00 FTE	additional Office Assistant II for every 300 students above 901

Middle Schools

Principal	1.00 FTE	per site
Assistant Principal	1.00 FTE	when student enrollment is greater than 751
	1.00 FTE	additional Assistant Principal for every 500 students above 751
Clerical	1.00 FTE	School Secretary
	1.00 FTE	Office Assistant III
	1.00 FTE	Office Assistant II when student enrollment is greater than 801
	1.00 FTE	additional Office Assistant II for every 250 students above 801

James Logan High School

Principal	1.00 FTE	per site
House/Assistant Principal	1.00 FTE	when student enrollment is greater than 801
	1.00 FTE	additional HP/AP for every 500 students above 801
Clerical	1.00 FTE	School Secretary
	1.00 FTE	PBX Receptionist
	1.00 FTE	Account Clerk III
	1.00 FTE	Office Technician
	1.00 FTE	Staff Secretary
	1.00 FTE	Office Assistant III
	1.00 FTE	Office Assistant II
	0.50 FTE	House Secretary for every 600 students

0.50 FTE Support Service Technician for every 600 students
 0.50 FTE Office Assistant II for every 600 students

Conley-Caraballo High School

Principal 1.00 FTE
 Assistant Principal 1.00 FTE
 Clerical 1.00 FTE School Secretary
 1.00 FTE Support Service Technician

Teacher Ratios

The contract with the New Haven Teachers Association calls for teacher staffing at a ratio of 30:1 one. For the 2008-09 school year, we are staffing at the following ratios:

K-3 20:1
 4-5 30:1
 6-12 28:1

School Basic Allowances

The District has decreased all site formulas by 25% starting July 1, 2008.

<u>Object Code</u>	<u>Description</u>	<u>K-5</u>	<u>6-8</u>	<u>9-12</u>
4100	Textbook			3.00
4210	Other Books	1.00	1.00	3.00
4310	Health Supplies – Function 3140	0.25	0.25	0.80
4310	Supplies – Function 1000 (\$2,000 of this allocation per site is set aside in Fund 17 for copy machine replacement)	27.00	27.00	30.00
4315	Computer Supplies	1.00	1.50	3.00
4319	Docutech Printing – Admin Function 2700	1.00	2.00	3.00
4319	Docutech Printing – Teachers Function 1000	10.00	10.00	20.00
4401	Equipment Replacement	2.00	2.00	3.00

6410	Equipment (New) – No allocation 2002/03 & forward due to budget cuts	0.00	0.00	0.00
	TOTAL	\$42.25	\$43.75	\$65.80
	Curriculum Implementation	<u>13.00</u>	<u>13.00</u>	<u>13.00</u>
		<u>\$55.25</u>	<u>\$56.75</u>	<u>\$78.80</u>

Each allowance is multiplied by the projected enrollment to establish the total budget. After six months of school is completed a second analysis is done to adjust budgets to the six month average enrollment.

Media Basic Allowance

<u>Object Code</u>	<u>Description</u>	<u>K-5</u>	<u>6-8</u>	<u>9-12</u>
4230	Other Books	0.75	2.00	2.25
4310	Instructional Supplies	0.50	2.00	2.50
4310	Instructional Supplies – Lottery	0.50	0.60	0.75
6450	Other Equipment. 2002-03 50% reduction in allotment; 2003-04 an additional 20% was cut; 25% restored in 2005-06. Now this is combined with Instructional Supply budget.	0.75	1.00	1.25
6421	Video & Laser Library – No allocation since 2003-03 due to budget reductions.	0.00	0.00	0.00
	TOTAL	\$3.00	\$5.60	\$6.75

Each allowance is multiplied by the projected enrollment to establish the total budget. After six months of school is completed, a second analysis is done to adjust the budgets to the six month average enrollment.

Site Based Management

Based upon enrollment multiplied by \$2.00 per enrollment. This money is placed in function 2130 (Site Based Management) and object 1128 (Teacher Salaries Hourly). Sites may move this money anywhere they choose. Currently six sites participate in this program.

Curriculum Implementation

This allocation is made based upon enrollment numbers. The formula is \$13.00 per enrollment K-12. The funds are budgeted in function 2130 (Curriculum Implementation) under object code 1128 (Teacher Salaries Hourly).

Special Education Allowances

<u>Description</u>	<u>School Allowance</u>	<u>District Allowance</u>
	Object: 4310	Various Objects
Special Day Class (EMR)	\$200.00 per class	\$150.00 per class
Special Day Class (EHP)	\$200.00 per class	\$150.00 per class
Resource Specialist (LDG)	\$200.00 per class	\$150.00 per class
Des.Instr. & Services	\$200.00 per class	\$0

Other Supplies

Object Code Description

4310	Custodial Supplies	\$9.18 per enrollment
4310	Data Processing Supplies – Function 7700	
	Elementary	\$100.00
	Middle	\$300.00
	High	\$590.00
4319	Data Processing Printing to Docutech – Function 7700	
	Elementary	\$250.00
	Middle	\$250.00
	High	\$2000.00

Other Factors Considered

- A. All categorical budgets are included based on the approved grant with the goal of income and expense being equal.
- B. Supply costs not covered by formula are reviewed based on historical data and current trends in the instructional program and the economy.
- C. The cost for maintenance supplies and contract services are based on historical cost for normal maintenance items times an established percent increase to cover inflation and the aging of our facilities.

- D. Repair costs for equipment are based on service contract cost plus historical data.
- E. Transportation costs are based on historical cost, taking into consideration the aging of equipment and the expansion of the program.
- F. Meeting, and travel costs have been based upon historical cost.
- G. Insurance cost is based on a projected rate increase determined with the carrier plus a review of the values of our property.
- H. Utility costs are determined by historical data, with the consideration of expanded facilities. All companies providing utilities are contacted in an attempt to determine the percentage increase.
- I. The cost of intrusion and fire devices is based on contract cost.
- J. Contracts, Rents and Leases - the cost is based upon our current contracts or projections based on historical data.
- K. Lease payments for facility use are based upon negotiated contracts.
- L. Items previously approved by the Board for inclusion in the budget are included at their projected cost.

STANDARDIZED ACCOUNT CODE STRUCTURE (SACS)

JUNE 2008

The major budget control is through the proper classification of all expenditures by the utilization of twenty-six digit expenditure codes. The standardized account code structure currently in use has been developed by the state of California to insure that all districts are reporting their budgets in the same standard manner. The fund and resource codes will allow the tracking of specific activities and sources of income. Listed below is an explanation of the account code structure. The major distinguishing expenditure code is the object of expenditure.

a	b	c	d	e	f	g	h
FUND	RESOURCE	PROJECT	GOAL	FUNCTION	OBJECT	SCHOOL	MGT
01	0000	0	0000	0000	0000	000	0000

- a. This two-digit number indicates the **FUND**. A fund is a self-balancing set of financial accounts established to carry on specific activities. In the example, Fund 01 is the General Fund. Additional fund codes have been set up for the Cafeteria Fund, Adult Education Fund, Child Development Fund, Deferred Maintenance Fund, Building Fund, Capital Facilities Fund, Special Reserve Fund, Retiree Trust Fund, Bond Interest & Redemption Funds, Prop 1-A Facility Funds, Kids First, and the Foundation.
- b. This four-digit number is the **RESOURCE** code. The resource code tracks activities funded with revenues that have financial reporting requirements such as special education. In addition, the resource code separates unrestricted from restricted funds. The unrestricted funds are coded in resources 0000 - 1999. The restricted funds are coded in resources 2000-9999. All resource codes must be balanced individually.
- c. **PROJECT YEAR** code is a seldom used code used when a federal grant spans multiple fiscal years. It is normal to find a 0 in this code location.
- d. The **GOAL** code is a four-digit code which defines an objective related to an instructional setting or a special population. An example would be 1110 which means regular education k-12. This field is used to account for the cost of instruction and other services.
- e. **FUNCTION** is also a four-digit code. The purpose of the function field is to designate a general operational area and/or a type of activity. The function field in conjunction with certain goals play an important part in determining the district indirect cost rate. Some examples of function codes are 2700 school administration, 8100 plant maintenance and operations, 1000 instruction. The district uses a function code to identify programs which do not have a specific resource code.
- f. **OBJECT** codes are used to classify revenues by general sources and types. In addition object codes are used to classify expenditures according to types of items purchased or services obtained. The object code is a four-digit code.

- g. **SCHOOL** code is a three-digit code which is used to define the specific site that the budget services. Each site has two codes. The basic site code structure is **XXO**. The first two number indicate the individual site and the last digit is a zero. This identifies the site, but it indicates that the budget is not directly under the site budget manager's control. This would be true for salaries, maintenance and custodial budgets, etc. The second code is **XXI**. The first two numbers indicate the individual site and the last digit being a one, allows the site budget manager to move these funds to any object that meets their program needs. Having the last digit be a one also allows the site budget manager to pull a report just for those codes that he/she has budget authority over.

- h. The **MANAGEMENT** field is a four-digit field which the District can use to designate anything unique to this district. Currently we place a nine in the first position to indicate funds carried over from a previous year. When not in use, four zeros fill this position.

Glossary of Terms

ABATEMENT: A complete or partial cancellation of an expenditure or revenue.

ABATEMENT OF EXPENDITURES: Return or cancellation of part or all of a charge previously made, usually resulting from the provisions of goods or materials of a quality other than specified, for which allowances or refunds are made or which results in a resale of the materials originally purchased. The term can be applied to a loss of or damage to property and applies to both current expenditures and capital outlay expenditures.

ABATEMENT OF REVENUE: The return or cancellation of all or some part of any specific revenue previously recorded.

ACCOUNTING PERIOD: A period of time for which records are maintained and at the end of which financial statements are prepared covering the period.

ACCOUNT NUMBERS OR LETTER: Numbers and/or letters that are assigned to the ordinary titles of accounts are for classification of accounts and ease of reference.

ACCOUNTS PAYABLE: Amounts due and owed to private persons, business firms, governmental units, or others for goods received and/or services rendered prior to the end of the fiscal year. Includes amounts billed but not paid. Does not include amounts due to other funds of the same local educational agency.

ACCOUNTS RECEIVABLE: Amounts due and owed from private persons, business firms, governmental units, or others for goods received an/or services rendered prior to the end of the fiscal year. Includes amounts billed but not received. Does not include amounts due from other funds of the same local educational agency.

ACCRUAL BASIS: That method of accounting in which revenue is recorded when earned, even though not collected, and expenses are recorded when the liabilities are incurred, even if not yet paid.

ACCRUED EXPENDITURES: Expenditures incurred during the current account period which are not paid until subsequent accounting period.

ACCRUED REVENUE: Revenue earned during the current accounting period but which is not collected until the following accounting period.

ACTUARIAL BASIS: A basis used in computing the amount of contributions to be made periodically to a fund so that the total contributions plus the compounded

Glossary of Terms

earnings thereon will equal the required payments to be made out of the fund. The factors taken into account in arriving at the amount include the length of time over which each collection or payment is to be made and the rate of return compounded on such amounts over its life.

AD VALOREM TAX: A tax based on a percent of the value of goods or services.

AGENCY FUND: A fund consisting of resources received and held by an LEA as an agent for others.

ALLOCATION: Division or distribution in accordance with a predetermined plan.

ALLOWANCE: A provision for valuing an asset at net, such as an allowance for bad debts. The allowance for bad debts would be deducted from accounts receivable to reflect the probable collectible receivables.

APPORTIONMENT: Allocation of state or federal aid, district taxes, or other moneys among LEA's or other governmental units.

APPORTIONMENT NOTICE: A document notifying LEAs when moneys have been deposited with the county treasurer.

APPRAISAL: An estimate of property value made by the use of systematic procedures based on physical inspection and inventory, engineering studies and other economic features.

APPROPRIATION: An authorization, granted by the governing board, to make expenditures and to incur obligation for special purposes. An appropriation is usually limited in purpose, amount, and the time period during which it may be expended.

APPROPRIATION LEDGER: A subsidiary ledger containing an account for each appropriation. Each account usually shows the amount originally appropriated in the budget, budget increases or decreases during the year, expenditures, encumbrances, unencumbered balances, and other related information.

ASSEMBLY BILLS: AB-8, AB65, AB-777, AB-87: See Legislation.

ASSESSED VALUATION: Value placed on personal and real property by a governmental unit for taxation purposes.

Glossary of Terms

ASSETS: Resources that are held or owned by an LEA and that have monetary value.

AUDIT: An examination of documents, records, and accounts for the purpose of (1) determining the propriety of transactions; (2) ascertaining whether all transactions are recorded properly; and (3) determining whether statements that are drawn from accounts reflect an accurate picture of financial operations and financial status for a given period of time.

AUDIT PROGRAM: A detailed outline of work to be done and the procedure to be followed during the audit.

AVAILABLE CASH: Cash that is on hand or on deposit in a given fund and that is unencumbered and can be utilized for meeting current obligations.

AVERAGE DAILY ATTENDANCE (ADA): Total approved days of attendance in the LEA divided by the number of days the schools in the LEA are in session for at least the required minimum day.

BAILOUT LEGISLATION: Emergency laws and the State Budget Act enacted by the California Legislature in June and July, 1978, following the passage of Proposition 13. They have been amended by subsequent legislation.

BALANCE SHEET: A statement that shows assets, liabilities, and fund balance or fund deficit of an entity at a specific date and is properly classified to exhibit the financial condition of the entity as of that specific date.

BARGAINING: The range of subject which are negotiated between school districts and employee organizations during the collective bargaining process. Scope includes matters relating to wages, hours and working conditions; PERB is responsible for interpreting disputes about scope.

BASIS OF ACCOUNTING: The time at which revenues, expenditures, transfers, and related liabilities and assets are recognized in the accounts and reported in the financial statements.

BASIC AID: The minimum grant of \$120 per K-12 pupil guaranteed by the State Constitution. This amount is part of a school district's revenue.

BILINGUAL EDUCATION: Programs serving students with limited proficiency in English. Some federal and state categorical funds are available for bilingual education programs.

Glossary of Terms

BLOCK GRANT: A lump sum allocation of special purpose funds (see ECIA, chapter 2) The same term is sometimes used to describe a district's total revenue limit.

BOND: A certificate containing a written promise to pay a specified sum of money, called the face value, at a fixed time in the future, called the date of maturity, and specifying interest at a fixed rate, usually payable periodically.

BOND DISCOUNT: The excess of the face value at which a bond is acquired or sold over its face value. (The price does not include accrued interest at the date of acquisition or sale.)

BOND PREMIUM: The excess of the price at which a bond is acquired or sold over its face value. (The price does not include accrued interest at the date of acquisition or sale).

BONDED DEBT: That portion of indebtedness represented by outstanding bonds.

BONDED DEBT SERVICE: Expenditures that are incurred for interest and redemption of bonds.

BONDED INDEBTEDNESS: An obligation incurred by the sale of bonds for acquisition of school facilities or other capital expenditures. Districts may levy a local property tax to repay debts which were approved prior to June 1978; Proposition 13 prevents them from incurring new indebtedness.

BONDS AUTHORIZED AND UNISSUED: Legally authorized bonds that have not been sold and that may be sold without further authorization.

BUDGET: A plan of financial operation consisting of an estimate of proposed revenue and expenditures for a given period and purpose. The term usually indicates a financial plan for a single fiscal year.

BUDGET ACT: The legislative vehicle for the State's budget appropriations. It must be passed by a two-thirds vote of each house and sent to the Governor by June 15th each year. The Governor may reduce or delete individual items but may not make increases.

BUDGETARY ACCOUNTS: Those accounts which make it possible for a budgetary-type fund (governmental fund) to show how (1) estimated revenue and revenue realized to date compare; and (2) expenditures and encumbrances compare with

Glossary of Terms

appropriations during the fiscal period. The budgetary accounts are estimated revenue, appropriations and encumbrances.

BUDGETARY CONTROL: The management of financial transactions in accordance with an approved plan of estimated revenues and expenditures.

BUDGETING: The process of allocating the available resources of an organization among potential activities to achieve the objectives of the organization; planning for the use of resources.

CALIFORNIA ASSESSMENT PROGRAM (CAP): The California Assessment Program state matrix tests which must be taken by students in grades 3, 6, 8, and 12 (and grade 10 b7 1985). Scores are reported by school and by district but not for individual students.

CALIFORNIA BASIC EDUCATION SKILLS TEST (CBEST): The California Basic Education Skills Test is required of anyone who seeks certification as a teacher, the test covers reading, writing, and mathematics.

CALIFORNIA BASIC EDUCATIONAL DATA SYSTEM (CBEDS): The California Basic Educational Data System compiles educational demographic data for each school district within the State of California. Information is collected and submitted by each school district on CBEDS Day (October 15th) and March 31st (P2) annually.

CAP: See California Assessment Program.

CAPITAL ASSETS: See Fixed Assets.

CAPITAL OUTLAY: Amounts paid for the acquisition of fixed assets or additions to fixed assets, including land or existing buildings, the improvements of grounds, construction of buildings, additions to buildings, remodeling of buildings, or initial and additional equipment.

CAPITAL OUTLAY FUND FOR PUBLIC HIGHER EDUCATION (COFPE): The Capital Outlay Fund for Public Higher Education is supported by revenue from oil on state-owned land. Some tidelands oil revenues are appropriated for K-12 capital outlay needs.

CAPITAL PROJECTS FUND: Funds established to account for financial resources that are to be used for the acquisition of major capital facilities.

Glossary of Terms

CASH: Currency, checks, postal and express money orders, and banker's drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits. Any restriction or limitation as the availability of cash should be indicated.

CASH ADVANCE: Cash apportioned in advance of the usual apportionment period.

CASH BASIS: Method of accounting in which revenue and expenditures are recorded only when cash is actually received or disbursed. The cash basis is not acceptable for use in LEAs.

CASH COLLECTION AWAITING DEPOSIT: Receipts on hand or moneys in a bank clearing account awaiting deposit in the county treasury.

CASH DISCOUNT: An allowance made on a purchase if payment is made within a stated period. (This term is not to be confused with the trade discount).

CASH IN BANK: Balances in separate bank accounts such as student body accounts, school farm accounts, and cafeteria accounts.

CASH IN COUNTY TREASURY: Cash balances on deposit in the county treasury for the various funds of the LEA.

CATEGORICAL AID: Money from the state or federal government granted to qualifying school districts for children with special needs, such as educationally handicapped; for special programs, such as the School Improvement Program (SIP); or for special purposes such as Economic Impact Aid (EIA) or transportation. Expenditure of categorical aid is restricted to its particular purpose. The funds are granted to districts in addition to their revenue limits.

CBEDS: See California Basic Educational Data System.

CBEST: See California Basic Education Skills Test.

CERTIFICATED EMPLOYEES: Employees who are required to hold teaching credentials, including full-time, part-time, substitute or temporary teachers and most administrators.

Glossary of Terms

CERTIFICATES OF PARTICIPATION: A financing technique which provides long-term financing through a lease (with an option to purchase or a conditional sale agreement).

CHAPTER 1, 2: See ECIA

CHART OF ACCOUNTS: A list of accounts, systematically arranged, that are applicable to a specific LEA. All account names and numbers, if any, are listed in numerical order.

CHECK: A bill of exchange drawn on a bank and payable on demand; a written order on a bank to pay on demand a specific sum of money to a named person, to his or her order, or to bearer out of money on deposit to the credit of the maker. A check differs from a warrant in that a warrant is not necessarily payable on demand and may not be negotiable; a check differs from a voucher in that a voucher is not an order to pay. A voucher-check combines the distinguishing characteristic of a voucher and a check; it shows the propriety of a payment and is an order to pay.

CLASSIFICATION: The naming or identification of an item or a category, such as the designation of the particular account into which a receipt or expenditure is to be recorded or the separation of data into acceptable groupings so that financial facts can be stated more clearly.

CLASSIFIED EMPLOYEES: Employees who are required to have licenses, special training, skills, etc. including school secretaries, custodians, bus drivers, and some management personnel.

CLEARING ACCOUNTS: Accounts used to accumulate total receipts or expenditures for later distribution among the accounts to which such receipts or expenditures are properly allocable.

CLOSING ENTRIES: entries recorded at the end of each fiscal period to transfer the balances in the revenue and expenditure (or expense) accounts to the permanent equity accounts (fund balance or retained earnings) of an accounting entity.

CODE: (1) A distinguishing reference number or symbol. (2) Statement of the laws of a specific field; e.g. Education Code, Penal Code, Civil Code, and Labor Code.

COPPHE: See Capital Outlay Fund for Public Higher Education

COLA: See Cost of Living Adjustment.

Glossary of Terms

COLLECTIVE BARGAINING SB 160 (1975): A California law which sets out the manner and scope of negotiations between school districts and employee organizations. The law also mandates a regulatory board (see PERB).

CONSOLIDATION: The combining of two or more elementary or high school districts with adjoining borders to form a single district (see Unification and Unionization).

CONSUMER PRICE INDEX (CPI): A measure of the cost of living compiled by the United State Bureau of Labor Statistics. Consumer price indices are calculated regularly for the United States, California, some regions within California, and selected cities. The CPI is one of several measures of economic change.

CONTINGENT LIABILITIES: Items that may become liabilities as a result of conditions undetermined at a given date; e.g. guarantees, pending lawsuits judgments and appeals, and unsettled disputed claims.

CONTRA ACCOUNT: An account to record offsetting transactions; e.g. abatements.

CONTRACT: An agreement between two or more people or entities to do something. Contracts are usually in writing and are enforceable by law.

CONTRACTED SERVICES: Expenditures for services rendered under contract by personnel who are not on the payroll of the LEA, including all related expenditures covered by the contract.

CONTROL ACCOUNT: A summary account, usually maintained in the general ledger, in which is entered the aggregate of the debit and the credit postings to a number of identical, similar, or related accounts called subsidiary accounts. Its balance equals the sum of the balance of the detail accounts.

COST: The amount of money or its equivalent value paid or agreed to be paid for property or services. Costs may be incurred even before money is paid; that is, as soon as a liability is assumed. Ultimately, however, money or its equivalent must be given in exchange. The cost of some property or service may in turn become a part of the cost of another property or service. For example, the cost of materials will be reflected in the cost of articles made from such materials.

COST OF EDUCATION INDEX: A measure of variation in costs for individual school districts, such as utilities, gasoline, and the cost of living in the geographical area.

Glossary of Terms

COST OF LIVING ADJUSTMENT (COLA): An increase in funding for revenue limits or categorical programs. The amount of the COLA may or may not be related to inflationary increases in costs.

COUNTY SCHOOL SERVICE FUND (CSSF): A fund established to control the financial operations of the offices of county superintendents of schools.

CPI: See Consumer Price Index.

CREDIT: The right side of the double-entry posting. Credits will reduce assets and expenditures and increase liabilities, revenues, and fund balances.

CSSF: See County School Service Fund.

CURRENT ASSETS: Assets that are available or can be made readily available to meet the cost of operations or to pay current liabilities.

CURRENT EXPENSE OF EDUCATION: The current General fund operating expenditures of an LEA for kindergarten and grades one through 12, excluding expenditures for food services, community services, non-agency activities, fringe benefits for retired persons, facility acquisition and construction and object classifications 6000 and 7000.

CURRENT LIABILITIES: Amounts due and payable for goods and services received prior to the end of the fiscal year. Current liabilities should be paid within a relatively short period of time, usually within a year.

CURRENT LOANS: A loan payable in the same fiscal year in which the money was borrowed.

DE FACTO SEGREGATION: Racial segregation which is not intentional, that is, caused by the acts of governing bodies.

DE JURE SEGREGATION: Racial segregation which is intentional, that is, caused by the acts of governing bodies.

DEBIT: The left side of a double-entry posting. A debit will increase assets and expenditures and reduce liabilities, revenue, and fund balance.

DEBT LIMIT: The maximum amount of legally permitted debt.

Glossary of Terms

DEBT SERVICE: Expenditures for the retirement of debt and for interest on debt.

DEBT SERVICE FUNDS: Funds established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

DECLINING ENROLLMENT ADJUSTMENT: A formula which cushions the drop in income in a district with a shrinking student population (eliminated in 1983-84).

DEFERRED MAINTENANCE: Major repairs of buildings and equipment which have been postponed by the school district. Some state funds are available to assist districts with deferred maintenance projects.

DEFERRED REVENUE: Revenue received in a given period, but unearned which is set up as a liability to be included as revenue in subsequent periods.

DEFICIT: The amount by which a sum of money falls short of a required amount (e.g. apportionment deficits).

DEFICIT FACTOR: A formula for reducing state allocations to school districts for revenue limits and/or categorical programs when state appropriations are insufficient (see Encroachment).

DEFICIT FINANCING: The amount to be provided when estimated expenditures exceed the estimated revenues.

DEFICIT FUND BALANCE: The excess of liabilities of a fund over its assets.

DEFICIT SPENDING: The excess of actual expenditures over actual revenues (also referred to as an operating deficit).

DELINQUENT TAXES: Taxes remaining unpaid after the close of the year in which levied.

DEPRECIATION: Estimated loss in value or service life of fixed assets because of wear and tear through use, elapse of time, inadequacy, or obsolescence.

DIRECT EXPENSES OR COSTS: Expenses that can be separately identified and charged as a part of the cost of a product, service, or department.

DIRECT SUPPORT CHARGES: Charges for a support program and services that directly benefit other programs.

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DIRECT SERVICES: Attendance, health, guidance and library services and supervision of instruction (K-8 only) performed by county offices of education for small districts (elementary, high school, and unified districts with less than 901, 301, and 1501 ADA respectively).

DISBURSEMENTS: Payments by currency, check, or warrant. (The term is not synonymous with expenditures).

DOUBLE ENTRY: A system of bookkeeping that requires an amount be credited for every corresponding amount debited. Thus, the double entry ledger maintains equality of debits and credits.

EARNED INTEREST REVENUE: A sum of money received or due to be received for the use of money loaned or invested.

ECIA: See Educational Consolidation and Improvement Act.

ECONOMIC IMPACT AID (EIA): State categorical aid for districts with concentrations of children who are bilingual transient or from low income families.

EDGAR: See Educational Department General Administration Regulations.

EDUCATION CODE: The body of law which regulates education in California. Additional regulations are contained in the California Administrative Code, Titles 5 and 8, of the Government Code, and general statutes.

EDUCATION DEPARTMENT GENERAL ADMINISTRATION REGULATIONS (EDGAR): These are the regulations of the U.S. Department of Education incorporating certain circulars from the Office of Management and Budget.

EDUCATIONAL CONSOLIDATION AND IMPROVEMENT ACT (ECIA): The federal Educational Consolidation and improvement Act. Chapter 1 of the Act is the former Title I program for educationally disadvantaged children. Chapter 2 consists of multiple programs consolidated into block grants to states and local districts.

EIA: See Economic Impact Aid.

EMPLOYEE BENEFITS: Amounts paid by the LEA on behalf of employees; these amounts are not included in the gross salary, but are over and above. They are fringe benefit payments; and while not paid directly to employees, they are

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nevertheless a part of the cost of salaries and benefits. Examples are (1) group health or life insurance payments; (2) contributions to employee retirement; (3) OASDI (Social Security) taxes; (4) worker's compensation payments; and (5) payments made to personnel on sabbatical leave.

ENCROACHMENT: The use of unrestricted moneys to support restricted program expenditures.

ENCUMBRANCES: Obligations in the form of purchase orders, contracts, salaries, and other commitments chargeable to an appropriation for which a part of the appropriation is reserved.

ENROLLMENT: Enrollment is the actual number of students registered with the school district who actually attend its schools. This does not mean the number of students who are in attendance throughout the school district during any given period; i.e. day, week, month, year. See ADA.

ENTERPRISE FUND: Funds used to account for those ongoing LEA activities which, because of their income-producing character, are similar to those found in the private sector.

ENTITLEMENT: An apportionment that is based on specific qualifications.

ESTIMATED REVENUES: For revenue accounts kept on the accrual bases, this term designates the amount of revenue estimated to accrue during a given period regardless of whether it is all to be collected during the period.

EXIT CRITERIA: The regulations which determine when a child may move from a special service, such as a bilingual program, to a regular full-time classroom.

EXPENDITURES: The costs of goods delivered or services rendered, whether paid or unpaid, including expenses, provision for debt retirement not reported as a liability of the fund from which retired, and capital outlay.

EXPENSES: Charges incurred, whether paid or not, for the operation, maintenance, interest, and other charges, which are presumed to benefit the current fiscal year. Expense accounts are used in certain trust funds and in proprietary-type funds.

FACE VALUE: As applied to securities, the amount stated in the security document.

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FEES: Amounts collected from or paid to individuals or groups for services or for use of a school or other facilities.

FIDELITY BOND: A form of insurance that provides for the indemnification of the LEA or other employer for losses arising from the theft or dishonesty of employees.

FISCAL YEAR: A period of one year, the beginning and the ending dates of which are fixed by statute in California, the period beginning on July 1 and ending on June 30.

FIXED ASSETS: Assets of a permanent character having continuing value; e.g. land, buildings, machinery, furniture, and equipment.

FULL-TIME EQUIVALENT: The ratio of time expended in a part-time position to that of a full-time position. The ratio is derived by dividing the amount of time of employment required in the part-time position by the amount of employed time required in a corresponding full-time position.

FUNCTION: An act, service, or group of services proper to a person, thing or institution and aimed at accomplishing a certain end.

FUND: A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE: The difference between assets and liabilities. The fund equity of governmental trust funds.

GAAP: See Generally Accepted Accounting Principles.

GAAS: See Generally Accepted Auditing Standards.

GAGAS: See Generally Accepted Governmental Auditing Standards.

GASB: See Governmental Accounting Standards Board

GANN AMENDMENT: An initiative passed in November 1979 which added Article XIII to the California Constitution. It established a ceiling, or limit on each year's appropriation of tax dollars by the state, cities, counties, school districts, and

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special districts. Using the base year of 1978-79, subsequent year limits are adjusted for the change in California Consumer Price Index or per capital personal income, whichever is smaller, and for any change in population.

GATE: See Gifted and Talented Education Program.

GENERAL FIXED ASSETS ACCOUNT GROUP: A self-balancing group of accounts set up to account for the general fixed assets of an LEA.

GENERAL FUND: The fund used to finance the ordinary operation of the LEA. It is available for any legally authorized purpose.

GENERAL JOURNAL: A book of original entry for all entries of financial transactions that are not recorded in a special journal such as a cash receipts journal, a voucher register, or a cash disbursements journal.

GENERAL LEDGER: A book, file, or other device which contains the accounts needed to reflect, in summary and in detail, the financial position, the results of financial operations, and the changes in equities of a fund or account group used by an LEA.

GENERAL LONG-TERM DEBT: Long-term debt that is legally payable from general revenues and backed by the full faith and credit of an LEA.

GENERAL GROUP OF LONG-TERM DEBT ACCOUNTS: The account group in which all un-matured general long-term liabilities of an LEA are recorded. It does not include long-term liabilities of proprietary funds and non-expendable trust funds.

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. These principles encompass the conventions, rules, and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. Generally accepted accounting principles provide a standard by which to measure financial presentations. The primary authoritative source on the application of these principles to state and local governments is the Governmental Accounting Standards Board (GASB).

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GENERALLY ACCEPTED AUDITING STANDARDS (GAAS): Measures of the quality of the performance of auditing procedures and the objectives to be attained through their use. The standards are concerned with the auditor's Professional qualities and with the judgment exercised in the performance of an audit. Generally accepted auditing standards are established by the American Institute of Certified Public Accountants (AICPA).

GENERAL ACCEPTED GOVERNMENTAL AUDITING STANDARDS (GAGAS): Generally accepted auditing standards for government are established by the U.S. Government Accounting Office in Standards and Procedures for Audits of Governmental Organizations, Programs, Activities, and Function.

GIFT: Anything of value received from any source for which no repayment or service to the contributor is expected.

GIFTED AND TALENTED EDUCATION PROGRAM (GATE): The Gifted and Talented Education program guidelines and criteria have been expanded to provide additional education services to children identified as exceptionally able or talented.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB): The organization established to issue standards of financial accounting and reporting with respect to activities and transactions of state and local governmental entities. It is the successor organization to the National Council on Governmental Accounting (NCGA).

GRADE LEVEL: Assigned classification of students according to age and school progress; e.g. kindergarten and first grade.

GRANT: A contribution, either in money or material goods, made by one governmental entity to another. Grants may be for specific or general purposes.

GRANTS-IN-AID: Outright donations or contributions, usually by a superior governmental unit, without the prior establishment of conditions with which the recipient must comply.

HIGH EXPENDITURE DISTRICTS: Districts with revenue limits considerable above the state average. Most of these were formerly called "high wealth" districts because their assessed value per ADA was also significantly above the state average.

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HOLDING ACCOUNTS: Suspendse accounts that are used temporarily to accumulate costs that will ultimately be charged to other using programs.

IEP: See Individual Education Plan.

IMPACT AID: See PL 81-874.

IN LIEU OF TAXES: Revenue to replace the loss of tax revenue resulting from property that is exempted from taxation.

INCENTIVES: Financial rewards for implementing a new program, such as longer school day year, or for performance, such as by students on CAP tests. Many of the “reforms” in SB 813 contain incentives.

INCOME: A term used in accounting for a proprietary fund type to represent the excess of revenues earned over the expenses incurred in carrying on the fund’s operations. The term income should not be used in lieu of revenue in governmental-type funds.

INDIRECT COST AND OVERHEAD: Elements of cost necessary in the operation of the LEA or in the performance of a service that are of such nature that the amount applicable to each accounting unit cannot be determined readily and accurately or for which the cost of such determination exceeds the benefits of the determination.

INDIRECT SUPPORT CHARGES: Charges for routine services not performed as a special service for a particular program but allocated to using programs.

INDIVIDUAL EDUCATION PLAN (IEP): A written agreement between a school district and parents or guardians of a handicapped child specifying an educational program tailored to the needs of the child.

INFLATION FACTOR: See Cost of Living Adjustment.

INTEREST: A fee charged to the borrower for the use of money.

INTERFUND ACCOUNT: Accounts in which transactions between funds are reflected.

INTERFUND TRANSFERS: Money that is taken from one fund under the control of the governing board and added to another fund under the board’s control. Interfund transfers are not revenues or expenditures of the LEA.

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INTERIM BORROWING: (1) Short term loans to be repaid from general revenues during the course of a fiscal year. (2) Short term loans in anticipation of tax collections or bond insurance.

INTERNAL AUDIT: An appraisal activity within an LEA which (1) determines the adequacy of the system of internal control; (2) verifies and safeguards assets; (3) determines the reliability of the accounting and reporting system; (4) ascertains compliance with existing policies and procedures; and (5) appraises the performance of activities and work programs.

INTERNAL CONTROL: A plan of organization under which employees' duties are so arranged and records and procedures so designated as to provide a system of self-checking, thereby enhancing accounting control over assets, liabilities, revenue, and expenditures. Under such a system the employees' work is subdivided so that on one employee performs a complete cycle of operations; such procedures call for proper authorization by designated officials.

INTERNAL SERVICE FUNDS: Funds created to render services on a cost reimbursement basis to other organizational units of the LEA. Such funds are generally intended to be self-supporting.

INTRABUDGET TRANSFERS: Amounts transferred from one appropriation account to another within the same fund.

INVENTORY: A detailed list showing quantities and description of property on hand at a given time. It may also include units of measure, unit prices, and values.

INVESTMENTS: Disbursements of cash for the purpose of generating revenue.

INVOICE: An itemized statement of charges for merchandise sold or services rendered to the purchaser.

JOB ACCOUNT: An account established to record the accumulation of costs of a specific piece of work; work orders showing charges for material and labor used.

JOINT SCHOOL DISTRICTS: School districts with territory in more than one county.

JOURNAL: Any accounting record in which the financial transaction of an LEA are formally recorded for the first time; e.g. the cash receipts book, check register, and general ledger.

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JOURNAL VOUCHER: A form provided for the recording of certain transactions or information in the place of, or supplementary to, the journal or registers.

JUDGMENTS: Amount due to be paid or collected by the LEA as the result of court decision.

LEGISLATION: The California Legislature has passed school finance legislation almost every year since 1972. The major laws, in chronological order, are:

SB 90, 1972.....Instituted revenue limits.

AB 65, 1977.....Initiated a “long term” solution to the Serrano-Priest decision, the School Improvement Program, and several other programs.

SB 90, 1977.....Allowed reimbursement for costs resulting from state mandates.

SB 154, 1978.....Allocated property taxes to cities, counties and schools after Proposition 13 (bailout).

AB 1979.....Defined the source and method of funding schools, counties, cities and special districts including adjusting the allocation of property taxes.

AB 1981.....Allowed waivers, revised revenue limit formulas, and consolidated some categorical programs at local level.

SB 813, 1983.....Superceded previous school finance laws and made many changes to the California Education curriculum, graduation requirements, testing, mentor teachers, teacher evaluation, hiring and firing procedures, student discipline, incentive programs, funding for revenue limits and categorical programs, various commissions and studies, and the preparation of state-wide curriculum standards.

AB 87, 1991.....Defined the laws, policies, and regulations governing the funding of Year Round Education in the state of California.

LEVELING DOWN: Decreasing the level of per pupil revenue limits state-wide toward of higher revenue limit districts. Also known as Parity funding principle.

LEVY: The imposition of taxes or special assessments for the support of governmental activities; also the total amount of taxes, special assessments, or service charges imposed by a governmental unit.

LIABILITIES: Legal obligations (with the exception of encumbrances) that are unpaid.

LIFE SPAN (GRADE SPAN): Broad group classification of students according to age and school progress; i.e. pre-formal, elementary, secondary, and adult.

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LONG-TERM DEBT: Debt that matures more than one year after the date of issuance.

LOW EXPENDITURE DISTRICTS: Districts with revenue limits per child near the statewide average. Many were formerly called “low wealth” districts because their assessed valuation per ADA was below the average. Neither “high” nor “low” refers to the family income of district residents.

MANDATED COSTS: School district expenses which occur because of federal or state laws, decisions of state or federal courts, federal or state administrative regulations, or initiative measures.

MASTER TEACHER: A selected teacher who receives a stipend of \$4,000, a program initiated in SB 813. The mentor teacher works with the new and experienced teachers on curriculum and instruction and must spend at least 60% time in classroom teaching.

MINIMUM GUARANTEE: Granting a district a specified percentage of the total revenue limit income it received the previous year regardless of a change in ADA.

MODIFIED ACCRUAL BASIS: The accrual basis of accounting adapted to the governmental fund type. Under it, revenues are recognized when they become both “measurable” and “available” to finance expenditures of the current period. Most expenditures are recognized (recorded) when the related liability is incurred.

MULTI-YEAR FINANCIAL PLAN: A plan that presents financial estimates of programs in tabular form for a period of year. These estimates should reflect the future financial impact of current decisions. The data in the plan should be organized along the lines of program structure.

NECESSARY SMALL SCHOOLS: Elementary schools with less than 101 or high schools with less than 301 ADA which meet sparsity standards and which are separately funded.

NET INCOME: Proprietary fund excess of revenues and operating transfers in over expenses and operating transfers out.

OBJECT: As used in an expenditure classification, a term that applies to the article purchased or the service obtained.

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OBLIGATIONS: Amounts that the LEA may be legally required to meet out of its resources. They include not only actual liabilities but also un-liquidated encumbrances.

OPERATING TRANSFERS: All interfund transfers other than residual equity transfers.

ORDER (FOR PAYMENT): A written demand by the governing board of an LEA requiring the county superintendent of schools to draw his or her requisition on the county auditor for the payment of a claim against the LEA.

OTHER FINANCING SOURCES: Governmental fund general long-term debt proceeds, operating transfers in, and material proceeds of fixed asset dispositions. Such amounts are classified separately from revenues.

OTHER FINANCING USES: Governmental fund operating transfers out. Such amounts are classified separately from expenditures.

OVERDRAFT: The amount by which checks, drafts, or other demands for payment on the treasury or on a bank account exceed the amount of the balance on which they are drawn; or the amount by which encumbrances and expenditures exceed the appropriation to which they are charged.

OVERHEAD: See Indirect Cost and Overhead.

PAYROLL REGISTER: A document accompanying one or more orders on an LEA fund for the payment of salaries or wages to employees; contains the names of such employees and provides information substantiating such order.

PAYROLL WARRANT: A document used as an order or a requisition on a fund of an LEA for the purpose of paying salaries or wages.

PER CAPITA PERSONAL INCOME: Income before taxes as estimated by the U.S. Department of Commerce for California and other states.

PERB: See Public Employees' Relations Board

PERS: See Public Employees' Retirement System.

PERPETUAL INVENTORY: A system whereby the inventory of units of property at any date may be obtained directly from the records without resorting to an actual

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physical inventory count. A record is provided for each item or group of items to be inventoried and is so divided as to provide a running record of goods ordered, received, and withdrawn and the balance on hand in units and cost.

PERSONAL PROPERTY: A property except real estate.

PETTY CASH: A sum of money set aside for the purpose of making change or immediate payments of small amounts.

PHYSICAL INVENTORY: The annual physical count of an LEA's inventory. This count is often taken at the end of the year and observed by the LEA's auditors. The accuracy of the perpetual inventory records is tested periodically by physical inventories.

PL 81-874: A federal program of "Impact Aid" which provides funds to districts which educate children whose families live or work on federal property, such as military bases.

PL 94-142: Federal law which mandates a "free and appropriate" education for all handicapped children.

POSTING: The act of transferring to an account in a ledger the data, either detailed or summarized, contained in a book of original entry.

PREPAID EXPENSES: Items for which payment has been made but for which benefits have not been realized as of a certain date, e.g. prepaid rent, prepaid interest, and premiums or unexpired insurance.

PRIOR YEARS' TAXES: Taxes collected within the current fiscal year for levies in previous fiscal years.

PROFICIENCY REQUIREMENTS: Required examination of students' knowledge of basic skills according to standards set by local districts. Remedial help must be provided for those who fail to meet the standards; students must pass the tests to graduate. Different proficiency requirements apply to aides and new teachers (see CBEST).

PROGRAM: A group of related activities consisting of a unique combination of objects that operate together to accomplish common ends.

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PROGRAM ACCOUNTING: A system of accounting in which records are maintained to accumulate revenue and expenditure data by program.

PROGRAM COSTS: Costs that are incurred and allocated by programs rather than by organizations.

PROGRAM STRUCTURE: The hierarchical arrangement of programs that represents the interrelationship of activities to goals and objects. The program structure contains categories of activities with common outputs and objectives. Programs may cut across existing departments and agencies.

PROPOSITION 13: An initiative amendment passed in June 1978 adding Article XIII A to the California Constitution. Tax rates on secured property are restricted to no more than 1% of full cash value. Proposition 13 also defined assessed value and required a two-thirds vote to change existing or levy other new taxes.

PRORATING: The allocation of expenditures or revenue from a single source to two or more accounts to show the correct distribution of charges or revenue.

PROTESTED TAXES: Tax money paid under protest and held by the county auditor pending settlement of the protest.

PUBLIC EMPLOYEES' RELATIONS BOARD (PERB): The Public Employees Relations Board consists of five persons appointed by the Governor to regulate collective bargaining between school districts and employee organizations.

PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS): State law required school district employees, school districts, and the state to contribute to the fund.

PUPIL WEIGHTING: A method of distributing money for education according to the individual characteristics of each pupil. Weights or ratios are assigned for categories of pupil need or special costs; funds are distributed to districts according to their total number of pupil weights.

PURCHASE ORDER: A document issued to a vendor that authorized the delivery of specified merchandise or the performance of certain services and the making of a charge for them.

REAL PROPERTY: Property consisting of land, buildings, minerals, timber, landscaping, and all improvements thereto.

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REBATE: See Abatement or Refund.

RECEIPTS: Cash received.

RECLASSIFICATION: Re-designation of current year's revenue or expenditure items previously posted to one account and later determined to be more properly charged to a different account.

REFUND: An amount paid back or credit allowed on account of an over-collection.

REGISTERED WARRANT: A warrant that is registered by the county treasurer for future payment because of present lack of funds and that is to be paid with interest in the order of its registration.

REGISTERS: A listing of transactions of like kind that may be totaled and summarized for convenience in posting; e.g. payroll registers, warrant registers, and attendance registers.

REIMBURSEMENT: Cash or other assets received as a repayment of the cost of work or services performed; or repayment of other expenditures made for or on behalf of another governmental unit, fund or department.

REQUISITION: A document submitted initiating a purchase order to secure specified articles or services or issuance of materials from stores or a warehouse.

RESERVE: An account used to earmark a portion of a (1) fund balance to indicate that it is not available for expenditure (such as the reserve for inventories); and (2) fund equity as legally segregated for a specific future use (such as the reserve for a restricted program balance).

RESERVE FOR ENCUMBRANCES: An account used to aggregate a portion of a fund balance for expenditure on vendor performance.

RESIDUAL EQUITY TRANSFERS: Nonrecurring or non-routine transfers of equity between funds of the LEA, e.g. transfers of residual balances of discontinued funds to the general fund or contribution of internal service fund capital by the general fund.

RESOURCE COST MODEL: A system for funding education which is based on the cost of a district's individual characteristics and programs.

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RESTRICTED FUNDS: Moneys whose use is restricted by legal requirements or by the donor.

REVENUE LIMIT: The specific amount of state and local taxes a school district may receive per pupil for its general education program. Annual increases are determined by the Legislature. Categorical aid is granted in addition to the revenue limit.

REVENUES: The increases in fund financial resources other than from interfund transfers or debt issue proceeds. Revenues are the primary financial resource of a fund. Revenues are recognized when assets are increased without increasing liabilities or incurring an expenditure reimbursement.

REVOLVING CASH FUND: A stated amount of money used primarily for emergency or small disbursements and reimbursed periodically through properly documented expenditures, which are summarized and charged to property accounting classifications.

ROBBINS AMENDMENT (PROPOSITION 1): An amendment to the California Constitution, Article I, Section 7, passed in 1979 which restricts California courts to federal court interpretations when ordering changes in pupil school assignment or pupil transportation to alleviate school district segregation.

ROC/ROP: Regional Occupational Centers/Regional Occupational Programs established by a school district or group of school districts or county offices of education. The centers provide training for entry level jobs, counseling, and upgrading of skills for youths ages 16-18.

SB - SENATE BILLS (SB 90,1972; SB 90,1977; SB 154, SB 813): See Legislation.

SCHEDULES: Explanatory or supplementary statements that accompany the balance sheet or other financial statements.

SCHOOL IMPROVEMENT PLAN (SIP): Money granted by the state to selected schools to carry out a plan developed by the school site council for the improvement of their school's program.

SCHOOL SITE COUNCIL: Parents, students, teachers, and other staff selected by their peers to prepare a school improvement plan and assist in seeing that the planned activities are carried out and evaluated.

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SECURED ROLL: Assessed value of real property, such as land, buildings, secured personal property, or anything permanently attached to land, as determined by each county assessor.

SECURITIES: Bonds, notes, mortgages, or other forms of negotiable or nonnegotiable instruments.

SELF-CONTAINED CLASSROOM: A classroom in which a teacher usually instructs one group of students in a majority of the instructional programs for a school year. Self-contained classrooms are usually found at the elementary school level.

SENIORITY: A statutory system for protecting the job security of employees who have the longest periods of service in a district. With certain exceptions, the seniority list is used to determine which employees will be the first to be laid off or rehired.

SERIAL ANNUITY BONDS: Serial bonds in which the annual installments of bond principal are so arranged that the combined payments of principal and interest are approximately the same each year.

SERIAL BONDS: Bonds whose principal is repaid in periodic installments over the life of the issue.

SERRANO VS. PRIEST: The California Supreme Court decision which declared the system of financing schools unconstitutional because it violated the Equal Protection clause of the State Constitution. The Court said that by 1980, the relative effort (tax rate) required of taxpayers for local schools must be nearly the same throughout the state and that differences in annual per pupil expenditures which were due to local wealth must be less than \$100.00. The impact of Proposition 13 resolved the taxpayer equity provision. In 1983, a court review determined that sufficient compliance in reducing expenditure disparities had been achieved.

SHARED REVENUE: Revenue that is levied by one governmental unit but that is shared, usually in proportion to the amount collected, with another unit of government or class of governments.

SHORT-TERM DEBT: Debt with a maturity of one year or less after the date of issuance. Short-term debt usually includes bond anticipation notes payable and tax anticipation notes payable.

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SHORTFALL: An insufficient allocation of money, requiring an additional appropriation or resulting in deficits.

SITE: The location of a school or a central administrative unit.

SOURCE DOCUMENT: Any voucher, invoice, or other data that support an entry in the accounting records.

SPECIAL EDUCATION: Programs to identify and meet the educational needs of exceptional children, such as those with learning or physical handicaps. PL 94142 requires that all handicapped children between 3 and 21 years be provided free and appropriate education.

SPECIAL REVENUE FUNDS: Funds established to account for the proceeds from specific revenue sources that (by law) are restricted to finance particular activities.

SPECIFICATIONS: Those particular qualities required of products or services.

SPLIT ROLL: A system for taxing business and industry property at a different rate from individual homeowners.

SQUEEZE: Restricting the revenue limit increases of higher spending districts in order to equalize per pupil revenues (eliminated in 1983-84).

STATE ALLOCATION BOARD: A state regulatory agency which controls certain state-aided capital outlay and deferred maintenance projects.

STATE SCHOOL FUND: A special revenue fund within the State Treasury used for apportionments to school districts and county superintendents, based on the revenue limit, and certain other special purpose apportionments. Apportionments are made by the State Controller and are based on certifications from the Department of Education.

STATE TEACHERS' RETIREMENT SYSTEM (STRS): State law requires school district employees, school districts, and the state to contribute to the fund.

STATEMENTS: (1) Used in a general sense, all of those formal written presentations which set forth financial information. (2) In technical accounting usage, those presentations of financial data which show the financial position and the results of financial operations of a fund, a group of accounts, or an entire LEA for a particular accounting period.

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STORES: Goods that are on hand in storerooms and subject to requisition.

STRS: See State Teachers' Retirement System.

STUDENT BODY FUND: A fund to control the receipts and the disbursements of student association activities.

SUBSIDIARY LEDGERS: A supporting ledger consisting of a group of accounts, the total of which is in agreement with a control account; e.g. the payroll ledger and the appropriations ledger.

SUBVENTION: provision of assistance or financial support, usually from a superior governmental unit; a grant.

SUMMARY: Consolidation of like items for accounting purposes.

SUNSET: The termination of the regulations for a program. The law lists a schedule for the Legislature to consider the sunset of many state categorical programs.

SUPPLY: A material item of an expendable nature that is consumed, wears out, or deteriorates in use; or one that loses its identity through fabrication or incorporation into a different or more complex unit or substance.

SURETY BOND: A written promise to pay damages or to indemnify against losses caused by the party or parties named in the document, through non-performance or through defalcation; e.g. a surety bond given by a contractor or by an official who handles cash or securities.

SUSPENSE ACCOUNT: An account which carries charges or credits temporarily pending the determination of the proper account or accounts to which they are to be posted.

TAX ANTICIPATION NOTES: Notes issued in anticipation of collection of taxes, usually able to be retired only from tax collections and frequently only from the proceeds of the tax levy whose collection they anticipate.

TAX LIENS: Claims by governmental units on properties for which taxes levied remain unpaid.

TAX RATE: The amount of tax stated in terms of a unit of the base tax.

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TAX RATE LIMIT: The maximum rate of tax that a governmental unit may levy.

TAX REDEMPTION: Proceeds from the sale of tax-delinquent property.

TAX RELIEF SUBVENTIONS: Funds ordinarily paid to compensate for taxes lost because of tax relief measures.

TAX ROLLS: The list showing the amount of taxes levied against each taxpayer or property.

TAXES: Compulsory charges levied by a governmental unit for the purpose of financing services performed for the common benefit.

TAXES RECEIVABLE: An asset account representing the uncollected portion of taxes levied.

TENURE: A system of due process and employment guarantee for teachers. After serving a two-year probation period, teachers are assured continued employment in the school district unless specified procedures for dismissal or layoff are successfully followed.

TERM BONDS: Bonds whose entire principal matures on one date.

TRADE DISCOUNT: A reduction of the list price, usually expressed as a percentage and related to the volume of business transacted. (The term is not to be confused with cash discount).

TRAILER COACH FEES: Assessments collected from owners of trailer homes, which constitute personal property used in lieu of taxable real property.

TRANSFER: Inter-district or interfund payments or receipts not chargeable to expenditures or credited to revenue. Certain budget revisions are often referred to as transfers.

TRIAL BALANCE: A list of the balances of the accounts in a ledger kept by double entry, with the debit and credit balances shown in separate columns. If the totals of the debit and credit columns are equal or if their net balances agree with a control account, the ledgers from which the figures are taken are said to be "in balance".

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TRUST FUND: A fund used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.

TUITION: An amount charged for educational services provided to a student.

TUITION TAX CREDITS: A reduction in state or federal income tax to offset a specified amount of money spent for tuition for private education.

UIA: See Urban Impact Aid.

UNENCUMBERED BALANCE: That portion of an appropriation or allotment not yet expended or obligated.

UNIFICATION: Joining together of all or part of an elementary school district (K-8) and high school district (K-12) with a single governing board.

UNIFIED SCHOOL DISTRICT: A school district serving students kindergarten through 12th grade, that is elementary and high school students.

UNIONIZATION: Joining together of two or more elementary or high school districts to form a single elementary or high school & district.

UNIT COST: The total expenditure for a product, program, or service divided by the total quantity obtained or some other quantitative measure; e.g. the total expenditure divided by the number of students equals the cost per student.

UNREALIZED REVENUE: Estimated revenue less revenue received to date; also, the estimated revenue for the remainder of the fiscal year.

UNSECURED ROLL: Assessed value of personal property other than secured property.

URBAN IMPACT AID (UIA): State aid to 19 large, metropolitan districts, expanded in 1984-84 to qualifying high school and elementary districts. The funds may be used for general purposes.

VOUCHER: A written document which evidences the propriety of transactions and usually indicates the amounts that are to be recorded.

Glossary of Terms

WARRANT: A written order, drawn by the LEA's governing board or its authorized officer(s) or employee(s) approved by the county superintendent of schools, and allowed by the county auditor, directed the county treasurer to pay a specified amount to a designated payee.

WARRANTS PAYABLE: The amount of warrants issued, outstanding, and unpaid from a salary or wage payment; an amount, specified by law or regulation, representing the individual's estimated federal or state income tax that the employer must pay to the taxing authority.

WORK IN PROCESS: The value of partially completed products manufactured or processed, such as a partially completed printing job.

WORK ORDER: A written authorization for the performance of a particular job containing a description of the nature and location of the job and specifications for the work that is to be performed. Such authorizations are usually assigned job numbers, and provision is made for accumulating and reporting labor, material, and other costs.