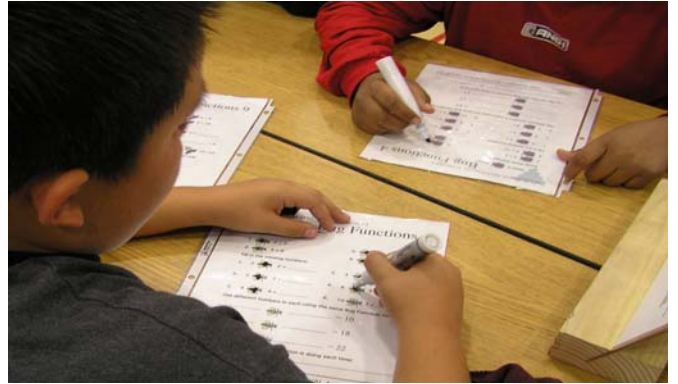




New Haven Unified School District



BUDGET  
OVERVIEW  
AT  
SECOND INTERIM  
*Fiscal Year: 2008-2009*



*Presented: March 10, 2009*

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

**BOARD OF EDUCATION**

*President*

*Gertrude Gregorio*

*Clerk*

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*Kari McVeigh*  
*Superintendent*

*Theodore Hood*  
*Chief Business Officer*

*Cal Scheid*  
*Director, Fiscal Services*

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## 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 global 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

As we all know, these are difficult economic times in the State of California and throughout the nation and even the world. Of particular concern in California is the fact that State budget estimates reflect a shortfall in revenues of \$41 billion through June 2010. To compensate for this, the Governor, in his 2009-10 proposed budget, is recommending significant reductions in 2008-09 State expenditures as well as further reductions in the 2009-10 fiscal year.

In preparing the District's 2008-09 budget, the District reflected the cuts imposed by the State of California 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 and in the final State adopted budget additional revenues were included. While this was good news at the time, and for that moment, it was clear that the greater issue of structural imbalance in the State budget still existed.

The 2008-09 State budget was approved in September and almost immediately it was determined that the just approved budget was inadequate and did not reflect the impact of the failing State economy. In an attempt to resolve this issue, a special session of the legislature was held which failed to enact provisions to resolve the State budget issue thus extending and worsening the projected State budget deficit.

In January 2009, the Governor released his 2009-10 proposed budget. The document includes, in addition to the 2009-10 proposed budget, significant proposed revisions to the current 2008-09 State budget. These added provisions include mid-year reductions to education totaling \$2.1 billion. This reduction in current year apportionments to school districts results in a decrease in our anticipated revenues of \$4 million.

This second update to the District's budget has been prepared based on information available as of January 31, 2009, primarily the State adopted budget as modified by the provisions included in the Governor's proposed 2009-10 budget. The mid-year loss of revenue noted above and the projection of continued reductions in revenue for 2009-10 and beyond have necessitated a complete re-examination of the District's budgets for the current year as well as future years.

For the last several years, the State's funding for education has fluctuated dramatically. The district has always strived to keep any reductions away from the educational programs. Given the significance of the State budget proposals, this may no longer be possible. In order to balance the District's budgets through June 2011, as required by AB1200, we have made some very difficult choices and are proposing future program reductions, should the needed additional revenues not become available. We do not want to make these reductions, but at this time, feel there is no other way to balance the budget given the severity of the State apportionment reductions being proposed.

On February 19, 2009, a revised 2008-09 State budget was adopted together with the 2009-10 State Budget. While we have not had time to fully analyze the impact of this budget on the District and incorporate it into this report, it appears that it will provide some relief to the district's budget, assuming there are no major revisions made due to changing economic conditions. To prevent the proposed reductions from being made in 2010-11, the State budget will have to improve significantly or the District will need to find additional revenue sources.

Despite these economic conditions, the District will continue to do everything possible to ensure that we are providing a high quality instructional program.

Kari McVeigh  
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 10, 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 10, 2009 – May 16, 2009**

- 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 2008-09 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.

## SECOND INTERIM BUDGET UPDATE

In preparing the 2008-09 Adopted Budget of the District in June 2008, we acknowledged the Governor's May revise and adjusted all budgets accordingly. In preparing the 2008-09 First Interim Budget, we included the impacts of State budget actions that occurred with the adoption of the State of California Budget in September 2008. In preparing the Second Interim Report, presented here, we continue to use the information included in the State of California's adopted budget and have also given consideration to provisions included in the Governor's 2009-10 budget proposal that was presented in January 2009. This proposed budget included a number of changes to the State's adopted 2008-09 budget that would, if implemented, have significant negative impact on the District's current year operating budget. Throughout the development of the District's Second Interim Report we have used this budget proposal as the basis for our analysis and decision making and the attached report reflects the provisions included in the Governor's proposed budget. We have also utilized budget assumptions recommended by School Services of California and the Alameda County Office of Education.

As you are aware, on February 19, 2009 the State of California adopted a revised budget for the current fiscal year as well as a budget for the 2009-10 fiscal year. For the last few board meetings we have been presenting budget information to you and you have provided direction for the development of the Second Interim report. All of this work has been based on the Governor's proposed budget as noted above. As there has been little time to discuss the impacts of this new State budget with you, or to incorporate its provisions into the District's Second Interim Report, we have chosen to continue using the State Budget adopted in September as modified by the Governor's January 2009 proposed budget. We have discussed this approach with the County Office of Education and due to the timing of the State Budget adoption/amendment; they have given districts the option of using the prior budget or the new budget.

- Overall revenue has decreased by \$3,950,797. The majority of this change is in the unrestricted portion of the budget and reflects the major changes made to the State's Education Budget. At First Interim we included an increase in funding generated by the Revenue Limit based on the inclusion of an unanticipated 0.68% COLA being included in the State's adopted budget. In this report, we are eliminating this revenue as well as additional Base Revenue Limit income, the result of an increase in the deficit factor from 4.972% at First Interim to 9.685% at Second Interim. The resulting revenue loss is \$3,808,452. In addition, current projections for State Lottery revenues have been adjusted downward resulting in an additional projected loss in revenue of \$217,200 for a total loss in projected revenue of \$4,025,661.
- Total expenses have increased by \$ 564,959. Expenditures in the categorical funds have increased by \$1,526,968. This is due to the re-budgeting of some categorical dollars carried over from the 2007-08 year as well as newly apportioned funds. Expenditures in the Unrestricted General Fund have declined by \$962,009 since First Interim.
- Because of the Governor's budget proposal, the District has had to make many reductions in the operating budget of the District in an effort to absorb a reduction in revenue of \$4.0 million after having completed seven months of our fiscal year. In order to balance the budget, the District needed to advance fund from Mitigation Funds and



available categorical program balances. The District's Mitigation Fund budgets through 2010-11 include projections to receive additional funds in this and the subsequent two years. Due to the decline in the housing market, available Mitigation Funds through 2010-11 may be up to \$1 million short of the amount needed. Because of this, a decision was made to utilize \$447,000 of 2007-08 State categorical program balances to balance the 2008-09 budget rather than advance fund additional amounts from the Mitigation Fund. Our preliminary analysis of the recently adopted state budget indicates that we should be able to make up this shortfall using flexibility and other provisions included in the State budget. This situation will be addressed more fully during the upcoming 2009-10 budget adoption process and preparation of the related multi-year projections through the 2011-12 fiscal year.

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 prepared. The upward and downward swings in the state budget situation have made this even more challenging than ever. Consequently, the Second Interim Budget should be considered a "financial snapshot" on the date it is approved. As variables change, it is necessary to make formal adjustments, approved by the Governing Board throughout the course of the year. The major assumptions used to develop the Second Interim Budget for 2008-09 are listed below.

#### **ASSUMPTIONS UTILIZED FOR THE 2008-09 BUDGET**

##### **Revenue**

- A COLA of 5.66% has been added to the Revenue Limit
- A Deficit Reduction of 9.685% has been applied to the Revenue Limit, an increase of 4.972% from 1<sup>st</sup> Interim
- The Indirect Cost Rate for fiscal year 2008-09 is 4.12% and has been applied to all programs
- In this report, State categorical programs reflect current authorized allocations
- All federal programs reflect current allocations
- The adopted budget was prepared assuming a reduction in enrollment of 150 students per year. Actual enrollment at CBEDS reflects a reduction of only 62 compared to the prior year. While we still expect declines in enrollment for future years, we believe they will be less than originally anticipated
- Lottery funding is adjusted to reflect actual enrollment and a projected decline in overall volume
- No mandated reimbursement budgeted

##### **Expenses**

- 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
- Site discretionary funds have been reduced by 25%
- The Transportation Program has been reorganized and reduced to end high school transportation
- The Restricted Maintenance Program remains at 3%
- The Worker's Compensation premium remains stable – no increase
- The new three-year contracts with the teachers association, the administrators association and the classified employees are in the budget
- Since adoption of the budget, the Executive Director of Operations position has been eliminated from the budget and the CBO will spend a portion of his time working with the maintenance operations and transportation department 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
- The District will continue to fund three SROs in partnership with the City
- Payments to all three Health Benefit Trusts are budgeted
- The Deferred Maintenance match is still being made from the 2003 bond account and as the State budget included an unanticipated apportionment for Deferred Maintenance, a budget of \$656,966 has been included
- The Special Education reductions in outside programs and placements have been made and no increase for new placements is anticipated
- Actions taken as a result of the Governor's budget proposal include:
  - Maximized the use of categorical program funds
  - Reduced all departmental operating budgets
  - Adjusted budgets based on service needs and reduced NPS/NPA contracted services
  - Reduced staffing budgets in several areas as a result of not filling vacant positions, mid-year reduction in sections taught at the secondary schools based on enrollment
  - Re-allocated categorical program funds where allowable to maximize their utilization and minimize the financial burden on the unrestricted General Fund

## **GENERAL FUND**

- **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.

New Haven Unified School District  
Second Interim Report: 2008-2009

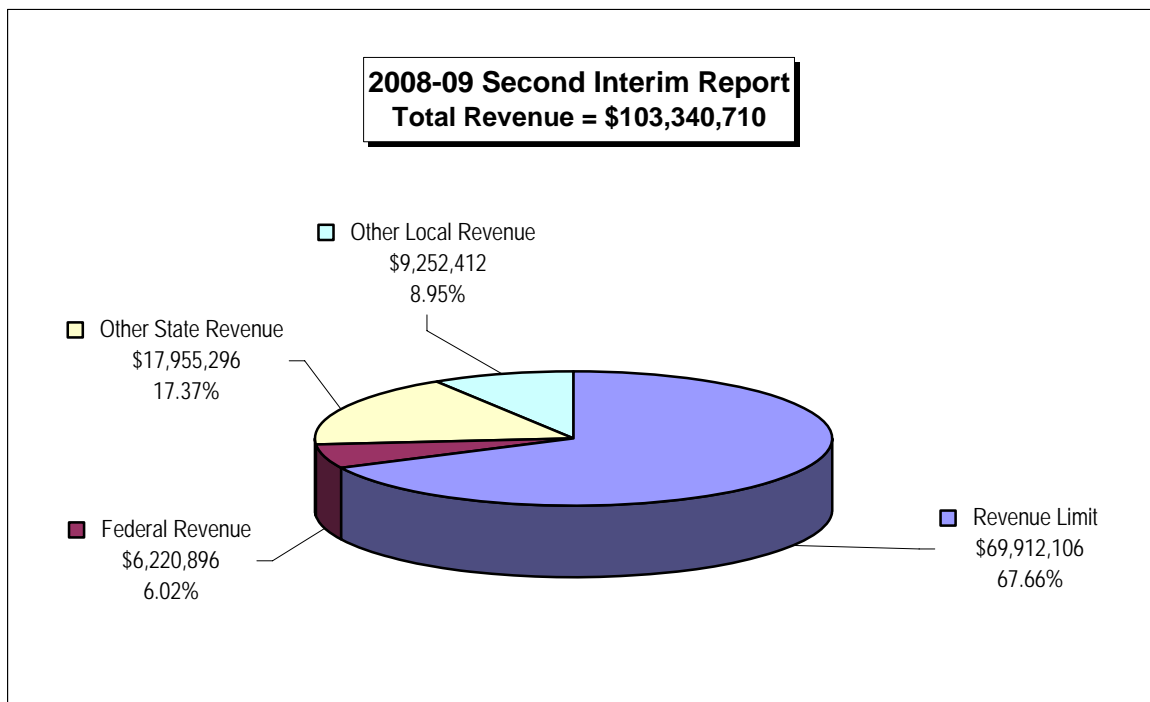
TOTAL GENERAL FUND													
DESCRIPTION	Object Code Range	Unaudited Actuals September 2008 2007-08 Budget			Adopted Budget June 2008 2008-09 Budget			First Interim December 2008 2008-09 Budget			Second Interim March 2009 2008-09 Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>REVENUES:</b>													
Revenue Limit	8000-8099	\$ 69,773,333	\$3,804,353	\$73,577,686	\$ 69,459,519	\$3,556,787	\$73,016,306	\$ 70,203,214	\$3,517,344	\$73,720,558	\$66,541,146	\$3,370,960	\$69,912,106
Federal Revenue	8100-8299	\$0	\$4,779,124	\$4,779,124	\$ 10,634	\$5,161,723	\$5,172,357	\$ 10,634	\$6,308,357	\$6,318,991	\$10,634	\$6,210,262	\$6,220,896
Other State Revenue	8300-8599	\$6,726,588	\$11,304,272	\$18,030,860	\$ 6,392,249	\$10,590,820	\$16,983,069	\$ 7,080,746	\$11,068,822	\$18,149,568	\$6,892,426	\$11,062,870	\$17,955,296
Other Local Revenue	8600-8799	\$1,447,508	\$8,147,283	\$9,594,791	\$ 1,469,790	\$7,222,526	\$8,692,316	\$ 1,387,784	\$7,714,606	\$9,102,390	\$1,579,768	\$7,672,644	\$9,252,412
<b>Total Revenues</b>		<b>\$77,947,429</b>	<b>\$28,035,032</b>	<b>\$105,982,461</b>	<b>\$77,332,192</b>	<b>\$26,531,856</b>	<b>\$103,864,048</b>	<b>\$78,682,378</b>	<b>\$28,609,129</b>	<b>\$107,291,507</b>	<b>\$75,023,974</b>	<b>\$28,316,736</b>	<b>\$103,340,710</b>
<b>EXPENDITURES:</b>													
Certificated Wages	1000-1999	\$50,544,317	\$12,965,818	\$63,510,135	\$ 49,512,265	\$11,640,203	\$61,152,468	\$ 50,492,000	\$12,631,220	\$63,123,220	\$49,586,305	\$13,260,784	\$62,847,089
Classified Wages	2000-2999	\$7,569,109	\$7,536,731	\$15,105,840	\$ 6,998,612	\$6,599,197	\$13,597,809	\$ 7,194,962	\$7,393,207	\$14,588,169	\$7,048,614	\$7,347,434	\$14,396,048
Employee Benefits	3000-3999	\$10,392,670	\$5,045,090	\$15,437,760	\$ 10,399,461	\$4,500,984	\$14,900,445	\$ 9,892,814	\$5,096,303	\$14,989,117	\$11,150,963	\$5,295,909	\$16,446,872
Books & Supplies	4000-4999	\$938,397	\$2,761,453	\$3,699,850	\$ 1,076,748	\$3,758,473	\$4,835,221	\$ 1,025,497	\$4,997,985	\$6,023,482	\$774,628	\$4,457,858	\$5,232,486
Other Operating Expenses	5000-5999	\$4,692,850	\$4,342,177	\$9,035,027	\$ 4,465,133	\$3,910,063	\$8,375,196	\$ 4,470,673	\$4,031,095	\$8,501,768	\$3,602,699	\$5,147,024	\$8,749,723
Capital Outlay	6000-6999	\$24,197	\$172,665	\$196,862	\$ 20,000	\$248,735	\$268,735	\$ 20,000	\$277,841	\$297,841	\$8,000	\$183,072	\$191,072
Other Outgo +7439	7100-7299	\$66,152	\$1,970,178	\$2,036,330	\$ 65,407	\$1,500,000	\$1,565,407	\$ 68,143	\$1,500,000	\$1,568,143	\$60,379	\$1,748,028	\$1,808,407
Direct Support/Indirect Cost	7300-7399	(\$1,164,139)	\$988,142	(\$175,997)	(\$1,260,988)	\$968,219	(\$292,769)	(\$1,410,012)	\$1,189,622	(\$220,390)	(\$1,439,520)	\$1,204,132	(\$235,388)
<b>Total Expenditures</b>		<b>\$73,063,553</b>	<b>\$35,782,254</b>	<b>\$108,845,807</b>	<b>\$71,276,638</b>	<b>\$33,125,874</b>	<b>\$104,402,512</b>	<b>\$71,754,077</b>	<b>\$37,117,273</b>	<b>\$108,871,350</b>	<b>\$70,792,068</b>	<b>\$38,644,241</b>	<b>\$109,436,309</b>
Excess (Deficiency) Of Revenues Over Expenses Before Other Sources		\$4,883,876	(\$7,747,222)	(\$2,863,346)	\$6,055,554	(\$6,594,018)	(\$538,464)	\$6,928,301	(\$8,508,144)	(\$1,579,843)	\$4,231,906	(\$10,327,505)	(\$6,095,599)
<b>OTHER FINANCING SOURCES:</b>													
Interfund Transfers In	8910-8929	\$196,693	\$1,233,017	\$1,429,710	\$ 12,606	\$1,990,423	\$2,003,029	\$ 13,217	\$1,990,423	\$2,003,640	\$1,540,860	\$2,514,124	\$4,054,984
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)	(\$656,966)	(\$692,966)
Other Sources	8930-8979							\$ -	\$ 0	\$0	\$0	\$0	\$0
Other Uses	7630-7699							\$ -	\$ 0	\$0	\$0	\$0	\$0
Contributions to Restricted Pgs	8980-8999	(\$7,412,932)	\$7,412,932	\$0	(\$5,443,419)	\$5,443,419	\$0	(\$7,007,882)	\$7,007,882	\$0	(\$5,975,002)	\$5,975,002	\$0
<b>Total Sources</b>		<b>(\$7,252,239)</b>	<b>\$8,055,526</b>	<b>\$803,287</b>	<b>(\$5,462,813)</b>	<b>\$6,843,419</b>	<b>\$1,380,606</b>	<b>(\$7,030,665)</b>	<b>\$8,407,882</b>	<b>\$1,377,217</b>	<b>(\$4,470,142)</b>	<b>\$7,832,160</b>	<b>\$3,362,018</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>		<b>(\$2,368,363)</b>	<b>\$308,304</b>	<b>\$-</b> <b>(\$2,060,059)</b>	<b>\$592,741</b>	<b>\$249,401</b>	<b>\$842,142</b>	<b>(\$102,364)</b>	<b>(\$100,262)</b>	<b>(\$202,626)</b>	<b>(\$238,236)</b>	<b>(\$2,495,345)</b>	<b>(\$2,733,581)</b>
<b>FUND BALANCE</b>													
Budgeted Beginning Fund Balance		\$5,960,477	\$4,723,652	\$10,684,129	\$ -	\$0	\$0	\$ 3,592,115	\$5,031,960	\$8,624,075	\$3,592,115	\$5,031,960	\$8,624,075
Adjustments for Unaudited Actuals		\$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 Beginning Fund Balance		5,960,477	4,723,652	10,684,129	3,512,394	3,973,609	7,486,003	3,592,115	5,031,960	8,624,075	3,592,115	5,031,960	8,624,075
<b>Ending Fund Balance</b>		<b>\$3,592,114</b>	<b>\$5,031,956</b>	<b>\$8,624,070</b>	<b>\$4,105,135</b>	<b>\$4,223,010</b>	<b>\$8,328,145</b>	<b>\$3,489,751</b>	<b>\$4,931,698</b>	<b>\$8,421,449</b>	<b>\$3,353,879</b>	<b>\$2,536,615</b>	<b>\$5,890,494</b>
<b>COMPONENTS OF FUND BALANCE</b>													
Reserved Amounts (revolving)		\$50,000	\$0	\$51,000	\$ 50,000	\$0	\$50,000	\$ 50,000	\$0	\$50,000	\$50,000	\$0	\$50,000
Other, Prepaid	8418	\$0	\$0	\$0	\$ -	\$0	\$0	\$ -	\$0	\$0	\$0	\$0	\$0
Legally Restricted		\$0	\$5,031,956	\$5,031,956	\$ 4,223,010	\$4,223,010	\$4,223,010	\$ -	\$ 4,931,698	\$4,931,698	\$0	\$2,536,615	\$2,536,615
Site Carry Over		\$0	\$0	\$0	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
<b>Total Components</b>		<b>\$58,418</b>	<b>\$5,031,956</b>	<b>\$5,090,374</b>	<b>\$ 50,000</b>	<b>\$ 4,223,010</b>	<b>\$4,273,010</b>	<b>\$ 50,000</b>	<b>\$ 4,931,698</b>	<b>\$4,981,698</b>	<b>\$50,000</b>	<b>\$2,536,615</b>	<b>\$2,586,615</b>
3% Economic Uncertainty		\$3,284,167	\$0	\$3,284,167	\$3,150,748	\$3,150,748	\$3,150,748	\$3,284,933	\$0	\$3,284,933	\$3,303,879	\$0	\$3,303,879
Reserve for Strategic Planning		\$ 162,669	\$0	\$162,669	\$0	\$0	\$0	\$ -	\$0	\$0	\$0	\$0	\$0
Reserve for Salary Increases		\$0	\$0	\$0	\$ 857,315	\$857,315	\$857,315	\$ 150,000	\$0	\$150,000	\$0	\$0	\$0
<b>Undesignated Fund Balance</b>		<b>\$86,860</b>	<b>\$0</b>	<b>\$86,860</b>	<b>\$47,072</b>	<b>\$0</b>	<b>\$47,072</b>	<b>\$4,818</b>	<b>\$0</b>	<b>\$4,818</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## 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



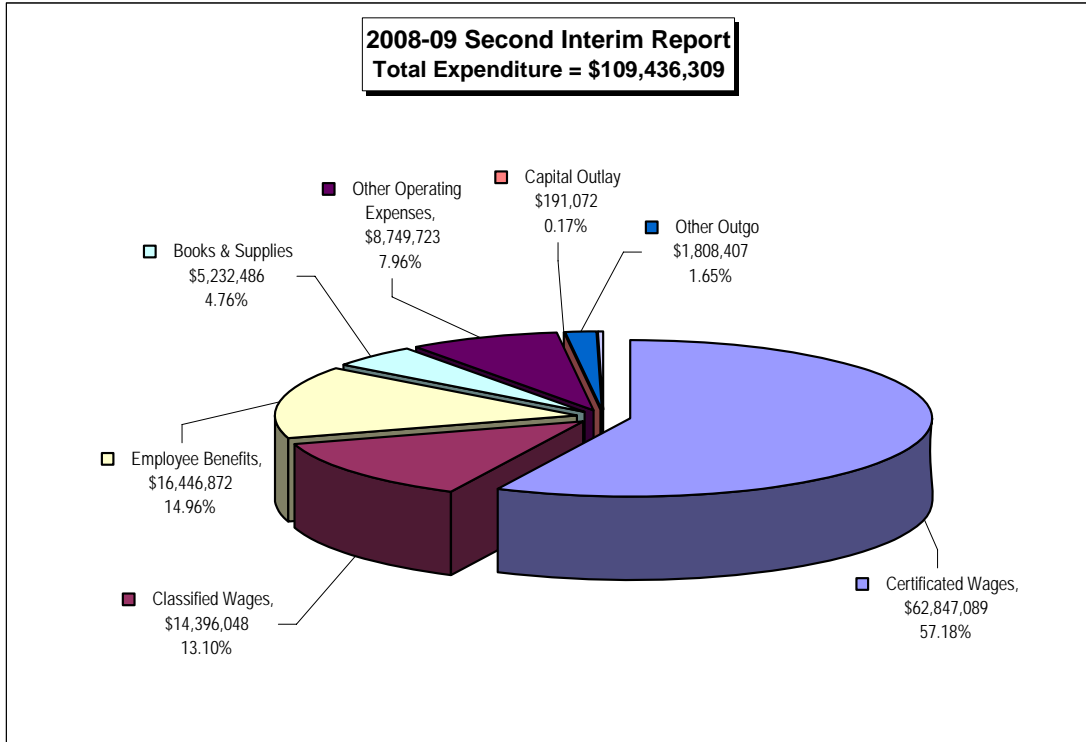
DESCRIPTION	March 2009 2008-09 Second Interim Report		
	Unrestricted	Restricted	Total
Revenue Limit	\$ 66,541,146	\$ 3,370,960	\$69,912,106
Federal Revenue	\$ 10,634	\$ 6,210,262	\$6,220,896
Other State Revenue	\$ 6,892,426	\$ 11,062,870	\$17,955,296
Other Local Revenue	\$ 1,579,768	\$ 7,672,644	\$9,252,412
<b>Total Revenues</b>	<b>\$ 75,023,974</b>	<b>\$ 28,316,736</b>	<b>\$ 103,340,710</b>

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 Unified currently anticipates a Revenue Limit per ADA for 2008-09 of \$6,120.58, which is lower than the projected statewide average of \$6,150 for a unified school district. Due to the application of a deficit reduction factor, the actual funded Revenue Limit per ADA will be \$5,527.80 resulting in a reduction in funding per ADA of \$592.78.

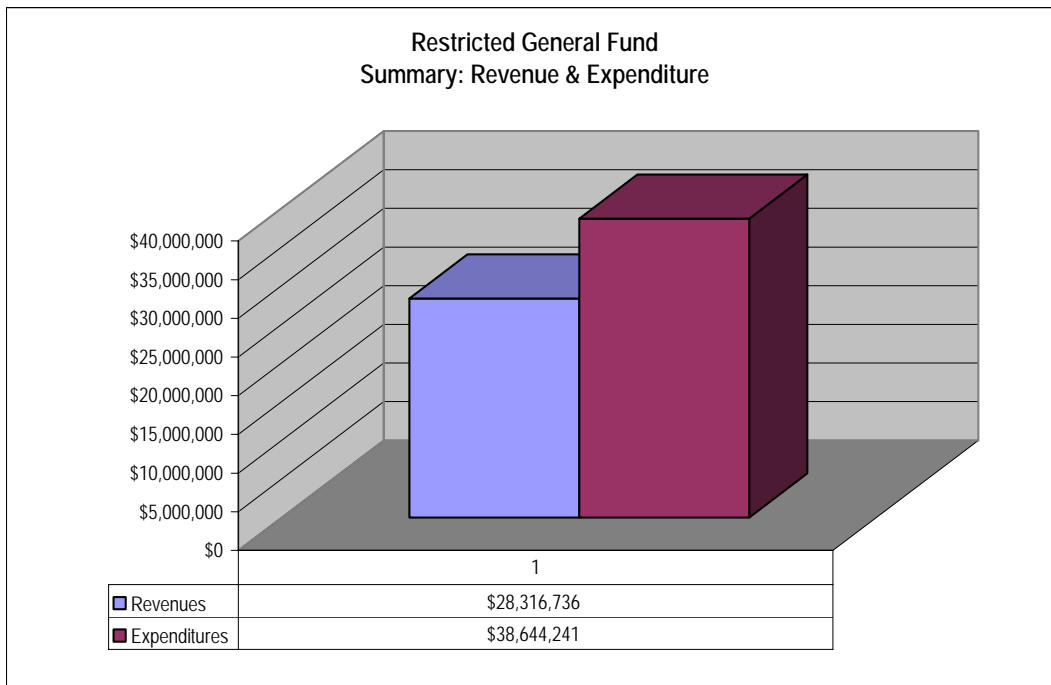
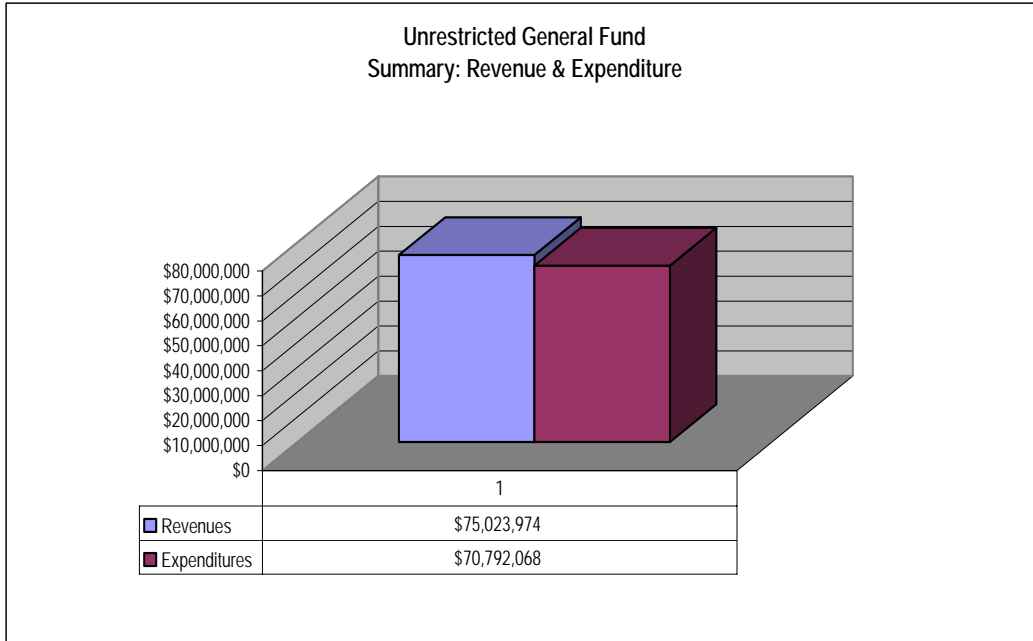
## DISTRICT EXPENDITURE

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



DESCRIPTION	March 2009 2008-09 Second Interim Report		
	Unrestricted	Restricted	Total
Certificated Wages	\$49,586,305	\$13,260,784	\$62,847,089
Classified Wages	\$7,048,614	\$7,347,434	\$14,396,048
Employee Benefits	\$11,150,963	\$5,295,909	\$16,446,872
Books & Supplies	\$774,628	\$4,457,858	\$5,232,486
Other Operating Expenses	\$3,602,699	\$5,147,024	\$8,749,723
Capital Outlay	\$8,000	\$183,072	\$191,072
Other Outgo +7439	\$60,379	\$1,748,028	\$1,808,407
Direct Support/Indirect Cost	(\$1,439,520)	\$1,204,132	(\$235,388)
<b>Total Expenditures</b>	<b>\$70,792,068</b>	<b>\$38,644,241</b>	<b>\$109,436,309</b>

## SUMMARY SECOND INTERIM REPORT: 2008-2009





## TOTAL GENERAL FUND

### REVENUES:

DESCRIPTION	March 2009 2008-09 Second Interim Report		
	Unrestricted	Restricted	Total
Revenue Limit	\$ 66,541,146	\$ 3,370,960	\$69,912,106
Federal Revenue	\$ 10,634	\$ 6,210,262	\$6,220,896
Other State Revenue	\$ 6,892,426	\$ 11,062,870	\$17,955,296
Other Local Revenue	\$ 1,579,768	\$ 7,672,644	\$9,252,412
<b>Total Revenues</b>	<b>\$ 75,023,974</b>	<b>\$ 28,316,736</b>	<b>\$ 103,340,710</b>

### EXPENDITURES:

DESCRIPTION	March 2009 2008-09 Second Interim Report		
	Unrestricted	Restricted	Total
Certificated Wages	\$49,586,305	\$13,260,784	\$62,847,089
Classified Wages	\$7,048,614	\$7,347,434	\$14,396,048
Employee Benefits	\$11,150,963	\$5,295,909	\$16,446,872
Books & Supplies	\$774,628	\$4,457,858	\$5,232,486
Other Operating Expenses	\$3,602,699	\$5,147,024	\$8,749,723
Capital Outlay	\$8,000	\$183,072	\$191,072
Other Outgo +7439	\$60,379	\$1,748,028	\$1,808,407
Direct Support/Indirect Cost	(\$1,439,520)	\$1,204,132	(\$235,388)
<b>Total Expenditures</b>	<b>\$70,792,068</b>	<b>\$38,644,241</b>	<b>\$109,436,309</b>

### SUMMARY: REVENUE OVER EXPENDITURES

DESCRIPTION	March 2009 Second Interim Report: 2008-09		
	Unrestricted	Restricted	Total
Revenues	\$75,023,974	\$28,316,736	\$103,340,710
Expenditures	\$70,792,068	\$38,644,241	\$109,436,309
<b>Difference</b>	<b>\$4,231,906</b>	<b>(\$10,327,505)</b>	<b>(\$6,095,599)</b>

## 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?

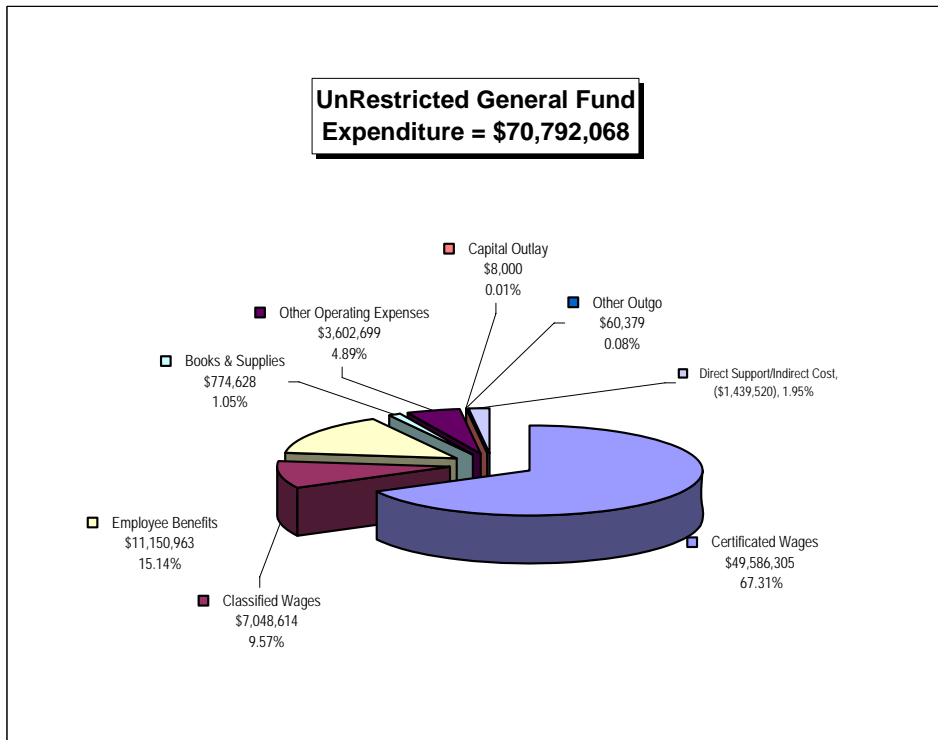
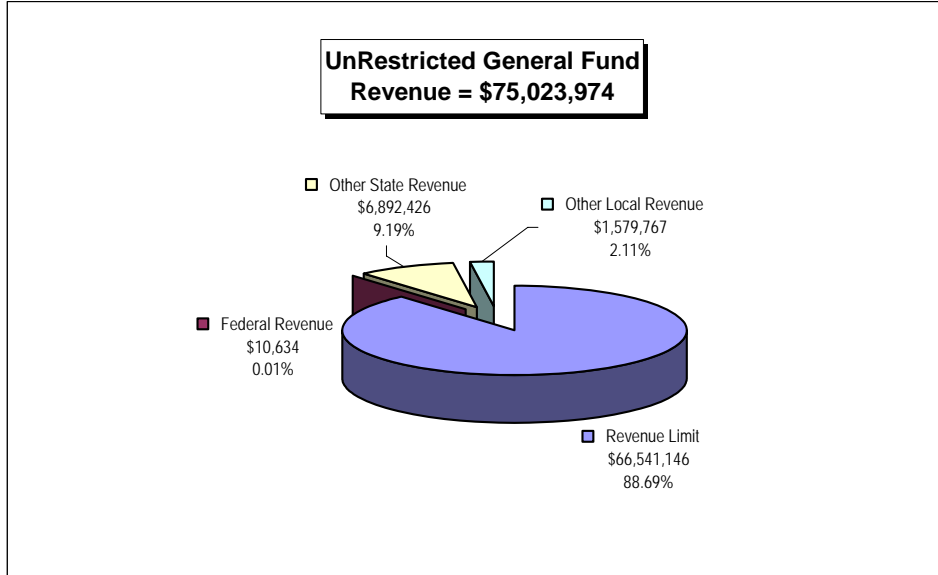
The "Total Budget" includes the beginning balance and all anticipated income from the year. The "Ending Balance" is made up of the resources that are required or remain after expenditures are deducted from the total budget amount. The ending balance is made up of restricted and unrestricted amounts which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

### COMPONENTS OF THE PROJECTED 2008-09 ENDING BALANCE

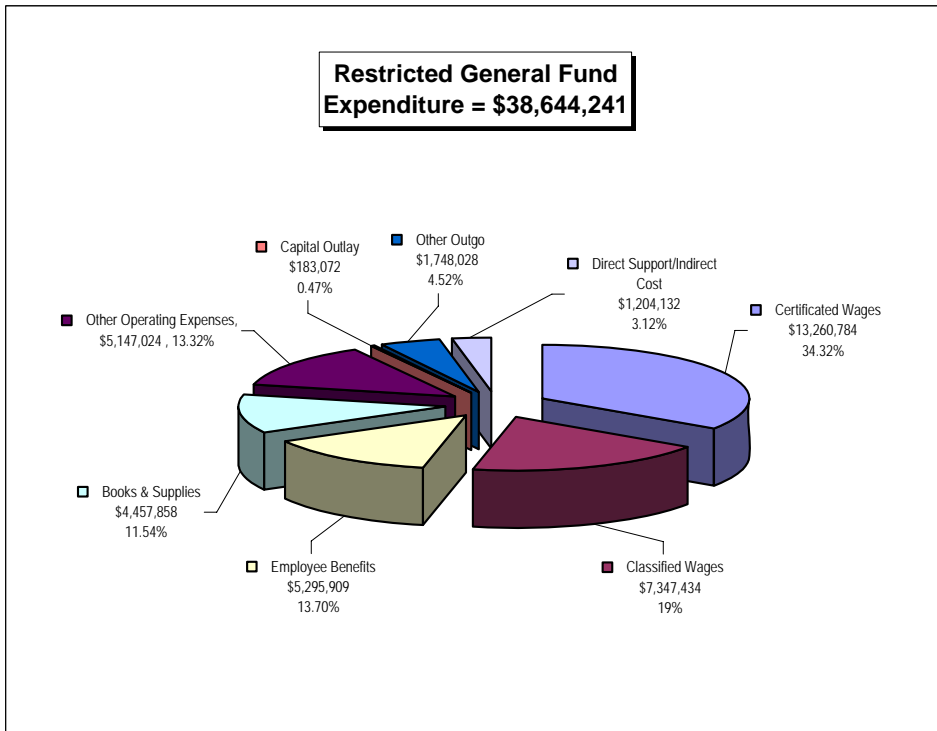
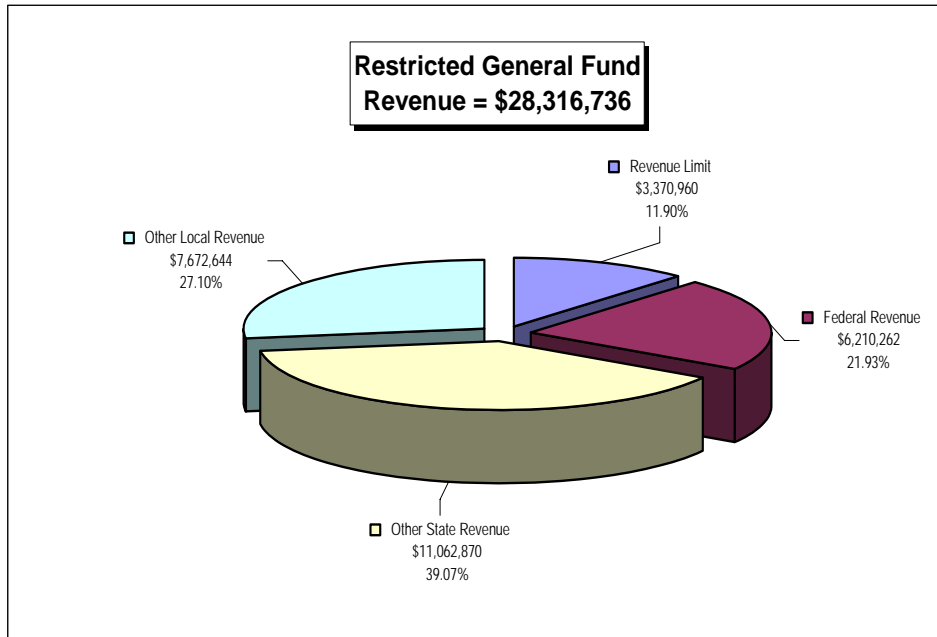
DESCRIPTION	Second Interim March 2009 2008-09 Budget		
	Unrestricted	Restricted	Total
Ending Fund Balance	\$3,353,879	\$2,536,615	\$5,890,494
COMPONENTS OF FUND BALANCE			
Reserved Amounts (revolving)	\$50,000	\$0	\$50,000
Legally Restricted	\$0	\$2,536,615	\$2,536,615
Total Restricted Components	\$50,000	\$2,536,615	\$2,586,615
3% Economic Uncertainty	\$3,303,879	\$0	\$3,303,879
Unappropriated Fund Balance	\$0	\$0	\$0
<b>Total Fund Balance</b>	<b>\$3,353,879</b>	<b>\$2,536,615</b>	<b>\$5,890,494</b>

# DISTRICT GENERAL FUND

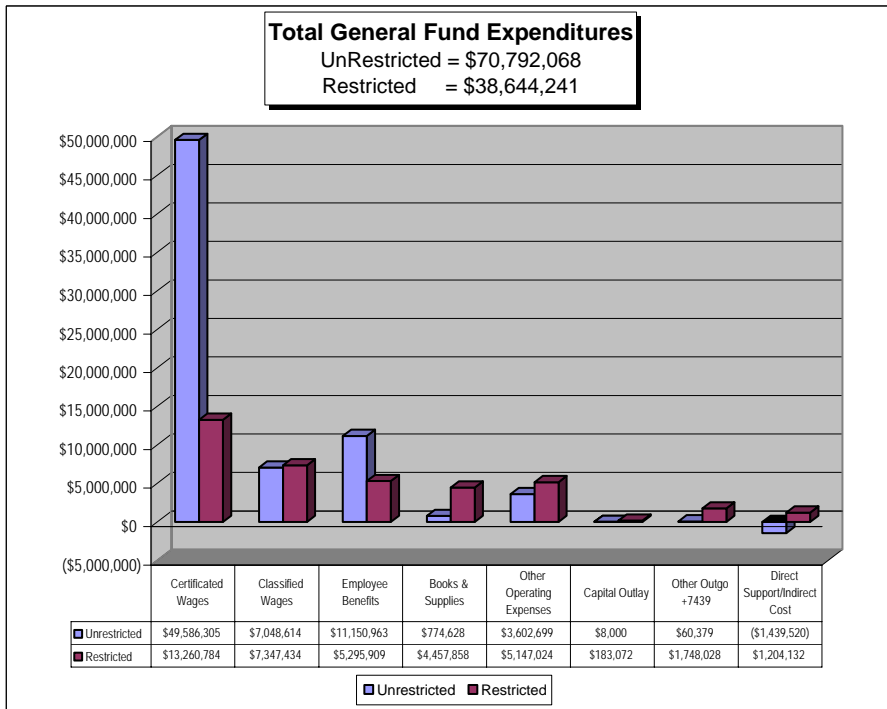
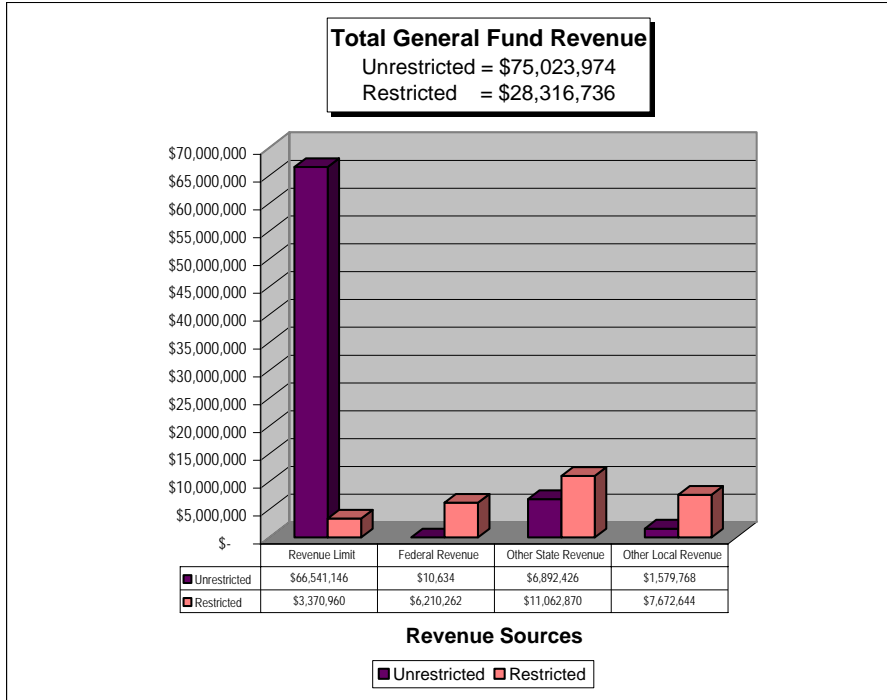
## UNRESTRICTED GENERAL FUND



# RESTRICTED GENERAL FUND



## SUMMARY



## **DESCRIPTION OF OTHER DISTRICT FUNDS**

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 an undesignated fund balance of \$196,388.

### **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 \$368,137.

### **FUND 14 – DEFERRED MAINTENANCE**

The District match for this program is budgeted at \$656,966. This is the amount that the state required for 2008-09. The matching funds are from Measure A. While the District's Adopted Budget did not anticipate state matching revenue, the adoption of the State budget did include this item so \$656,966 has been added to the revenue budget for the fund.

### **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. 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 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 construction of the Performing Arts Center and the construction of the Alvarado Middle School Administration/Media building. 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**  
**Second Interim Report: 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	Special Reserve Fund 40	Bond Interest Fund 51	Tax Override Fund 53	Enterprise Kids 1st Fund 63	Retiree Benefits Fund 71
<b>REVENUES:</b>													
Revenue Limit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Revenue	\$362,463	\$0	\$2,227,474	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other State Revenue	\$1,305,419	\$2,062,453	\$156,286	\$590,423	\$0	\$0	\$0	\$5,187,057	\$0	\$106,000	\$0	\$0	\$0
Other Local Revenue	\$85,824	\$13,217	\$1,725,306	\$15,255	\$5,999	\$898,494	\$2,747,189	\$107,227	\$5,287	\$12,234,744	\$0	\$1,537,487	\$958,089
<b>Total Revenues</b>	<b>\$1,753,706</b>	<b>\$2,075,670</b>	<b>\$4,109,066</b>	<b>\$605,678</b>	<b>\$5,999</b>	<b>\$898,494</b>	<b>\$2,747,189</b>	<b>\$5,294,284</b>	<b>\$5,287</b>	<b>\$12,340,744</b>	<b>\$0</b>	<b>\$1,537,487</b>	<b>\$958,089</b>
<b>EXPENDITURES:</b>													
Certificated Wages	\$1,237,626	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,518	\$0
Classified Wages	\$268,713	\$0	\$1,314,424	\$160,060	\$0	\$497,934	\$0	\$89,239	\$0	\$0	\$0	\$945,231	\$0
Employee Benefits	\$321,751	\$0	\$650,290	\$90,668	\$0	\$101,461	\$0	\$73,158	\$0	\$0	\$0	\$484,902	\$0
Books & Supplies	\$102,213	\$0	\$1,874,950	\$18,070	\$0	\$30,980	\$88,437	\$1,827	\$0	\$0	\$0	\$36,350	\$0
Other Operating Expenses	\$136,666	\$2,062,453	\$166,068	\$1,201,224	\$0	\$59,685	\$34,100	\$0	\$0	\$0	\$0	\$223,514	\$1,058,655
Capital Outlay	\$21,000	\$0	\$34,000	\$32,550	\$0	\$51,438,263	\$1,514,145	\$626,422	\$0	\$0	\$0	\$0	\$0
Other Outgo	\$0	\$0	\$0	\$0	\$0	\$0	\$197,091	\$0	\$0	\$11,959,190	\$0	\$0	\$0
Direct Support/Indirect Costs	\$74,637	\$0	\$160,751	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$2,162,606</b>	<b>\$2,062,453</b>	<b>\$4,200,483</b>	<b>\$1,502,572</b>	<b>\$0</b>	<b>\$52,128,323</b>	<b>\$1,833,773</b>	<b>\$790,646</b>	<b>\$0</b>	<b>\$11,959,190</b>	<b>\$0</b>	<b>\$1,717,515</b>	<b>\$1,058,655</b>
<b>OTHER FINANCING SOURCES (USES):</b>													
Interfund Transfers In	\$0	\$0	\$0	\$656,966	\$36,000	\$3,662	\$0	\$0	\$813	\$0	\$0	\$0	\$0
Interfund Transfers Out	\$0	(\$13,217)	\$0	\$0	\$0	(\$1,114,937)	(\$2,927,643)	(\$3,662)	\$0	\$0	\$0	\$0	\$0
Other Sources	\$0	\$0	\$0	\$0	\$0	\$25,001,147	\$0	\$0	\$0	\$0	\$0	\$0	\$100,566
Other Uses	\$0	\$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	\$0
<b>Total Sources/(Uses)</b>	<b>\$0</b>	<b>(\$13,217)</b>	<b>\$0</b>	<b>\$656,966</b>	<b>\$36,000</b>	<b>\$23,889,872</b>	<b>(\$2,927,643)</b>	<b>(\$3,662)</b>	<b>\$813</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,566</b>
<b>NET INCREASE (DECREASE)</b>													
<b>IN FUND BALANCE</b>	<b>(\$408,900)</b>	<b>\$0</b>	<b>(\$91,417)</b>	<b>(\$239,928)</b>	<b>\$41,999</b>	<b>(\$27,339,957)</b>	<b>(\$2,014,227)</b>	<b>\$4,499,976</b>	<b>\$6,100</b>	<b>\$381,554</b>	<b>\$0</b>	<b>(\$180,028)</b>	<b>\$0</b>
<b>FUND BALANCE</b>													
Budgeted Beginning Fund Balance	\$605,288	\$0	\$459,554	\$901,774	\$266,335	\$35,074,171	\$6,692,124	\$2,263,022	\$0	\$7,181,766	\$0	\$286,548	\$510,372
Adjust for Unaudited Actuals	\$0	\$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	\$0
<b>Adjusted Beg Fund Balance</b>	<b>\$605,288</b>	<b>\$0</b>	<b>\$459,554</b>	<b>\$901,774</b>	<b>\$266,335</b>	<b>\$35,074,171</b>	<b>\$6,692,124</b>	<b>\$2,263,022</b>	<b>\$0</b>	<b>\$7,181,766</b>	<b>\$0</b>	<b>\$286,548</b>	<b>\$510,372</b>
<b>Ending Fund Balance</b>	<b>\$196,388</b>	<b>\$0</b>	<b>\$368,137</b>	<b>\$661,846</b>	<b>\$308,334</b>	<b>\$7,734,214</b>	<b>\$4,677,897</b>	<b>\$6,762,998</b>	<b>\$6,100</b>	<b>\$7,563,320</b>	<b>\$0</b>	<b>\$106,520</b>	<b>\$510,372</b>
<b>COMPONENTS OF FUND BALANCE</b>													
Reserved Amounts	\$0	\$0	\$52,885	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Legally Restricted	\$0	\$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	\$0	\$0
Other Designations	\$196,388	\$0	\$315,252	\$661,846	\$308,334	\$7,734,214	\$4,677,897	\$6,762,998	\$6,100	\$7,563,320	\$0	\$106,520	\$510,372
<b>Undesignated Fund Bal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



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

**Fiscal Year 2009-2010 Budget**

**Revenue**

- Although a COLA of 5.02% (a reduction of 0.58% from 1<sup>st</sup> Interim) has been added to the Revenue Limit, the cumulative Revenue Limit Deficits of 2008-09 and the projected 2009-2010 of 16.161% (an increase from First Interim of 6.395%) is to be applied to the Revenue Limit resulting in a negative funded COLA for this year
- State programs are not anticipating a COLA increase
- All federal programs are assumed to remain level
- The CBEDS enrollment is expected to decline, however the reduction has been changed from 150 at budget adoption to 42
- Lottery funding is adjusted to reflect the projected enrollment and funding levels
- No mandated reimbursement budgeted

**Expenses**

- All reductions that were made for the 2008-09 fiscal year remain in place
- 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 three teachers are removed due to continued enrollment decline
- Step and Column is budgeted at \$485,000
- Site discretionary funds remain reduced by 25%
- The Restricted Maintenance Program remains at 3%
- The Worker's Compensation premium is increased by 0.11%
- The CBO will continue to spend a portion of his time managing facilities, maintenance, operations, transportation and labor compliance which allows a portion of that salary to be charged to restricted programs
- Payments to all three Health Benefit Trusts are budgeted
- The District will continue to fund three SROs in partnership with the City
- The Deferred Maintenance match is being made from the 2003 bond account which makes the District eligible to receive a state match
- The Special Education reductions in outside programs and placements remains in place with additional reductions in outside placements anticipated
- Actions taken as a result of the Governor's budget proposal include
  - 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 budgeted in the unrestricted General Fund in 2009-10.

- Staffing has been budgeted at the maximum of 30:1
- Reductions in personnel costs are budgeted in multiple departments and bargaining units
- Reduction in counselors to the amounts required by the contract with NHTA
- Reductions in contracts for NPS/NPA services have been budgeted as a result of the District opening similar programs which has attracted a number of students back to district programs

### **Fiscal Year 2010-2011 Budget**

#### **Revenue**

- A COLA of 0.50% (a reduction of 3% from First Interim) has been added to the Revenue Limit
- The Deficit Reductions from the 2009-10 fiscal year totaling 16.161% continue to be applied to the Revenue Limit
- All state categorical programs are assumed to remain level
- All federal programs are assumed to remain level
- Lottery funding is adjusted to reflect projected enrollment and funding level
- No mandated reimbursement budgeted

#### **Expenses**

- All reductions that were made for the 2008-09 and 2009-10 fiscal years remain in place
- Class sizes remain staffed at the maximum allowed by contract at all grade levels
- An additional two teachers are removed due to continued enrollment decline
- Step and Column of \$450,000 is budgeted
- Site discretionary funds remain reduced by 25%
- The Restricted Maintenance program remains at 3%
- The Worker's Compensation premium remains stable – no increase
- The CBO will continue to spend a portion of his time managing maintenance, operations, transportation, facilities and labor compliance which allows a portion of that salary to move to restricted programs
- Payments to all three Health Benefit Trusts are budgeted
- The Deferred Maintenance match is still being made from the 2003 bond account which makes the District eligible to receive a state match
- The Special Education reductions in outside programs and placements remains in place with additional reductions in placements anticipated due to age and graduation
- Actions taken as a result of the Governor's budget proposal include
  - Elimination of Grades K-3 Class Size Reduction
  - Elimination of Grade 9 Class Size Reduction
  - Elimination of Co-Curricular Activities and Activity/Athletic Directors

- Elimination of K-8 Home to School Transportation
- Elimination of the School Resource Officer Program
- Closed one elementary school
- Elimination of the Opportunity School

The Second Interim Report is used to provide an update to the Board, public and oversight agencies by presenting a revised budget based on facts known as of January 31, 2009. Based on available information and the assumptions and conditions noted above, the District revised the operating budget and prepared this report. The major factor used in the preparation of this report was the Governor's proposed 2009-10 budget and the related proposed revisions to the 2008-09 budget. Should any of the proposals change, the projections included in this report would also have to change. As we now know, the actual 2009-10 budget, and revisions to 2008-09, has been adopted by the State. Some of the provisions included in the Governor's proposed budget are included in the newly adopted budget and some are not, having been replaced by other provisions proposed by the legislature. In addition, as part of the budget there are several ballot measures to be voted on by the electorate in May 2009. Should any of these measures not be approved, the State budget would need to be amended again. Furthermore, the state budget assumes a certain economic condition. If the economy continues to deteriorate as it has been recently, additional changes to the State budget may be required. In essence, there are many unknown factors that will affect our future year's budgets. The multi-year budgets presented in this report do not represent the best-case scenario and do not represent the worst-case scenario; they simply reflect what was known at the time of their preparation. Future State budget actions will require a re-assessment of the assumptions presented above and a recalculation of the budgets affected.

New Haven Unified School District  
Second Interim Report: 2008-2009

GENERAL FUND - MULTI-YEAR PROJECTION										
DESCRIPTION	Object Code Range	MARCH 2009 SECOND INTERIM REPORT 2008-09 Budget			MARCH 2009 NEXT YEAR BUDGET 2009-2010			MARCH 2009 FUTURE YEAR BUDGET 2010-2011		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
Revenue Limit	8000-8099	\$ 66,541,146	\$ 3,370,960	\$ 69,912,106	\$ 64,498,379	\$ 3,348,049	\$ 67,846,428	\$ 64,614,230	\$ 3,348,049	\$ 67,962,279
Federal Revenue	8100-8299	\$ 10,634	\$ 6,210,262	\$ 6,220,896	\$ 10,634	\$ 5,456,500	\$ 5,467,134	\$ 10,634	\$ 5,456,500	\$ 5,467,134
Other State Revenue	8300-8599	\$ 6,892,426	\$ 11,062,870	\$ 17,955,296	\$ 6,892,426	\$ 10,937,617	\$ 17,830,043	\$ 2,512,646	\$ 9,842,484	\$ 12,355,130
Other Local Revenue	8600-8799	\$ 1,579,768	\$ 7,672,644	\$ 9,252,412	\$ 1,456,543	\$ 7,672,644	\$ 9,129,187	\$ 1,425,647	\$ 7,429,644	\$ 8,855,291
<b>Total Revenues</b>		<b>\$ 75,023,974</b>	<b>\$ 28,316,736</b>	<b>\$ 103,340,710</b>	<b>\$ 72,857,982</b>	<b>\$ 27,414,810</b>	<b>\$ 100,272,792</b>	<b>\$ 68,563,157</b>	<b>\$ 26,076,677</b>	<b>\$ 94,639,834</b>
<b>EXPENDITURES:</b>										
Certificated Wages	1000-1999	\$ 49,586,305	\$ 13,260,784	\$ 62,847,089	\$ 48,438,600	\$ 12,237,684	\$ 60,676,284	\$ 44,246,626	\$ 11,610,788	\$ 55,857,414
Classified Wages	2000-2999	\$ 7,048,614	\$ 7,347,434	\$ 14,396,048	\$ 6,561,252	\$ 6,997,784	\$ 13,559,036	\$ 6,443,252	\$ 5,702,024	\$ 12,145,276
Employee Benefits	3000-3999	\$ 11,150,963	\$ 5,295,909	\$ 16,446,872	\$ 10,137,139	\$ 5,133,335	\$ 15,270,474	\$ 10,103,526	\$ 4,528,351	\$ 14,631,877
Books & Supplies	4000-4999	\$ 774,628	\$ 4,457,858	\$ 5,232,486	\$ 754,628	\$ 2,831,484	\$ 3,586,112	\$ 744,443	\$ 2,407,637	\$ 3,152,080
Other Operating Expenses	5000-5999	\$ 3,602,699	\$ 5,147,024	\$ 8,749,723	\$ 3,705,673	\$ 3,704,579	\$ 7,410,252	\$ 3,470,673	\$ 3,147,460	\$ 6,618,133
Capital Outlay	6000-6999	\$ 8,000	\$ 183,072	\$ 191,072	\$ 8,000	\$ 144,034	\$ 152,034	\$ 8,000	\$ 134,178	\$ 142,178
Other Outgo +7439	7100-7299	\$ 60,379	\$ 1,748,028	\$ 1,808,407	\$ 60,379	\$ 1,748,028	\$ 1,808,407	\$ 60,379	\$ 1,748,028	\$ 1,808,407
Direct Support/Indirect Cost	7300-7399	\$ (1,439,520)	\$ 1,204,132	\$ (235,388)	\$ (1,314,082)	\$ 1,078,694	\$ (235,388)	\$ (1,230,780)	\$ 995,392	\$ (235,388)
<b>Total Expenditures</b>		<b>\$ 70,792,068</b>	<b>\$ 38,644,241</b>	<b>\$ 109,436,309</b>	<b>\$ 68,351,589</b>	<b>\$ 33,875,622</b>	<b>\$ 102,227,211</b>	<b>\$ 63,846,119</b>	<b>\$ 30,273,858</b>	<b>\$ 94,119,977</b>
Excess (Deficiency) Of Revenues Over Expenses Before Other Sources		\$ 4,231,906	\$ (10,327,505)	\$ (6,095,599)	\$ 4,506,393	\$ (6,460,812)	\$ (1,954,419)	\$ 4,717,038	\$ (4,197,181)	\$ 519,857
<b>OTHER FINANCING SOURCES:</b>										
Interfund Transfers In	8910-8929	\$ 1,540,860	\$ 2,514,124	\$ 4,054,984	\$ 13,217	\$ 2,056,966	\$ 2,070,183	\$ 13,217	\$ 2,056,966	\$ 2,070,183
Interfund Transfers Out	7610-7629	\$ (36,000)	\$ (656,966)	\$ (692,966)	\$ (36,000)	\$ (656,966)	\$ (692,966)	\$ (36,000)	\$ (656,966)	\$ (692,966)
Other Sources	8930-8979									
Other Uses	7630-7699									
Contributions to Restricted Programs	8980-8999	\$ (5,975,002)	\$ 5,975,002	\$ -	\$ (4,699,883)	\$ 4,699,883	\$ -	\$ (4,937,471)	\$ 4,937,471	\$ -
<b>Total Sources</b>		<b>\$ (4,470,142)</b>	<b>\$ 7,832,160</b>	<b>\$ 3,362,018</b>	<b>\$ (4,722,666)</b>	<b>\$ 6,099,883</b>	<b>\$ 1,377,217</b>	<b>\$ (4,960,254)</b>	<b>\$ 6,337,471</b>	<b>\$ 1,377,217</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>		<b>\$ (238,236)</b>	<b>\$ (2,495,345)</b>	<b>\$ (2,733,581)</b>	<b>\$ (216,273)</b>	<b>\$ (360,929)</b>	<b>\$ (577,202)</b>	<b>\$ (243,216)</b>	<b>\$ 2,140,290</b>	<b>\$ 1,897,074</b>
<b>FUND BALANCE</b>										
Budgeted Beginning Fund Balance		\$ 3,592,115	\$ 5,031,960	\$ 8,624,075	\$ 3,353,879	\$ 2,536,615	\$ 5,890,494	\$ 3,137,606	\$ 2,175,686	\$ 5,313,292
Adjustments for Unaudited Actuals Audit Adjustments/Restatements				\$ -	\$ -	\$ -	\$ -			
Adjusted Beginning Fund Balance		\$ 3,592,115	\$ 5,031,960	\$ 8,624,075	\$ 3,353,879	\$ 2,536,615	\$ 5,890,494	\$ 3,137,606	\$ 2,175,686	\$ 5,313,292
<b>Ending Fund Balance</b>		<b>\$ 3,353,879</b>	<b>\$ 2,536,615</b>	<b>\$ 5,890,494</b>	<b>\$ 3,137,606</b>	<b>\$ 2,175,686</b>	<b>\$ 5,313,292</b>	<b>\$ 2,894,390</b>	<b>\$ 4,315,976</b>	<b>\$ 7,210,366</b>
<b>COMPONENTS OF FUND BALANCE:</b>										
Reserved Amounts (revolving)		\$ 50,000		\$ 50,000	\$ 50,000		\$ 50,000	\$ 50,000		\$ 50,000
Legally Restricted			\$ 2,536,615	\$ 2,536,615		\$ 2,175,686	\$ 2,175,686		\$ 4,315,976	\$ 4,315,976
<b>Total Restricted Components</b>		<b>\$ 50,000</b>	<b>\$ 2,536,615</b>	<b>\$ 2,586,615</b>	<b>\$ 50,000</b>	<b>\$ 2,175,686</b>	<b>\$ 2,225,686</b>	<b>\$ 50,000</b>	<b>\$ 4,315,976</b>	<b>\$ 4,365,976</b>
3% Economic Uncertainty		\$ 3,303,879		\$ 3,303,879	\$ 3,087,606		\$ 3,087,606	\$ 2,844,390		\$ 2,844,390
Unappropriated Amount		\$ -		\$ -			\$ -	\$ -		\$ -
<b>Total Fund Balance</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# APPENDIX

- i. Formulas: 2008-09
- ii. District's Five-Year Strategic Plan
- iii. Standardized Account Codes Structure (SACS)
- iv. 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
	<b>TOTAL</b>	<b>\$42.25</b>	<b>\$43.75</b>	<b>\$65.80</b>
	Curriculum Implementation	<u>13.00</u>	<u>13.00</u>	<u>13.00</u>
		<b><u>\$55.25</u></b>	<b><u>\$56.75</u></b>	<b><u>\$78.80</u></b>

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**

<b><u>Object Code</u></b>	<b><u>Description</u></b>	<b><u>K-5</u></b>	<b><u>6-8</u></b>	<b><u>9-12</u></b>
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
	<b>TOTAL</b>	<b>\$3.00</b>	<b>\$5.60</b>	<b>\$6.75</b>

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.



# Strategic Plan

# Creating Our Future

## *New Haven's Strategic Plan is Based On Community's Vision for Schools*

With the goal of developing and empowering every student, the New Haven Unified School District formulated, adopted and is regularly updating a Strategic Plan designed to reflect the community's vision for the District.

During the 2005-06 school year, more than 160 students, parents, teachers, classified employees, principals, administrators and community members met over the course of six months to develop a plan to drive budgeting and decision-making for the next five years.

The plan is based on a set of mutually agreed-upon beliefs used by a 29-member Planning Team in August 2005 to construct a mission statement and objectives. The Planning Team agreed on five strategies to reach the objectives and five parameters under which the strategies could be implemented.

Over the ensuing three months, five Action Teams — one for each strategy and including about 140 individuals overall — met weekly to devise action plans to implement the strategies. The action plans, including 54 "specific results" to be implemented as part of District policies and procedures and written into job descriptions, were presented to the original Planning Team in December. The Planning

Team reviewed the plans, asked for some revisions, then met again in January to finalize the plan and send it to the Board of Education.

The Board adopted the plan in February 2006. Implementation began immediately, although the formal first year of the plan was 2006-07. That fall, the first of the individual schools began formulating site strategic plans.

In November 2007, a 25-member team of students, parents, teachers, classified employees administrators and community members — the majority of whom were members of the original Planning Team — met over two days to review implementation of the District plan and consider possible revisions.

The team, reaffirming the importance of focusing on implementation of existing strategies rather than adding new initiatives, recommended only minor changes: the addition of a parameter designed to make sure things are "done right" rather than "done quickly," a word change in the mission statement, and a clarification in one of the objectives.

The Board of Education approved the recommended changes in December 2007. The next update will be in 2009.

## *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 be a productive, responsible and successful global citizen by creating an exemplary, inclusive educational system characterized by a safe, caring learning environment and a challenging, comprehensive curriculum that ensures academic proficiency.*

## Our Beliefs

- All people have equal worth.
- All people can and do learn throughout life.
- All people want to learn and succeed.
- The human capacity to learn is limitless.
- Individuals are responsible for their choices and actions.
- Integrity is essential for building a relationship of trust and respect.
- Hard work is necessary for people to achieve their full potential.
- High expectations bring higher results.
- A safe and caring environment is essential for people to thrive.
- Diversity is an asset that enriches and strengthens our community.
- The family experience is the primary influence in the development and learning of a child.
- A quality education expands opportunities and empowers individuals throughout life.
- Education is the shared responsibility of the entire community.
- Public education is essential to a democratic society.

## Our Objectives

- By the end of the 2010-11 academic year, at least 85 percent of all students will be proficient on the California state assessment and the achievement gap for all subgroups will be narrowed.
- All students will develop and consistently demonstrate the character attributes of a productive, responsible and successful citizen.
- Every student will meet graduation requirements or achieve their Individualized Education Plan (IEP) goals.

## Our Parameters

- We will not accept any behavior that demeans the self-worth or dignity of any individual or group.
- No new program or service will be accepted unless it is consistent with the strategic plan, benefits clearly justify costs, and provisions are made for ongoing professional development and program evaluation.
- School plans will always be consistent with the strategic plan of the system.
- We will practice fiscal responsibility as we implement the strategic plan of the system.
- We will always provide a well-balanced academic program that includes the arts and physical education.
- We will balance the system's need for improvement with the capacity of the staff to effectively implement change.

## STRATEGY 1

We will assure effective implementation of the standards-based curriculum throughout the system and use assessment data to drive research-based instructional practices to ensure academic proficiency.

**1.1 Incorporate frequent, common assessment tools into language arts and mathematics. Material should include preparation for the California High School Exit Exam (CASHEE) to whatever extent possible.**

**1.2 Incorporate frequent, valid and reliable benchmark assessments in language arts and mathematics curriculum areas.**

**1.3 Provide incentives for students to take standardized tests.**

**1.4 Increase effectiveness of existing academic learning time.**

**1.5 Ensure maximum instructional time.**

**1.6 Investigate and implement alternative scheduling models to maximize academic learning time and student achievement, as appropriate.**

**1.7 Ensure that all teachers are trained/ supported in the use of "Thoughtful Unit Design," utilizing backward planning to ensure mastery of standards-based curriculum in a cohesive manner.**

**1.8 Implement the consistent use of the top 10 research-based instructional strategies as described in "Classroom Instruction That Works," by Robert Marzano, to improve student achievement and close the achievement gap.**

**1.9 Adopt proven models for school reform.**

**1.10 Develop a system for teachers to get feedback from students, listen to their interests and concerns and take into account individual strengths and personal learning styles in instructional practice.**

**1.11 Develop a model of literary instruction.**

**1.12 Deliver and support New Haven's model of literacy instruction.**

**1.13 Develop an English Learners (EL) master plan aimed at improving the ability of English learners to acquire English proficiency and meet grade-level academic standards.**

**1.14 Implement the EL master plan.**

**1.15 Implement a comprehensive intervention plan for students at risk.**

**1.16 Integrate technology into the curriculum to improve/enhance learning.**

**1.17 Integrate technology into the curriculum to improve/enhance instructional practices.**

**1.18 Implement a system on ongoing collaboration between staff members that includes articulation of the K-5 curriculum.**

**1.19 Implement a system of ongoing collaboration between staff members that includes articulation of the 6-8 curriculum.**

**1.20 Implement a system of ongoing collaboration between staff members that includes articulation of the 9-12 curriculum.**

**1.21 Rescind current Board Policies that would expand graduation requirements.**

**1.22 Establish pacing guides/matrices based on California Standards for all core courses K-12.**

### Status Report

(At Start of 2008-09 School Year)

- Implemented /ongoing
- In progress
- To be scheduled

## STRATEGY 2

We will create effective internal and external communications to build trust by involving members of the staff and community in the decision-making process.

- 2.1 Establish an inclusive and responsible decision-making process that will be consistently and faithfully implemented by decision-making bodies.*
- 2.2 Create a New Haven Community Forum for parents and the community to have access to information as well as an opportunity to contribute their ideas.*
- 2.3 Develop and maintain reliable and current school and district websites.*
- 2.4 Establish a yearly summit for staff, students and community members.*
- 2.5 Utilize multiple modes of communication among stakeholders in order to disseminate information according to user preferences.*
- 2.6 Establish a parent center at each site with a comfortable environment that allows members to obtain information and guidance in becoming involved in their children's education and to increase parent participation in all aspects of the school.*
- 2.7 Increase staff participation in activities that benefit and attract the parent community.*
- 2.8 Develop and administer a district needs assessment on communication.*
- 2.9 Increase diversity and visibility of student input into both the discussion and determination of issues or topics that represent the chief concerns of the education and welfare of the students in the New Haven Unified School District.*

## STRATEGY 3

We will engage and energize students, families, staff and our business community to ensure that every student makes progress in achieving our mission and objectives.

- 3.1 Create an NHUSD alumni association, in partnership with the New Haven Schools Foundation, that will provide a variety of services to stakeholders, including mentoring and fundraising.*
- 3.2 Create an annual community/district cultural festival that reflects the diverse population of the New Haven Unified School District (International Festival).*
- 3.3 Generate opportunities for local businesses, community agencies and community organizations to support school stakeholders (schools, staff, families).*
- 3.4 Train staff how to effectively involve family members to enhance the educational experience of the students.*
- 3.5 Increase the number of positive home visits made by school*

*and/or district staff in order to establish and strengthen home-school connections.*

*3.6 Create family resource centers at all school sites.*

*3.7 Train all staff in cultural/class sensitivity.*

*3.8 Provide translation services, translators for meetings, and translation of critical school documents in different languages.*

## STRATEGY 4

We will identify character attributes that we will specifically teach, model and assess throughout the learning environment, in partnership with students, families, staff and community.

- 4.1 Integrate a district-wide character-education philosophy of integrity in the K-5, 6-8 and 9-12 character-education programs. Scaffold in the following way: K-5 Building Integrity, 6-8 Reach for Integrity and 9-12 Lead With Integrity.*
- 4.2 Develop and implement an assessment and evaluation process to monitor and improve site character-education programs.*
- 4.3 Integrate character education into the K-5 curriculum with the theme of Building Integrity.*
- 4.4 Integrate character education into the 6-8 curriculum with the theme of Reach for Integrity.*
- 4.5 Integrate character education in the 9-12 curriculum with the theme of Lead With Integrity.*
- 4.6 Enlist community support for the implementation of character-education programs.*

## STRATEGY 5

We will provide a safe, caring and more personal learning environment.

- 5.1 Establish small learning communities at K-12 as appropriate.*
- 5.2 Increase the outreach and recruitment efforts for highly qualified teachers who reflect the schools' demographics.*
- 5.3 Expand youth-friendly before-, during- and after-school activities for all grade levels.*
- 5.4 Provide ongoing diversity training for all district employees that engenders an awareness and respect for the cultural, religious, ethnic, gender, sexual orientation and linguistic differences of our students, and an appreciation of the special-needs individuals in our schools.*
- 5.5 Establish viable student governments at all academic levels (K-12) that include the ability of our students' voices to be included.*
- 5.6 Establish mentor programs for students.*
- 5.7 Create an inviting, respectful atmosphere throughout the District.*
- 5.8 Improve the physical safety of students, employees and school facilities.*
- 5.9 Implement a violence-prevention program at each school.*

## Planning Team

Cynthia Alonso-Sierra, Barbara Aro-Valle, Rosalinda Canlas, Mireya Casarez, Wayne Chapman, Sarabjit Cheema, Alexander Choi, Jonas Dino, Carnell Edwards, Natalie Haney, Dr. Pat Jaurequi, Charmaine Kawaguchi, Raquel Leon, Brenda Lloyd, Guadalupe Lopez, Andrea Marta, Denny McDaniel, Bee Medders, Atul Mitra, Kathy Moniz, Don Montoya, Debbie Nemecek, Gina Pacaldo, Enrique Palacios, Christopher Parker, Oscar Penaranda, John Shockley, Vai Vegas, Sarah Wiford.

## Periodic Update

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## Action Teams

**Strategy 1:** Crystal Arevalo, Barbara Baker, Paul Bisbiglia, Craig Boyan, Judy Casey, Dean Cozine, Beth Davies, Carnell Edwards, Marilyn Forrest, Carol Hartunian, Mistee Hightower, Sue Hinojoza, Doris Jaramillo, Jaime Jaramillo, Charlie Johnson, Sukhbir Kaur, Grace Kim, Kim Klindt, Craig Lang, Donna Lindsay, Peggy Malley, Atul Mitra, Ramses Munoz, \*Rhonda Neagle, Debbie Nemecek, \*George Oliviero, Anjanette Pelletier, Linda Petersen, Stephen Politzer, Lorrene Ritchie, Chris Ryan, Gus Samaniego, Kami Samaniego, Holly Scroggins, Lovepreet Singh, Cathy Staib, Jenn Stringer, Terrilynne Turner.

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\*Kimberly Dang, Mark DeMuri, Marco Elipse, Josh Farinas, Nancy George, Robbie Gill, Ali Ignacio, K.J. Ignacio, Carmen Jorgenson, Linda Kingston, Branessa Kunitz, Pat Lothian, Sharlene Mansfield, \*John Mattos, Liz McCarthy, Tricia Peterson, Gina Pacaldo, Susana Peinado, Harpaul Rana, Ivan Santos, Joanne Stanley, Stacey Jo Suriben, Richard Valle, Steve Wallcave.

**Strategy 4:** Perri Armstrong, \*Cherie Barnecut, Annette Blandford, Lisa Duncanson, Noreen Franklin, Mark Guterma, Annette Iwamoto, \*Dianne Jackson-McLean, Katherine Junius, \*Debi Knoth, JoAnn Lew, Yollette Merritt, Mary Schlarb, Kashmir Shahi, Alberto Solorzano, Pat Urbi, Jesus Varela.

**Strategy 5:** Lorrie Barrera, Gerri Bodine, Marlene Botto, Sheila Campos, Edgar Convozar, David Ellison, Kevin Harper, Cheryl Heeren, Yolanda Hernandez, Marguerite Herrera, Allison Kirby, \*Wanda Kurtcu, Olivia Leca, Andrea Lemos, Guadalupe Lopez, Andrea Marta, Anders Martinson, Roxana Mohammed, Candice Nguyen, Diana Oliva, Scott Pizani, John Rodriguez, Matthew Samaniego, Miguel Sanchez, \*Judy Silver, Elsie Szeto, Gary Suplick, Irene Takahashi-Coker, Becky Velez, \*Marcia Whyte. \*Action Team Leaders



### NEW HAVEN UNIFIED SCHOOL DISTRICT

34200 Alvarado-Niles Road  
Union City, CA, 94587

Board of Education: Kevin Harper (President),  
Gertrude Gregorio (Clerk), Jonas Dino (Member),  
Gwen Estes (Member), Jenn Stringer (Member)  
Interim Superintendent: David Pava

#### New Haven News

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## 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
<b>FUND</b>	<b>RESOURCE</b>	<b>PROJECT</b>	<b>GOAL</b>	<b>FUNCTION</b>	<b>OBJECT</b>	<b>SCHOOL</b>	<b>MGT</b>
010	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.

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**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.

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**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 15<sup>th</sup> 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 15<sup>th</sup>) and March 31<sup>st</sup> (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.

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**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.

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**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.

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**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.



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**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.

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**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.

## Glossary of Terms

**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.

## Glossary of Terms

**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

## Glossary of Terms

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.

## Glossary of Terms

**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.

## Glossary of Terms

**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.

## Glossary of Terms

**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.



## Glossary of Terms

**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.

## Glossary of Terms

**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.

## Glossary of Terms

**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.

## Glossary of Terms

**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".

## Glossary of Terms

**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 12<sup>th</sup> 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.