



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: March 13, 2018
To: Chief School Administrators
Route To: School Business Officials
From: Michael Mindlin, Director, Fiscal Policy and Planning
Division of Finance

Updates to the 2018-19 Budget Application

The New Jersey Department of Education's 2018-19 school district online budget software will be updated on or around March 15, 2018, to reflect each district's state school aid. Additionally, software screens and functions that were previously blocked from access will be available for use.

There has been no resultant change to the process for gaining access to the Budget Application through the NJDOE's [Homeroom](#) webpage.

Among the screens and functions that are to be available by March 15 are:

- State school aid revenue is loaded into the revenue screen;
- Amounts for tuition to state facilities, the Schools Development Authority (SDA) assessment, and transfer to charter schools are loaded into the appropriations screen;
- Updates to enable full functionality of the edit report tab;
- *School Funding Reform Act (SFRA)* calculations, report of district status;
- *SFRA* calculations, minimum tax levy;
- County Special Services School District (CSSD) maximum permitted net budget;
- Tax levy certification tab, including the A4F report and the estimated tax rate information report;
- County review and approval tab;
- User-friendly budget report and advertised budget for newspapers report; and
- Printable PDF report.

A complete listing of the edits can be found at Appendix B of the [2018-19 Budget Guidelines and Electronic Data Collection Manual](#).

Districts with November Elections

School districts holding school elections in November are required to submit the proposed budget to the Executive County Superintendent by March 29, as listed in the [2018 Election Calendar](#) as revised for P.L. 2018, c.4. The budget must be advertised at least four days prior to the public hearing on the budget, and the public hearing must be held between April 24 and May 7. School districts holding school elections in November must certify the tax levy to the county board of taxation by May 21.

School districts with November elections that are submitting separate proposals asking voters to increase the tax levy beyond base budget will be required to revise and re-transmit the budget, incorporating the separate proposals passed by the voters in November.

Districts with April Elections

School districts with a board of school estimate and those holding school elections in April are required to submit the proposed budget to the Executive County Superintendent by March 20. The budget must be advertised at least four days prior to the public hearing on the budget, and the public hearing must be held between March 26 and March 29. Please refer to the [2018 Election Calendar](#), as revised for P.L. 2018, c.4, for the deadline to certify the tax levy to the county board of taxation based on the election type.

Due to the compressed timeframe for the Executive County Superintendent to review and approve budget submissions made by April election districts, the Commissioner, pursuant to *N.J.A.C. 6A:23A-9.1(b)*, herein grants approval for school districts with an April election to advertise the budget submitted to the county office prior to having received notification of approval to advertise that budget submission by the Executive County Superintendent. Any April-election district that advertises the budget in advance of Executive County Superintendent approval *must* include this statement in the advertisement:

“This Board of Education approved “tentative” budget is presented for advertising prior to the approval of the Executive County Superintendent. The budget discussed at the public hearing(s) must be approved by the Executive County Superintendent prior to the public hearing(s).”

County Review

Following the public hearings, school districts need to return to the budget software and access the “County Review and Approval” tab. Under the header “Results of Public Hearing,” select either Statement A or Statement B. Statement A should be completed if the budget approved by the Executive County Superintendent was adopted as approved at the public hearing. Statement B should be completed, along with all changes to the budget and/or separate proposal(s), if the budget and/or separate proposal(s) were revised as a result of the public hearing.

Directions for completing the “County Review and Approval” tab are found beginning on page 187 of the [2018-19 Budget Guidelines and Electronic Data Collection Manual](#). School districts are required by *N.J.S.A.18A:7F-5(e)(4)* to submit the budget to the NJDOE within 15 days of the authorization of the tax levy by one of the following: the voters; municipal governing body(ies); board of school estimate; or, in the case of a district in which the school election has been moved to November, the board of education.

For information and resources regarding the 2018-19 budget process, refer to the NJDOE’s [Districtwide Budget](#) webpage. Contact your [county office of education](#) with questions.

c: Members, State Board of Education
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