



State of New Jersey

DEPARTMENT OF EDUCATION

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February 28, 2017

TO: Chief School Administrators
School Business Officials

FROM: Michael Mindlin, Director
Fiscal Policy and Planning
Office of School Finance

SUBJECT: Updates to the 2017-18 Budget Application

Please be advised the 2017-18 school district online budget software will be updated on or around March 2, 2017, to reflect your 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 New Jersey Department of Education's [Homeroom](#) website.

Among the screens and functions that will be available on March 2 include:

- State School Aid revenue will be loaded into the revenue screen;
- Amounts for tuition to state facilities, the Schools Development Authority (SDA) assessment, and transfer to charter schools will be loaded into the appropriations screen;
- Updates will be made 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 [2017-18 Budget Guidelines and Electronic Data Collection Manual](#).

November-election Districts: School districts holding school elections in November are required to submit the proposed budget to the Executive County Superintendent by March 20, as listed in the [2017 Election Calendar](#). 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 8. School districts holding school elections in November must certify the tax levy to the county board of taxation by May 19.

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.

April-election Districts: 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 9. 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 22 and March 29. Please refer to the [2017 Election Calendar](#) for the deadline to certify the tax levy to the county board of taxation based on the election type.

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 at the public hearing.

Directions for completing the “County Review and Approval” tab are found on page 194 of the [2017-18 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 Department 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 2017-18 budget process, refer to the Department’s [District-Wide Budget](#) webpage. Contact your [county office of education](#) with questions.

MM/sg

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