# Appendix D

# 2018-2019 Budget Submission Listing

District Name:

Date of Submission:

Submitted by:

Date of Advertisement:

Date of Public Hearing:

2018-19 Tax Levy % Increase:

## **Status Above or Below Adequacy (check one):**

| * **Check District Status** | * **District Status Above or Below Adequacy** |
| --- | --- |
| [check if above] | * Above Adequacy |
| [check if below or at] | * Below or At Adequacy |

**All Districts Must Submit**:

| * **Check if Submitted** | * **Required Item for Submission** |
| --- | --- |
| [check if budget board resolution submitted] | * Board Resolution Approving Budget Submission certifying the General Fund Budget Amount |
| [check if PCR submitted] | * Position Control Roster (PCR), reconciled to budget |
| [check if warning edits submitted] | * Warning Edits List, including reason why edit occurs |
| [check if travel board resolution submitted] | * Travel Expenditures Maximum, including board resolution establishing maximum travel expenditure amount pursuant to *N.J.A.C.* 6A:23A-7.3 |

**Tax Levy Cap Adjustments**:

### **Prebudget Year Tax Levy and Enrollment Adjustment** (Budget Guidelines page 125)

| * **Check if Submitted** | * **Item for Submission** |
| --- | --- |
| [check if support submitted] | If utilizing a factor of 1.00 for DOE Projection must submit required supporting documentation |
| [check if board resolution submitted] | Board Resolution |

### **Health Care Cost Adjustment** (Budget Guidelines page 127)

| * **Check if Submitted** | * **Item for Submission** |
| --- | --- |
| [check if support submitted] | Detail to support health and prescription appropriations |
| [check if board resolution submitted] | Board Resolution |

### **Deferred Pension Contributions** (Budget Guidelines page 129)

| * **Check if Submitted** | * **Item for Submission** |
| --- | --- |
| [check if support submitted] | Support for the amount of the deferral |
| [check if board resolution submitted] | Board Resolution |

### **Responsibility Shifted From/To Another Entity** (Budget Guidelines page 130)

| * **Check if Submitted** | * **Item for Submission** |
| --- | --- |
| [check if support submitted] | Detail to support amounts in the adjustment |
| [check if board resolution submitted] | Board Resolution |

### **Use of Banked Cap** (Budget Guidelines page 132)

| * **Check if Submitted** | * **Item for Submission** |
| --- | --- |
| [check if board resolution submitted] | Board Resolution which states need for and amount to be included in base and statement that need must be completed in the 2018-19 budget year |

## **Additional Items to be Submitted (if applicable)**:

| * **Check if Submitted** | * **Item for Submission** |
| --- | --- |
| [check if Capital Reserve support submitted] | **Capital Reserve Withdrawals**: Statement of Purpose, if excess costs/other capital projects withdrawal |
| [check if Additional Spending Proposal details submitted] | **Additional Spending Proposals**: Details; resolutions, GAAP account itemization; evidence of shared services participation and/or efficiency efforts |
| [check if tuition support submitted] | **Send-Receive Relationships**: Supporting documentation for budgeted tuition revenue and appropriation lines must be submitted (district may use own format or use sample format posted on [department website](http://www.state.nj.us/education/finance/fp/dwb.shtml)) |
| [check if ROD grant support submitted] | **If ROD Grant was approved**: approved project information |
| [check if SEMI support submitted] | **If SEMI program has less than 90% participation in prebudget year, or district failed to comply with all SEMI requirements**: corrective action plan |
| [check if Bond support submitted] | **If Bonds have been issued by the district**: Documentation of steps being taken to ensure compliance with continuing disclosure requirements (LFN 2014-9) |

**Additional Comments**: