

# **Budget Guidelines - Appendix D** **2024-25 Budget Submission Listing**

District Name:

Date of Submission:

Submitted by:

Contact Cell Phone Number:

Contact Email:

Date Due to Newspaper:

Date of Advertisement:

Date of Public Hearing:

2024-25 Tax Levy % Increase:

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

| **District Status Above or Below Adequacy** | **Check District Status** |
| --- | --- |
| Above Adequacy |  |
| Below or At Adequacy |  |

## All Districts Must Submit:

| **Required Item for Submission** | **Check if Submitted** |
| --- | --- |
| Board Resolution Approving Budget Submission certifying the General Fund Tax Levy and General Fund Budget Amount |  |
| Position Control Roster (PCR), including totals by account number, reconciled to budget |  |
| **Warning Edits List**, including reason why edit occurs |  |
| 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 section III.D.i.3)

| **Item for Submission** | **Check if Submitted** |
| --- | --- |
| Board Resolution for enrollment adjustment |  |
| If requesting to utilize a factor of 1.00 for the DOE Enrollment Adjustment, must submit required supporting documentation, and include this option in the required board resolution. |  |

### Health Care Cost Adjustment (Budget Guidelines section III.D.i.4)

| **Item for Submission** | **Check if Submitted** |
| --- | --- |
| Detail to support health and prescription appropriations |  |
| Board Resolution |  |

### Deferred Pension Contributions (Budget Guidelines section III.D.i.5)

| **Item for Submission** | **Check if Submitted** |
| --- | --- |
| Support for the amount of the deferral |  |
| Board Resolution |  |

### Responsibility Shifted From/To Another Entity (Budget Guidelines section III.D.i.6)

| **Item for Submission** | **Check if Submitted** |
| --- | --- |
| Detail to support amounts in the adjustment |  |
| Board Resolution |  |

### Use of Banked Cap (Budget Guidelines section III.D.i.7)

| **Item for Submission** | **Check if Submitted** |
| --- | --- |
| Board Resolution which states need for and amount to be included in base and statement that need must be completed in the 2024-25 budget year |  |

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

| **Item for Submission** | **Check if Submitted** |
| --- | --- |
| **Capital Reserve Withdrawals**:   1. Statement of Purpose if excess costs/other capital projects withdrawal. 2. Board resolution. |  |
| **Maintenance Reserve Withdrawals:** If withdrawal, Board Resolution approving withdrawal pursuant to *N.J.A.C.* 6A:23A-14.2(d) |  |
| **Additional Spending Proposals**: Details; resolutions, GAAP account itemization; evidence of shared services participation and/or efficiency efforts. Complete Appendix D-3. |  |
| **Send-Receive Relationships**: Supporting documentation for budgeted tuition revenue and appropriation lines must be submitted (sample format posted on [School Finance - Districtwide Budget](http://www.state.nj.us/education/finance/fp/dwb.shtml)) |  |
| **If a Facilities Grant was approved**: approved project information |  |
| **If SEMI program has less than 90% participation in prebudget year, or district failed to comply with all SEMI requirements**: corrective action plan |  |
| **If Bonds have been issued by the district**: Documentation of steps being taken to ensure compliance with continuing disclosure requirements (LFN 2014-9) |  |
| **Preschool Plan:**  Approved plans or budgets from the Division of Early Childhood Services (or submissions if plans/budgets are not yet approved) |  |
| **Request for special circumstances related to P.L.2020, c. 44 adjustment:** Detailed explanation of the unique circumstances for district changes in health care costs; and detailed calculation of the revised amount of the adjustment; and supporting information documenting the explanation and the revised calculation |  |

## Additional Comments: