PRIVATE SCHOOLS FOR STUDENTS WITH DISABILITIES

REQUEST FOR A HIGHER TENTATIVE
PER DIEM TUITION RATE

12 MONTH BUDGET COMPARISON

CURRENT 2013-2014 BUDGET

AND PROJECTED 2014-2015 BUDGET

This application is for a request for a higher tentative **per diem** tuition rate. <u>A private school for students with disabilities may increase the number of enrolled days from 2013-2014 to 2014-2015 and therefore increase the total school year tuition rate without completing this application.</u>

1. Insert the school's name on the top line of page one.

2. Insert on pages 7 through 24 by title of position, the actual salary the individual received in the 2012-2013 school year for 12 months (no names) in column (A), the individual's 2013-2014 budgeted salary for 12 months in column (B) and the individual's 2014-2015 budgeted salary for 12 months in column (C). The totals by category will be automatically transferred to the indicated page and line. Please refer to the "EXAMPLE" page as a reference. <u>If you are creating new position(s) in the 2014-2015 school year that did not exist in 2013-2014 you must provide a narrative explanation of the need for the position.</u>

3. Insert in Column A, lines 1 through 203, your school's 2013-2014 budget and totals by line item.

4. Insert in Column B, lines 1 through 203, your school's projected 2014-2015 budget and totals by line item.

5. Subtract the amounts in Column A from Column B, lines 1 through 203 and insert the differences in Column C, lines 1 through 203. <u>Please provide a narrative explanation of the need for the increases in column C. The detailed explanation must include the name of the account and account number and the reason(s) for the increase.</u>

6. Insert in Column A, line 204 the Total Budgeted Expenditures from Column A, line 203. For a profit school, insert in Column A, line 205 the budgeted surcharge for the 2013-2014 school year. This amount shall not exceed 0.025 times line 204.

    For a non-profit school insert in Column A, line 205 the budgeted working capital fund for the 2013-2014 school year. This amount shall not exceed the lesser of 0.15 times line 204 less the June 30, 2011 working capital balance or 0.025 times line 204. Please be advised, it's a management decision whether to include a working capital fund/surcharge in the budgeted per diem tuition rate.

7. In Column A, add lines 204 and 205 and insert the total on line 206, Column A.

8. In Column A, line 207, insert the school's estimated ADE for the 2013-2014 school year. Please be advised, the 2013-2014 ADE is based on the total enrolled days for all pupils in 2013-2014 divided by the possible enrolled days for one pupil in the July through June school year. Divide line 206 by line 207 and insert the result in Column A, line 208. <u>This must be the Current 2013-2014 Tentative Tuition Rate the school is charging for July 1, 2013 through June 30, 2014.</u>

9. In Column A, line 209, insert the total possible enrolled days for one pupil in the 2013-2014 school year. Divide line 208 by line 209 and insert the result in Column A, line 210. <u>This must be the Current 2013-2014 Tentative Per Diem Tuition Rate the school is charging.</u>

10. Insert in Column B, line 204 the Total Budgeted Expenditures from Column B, line 203. Please be advised, it's a management decision whether to include a surcharge in the requested higher tentative per diem tuition rate. For a profit school, insert in Column B, line 205 an amount equal to or less than 0.025 times line 204 which is the budgeted surcharge for the 2014-2015 school year.

For a non-profit school, insert in Column B, lines 214 and 219 the Total Budgeted Expenditures from Column B, line 204. Multiply line 214 by line 215 (0.15) and insert the result on line 216. Insert the June 30, 2012 private school for students with disabilities restricted working capital fund balance on line 217. Subtract line 217 from 216 and insert the result on line 218, Working Capital A. Multiply line 219 by line 220 (0.025) and insert the result on line 221, Working Capital B. Please be advised, it's a management decision whether to include a working capital fund in the requested higher tentative per diem tuition rate. A private school may budget a zero working capital. If management chooses to include a working capital fund in the tuition rate, insert in Column B, line 205 an amount equal to or less than the lesser of lines 218 and 221. This is the budgeted working capital fund for the 2014-2015 school year.

11. In Column B, add lines 204 and 205 and insert the total on line 206, Column B.

12. In Column B, line 207 insert the school's estimated ADE for the 2014-2015 school year. Please be advised, the 2014-2015 ADE is based on the total enrolled days for all pupils in 2014-2015 divided the possible enrolled days for one pupil in the July through June school year. Divide line 206 by line 207 and insert the result in Column B, line 211. This amount is the Requested Higher Tentative Tuition Rate the school proposes to charge for July 1, 2014 through June 30, 2015.

13. In Column B, line 212, insert the total possible enrolled days for one pupil in the 2014-2015 school year. Divide line 211 by line 212 and insert the result in Column B, line 213. This amount is the Requested Higher Tentative Per Diem Tuition Rate for the 2014-2015 school year.

14. Please email pages 1 through 24 to doepssd@doe.state.nj.us and retain a copy for your files.

Special Education – Instruction – Salaries of Teachers, Account 11-200-100-101

POSITION TITLE	(A) 2012-2013 ACTUAL	(B) 2013-2014 BUDGET	(C) 2014-2015 BUDGET
Teacher of the Handicapped	21,000	22,000	23,000
Teacher of the Handicapped	21,000	22,000	23,000
Teacher of the Handicapped	25,000	26,000	27,000
Teacher of the Handicapped	25,000	26,000	27,000
Teacher of the Handicapped	24,000	25,000	26,000
Teacher of the Handicapped	24,000	25,000	26,000
Teacher of the Handicapped	23,000	24,000	25,000
Total B & C, Insert on page 1, line 1, columns A & B		170,000	177,000

Special Education – Instruction – Salaries of Other Professionals, Account 11-200-100-104

POSITION TITLE	(A) 2012-2013 ACTUAL	(B) 2013-2014 BUDGET	(C) 2014-2015 BUDGET
Physical Education	30,000	31,500	33,000
Physical Education	30,000	31,500	33,000
English	31,000	32,500	34,000
English	31,000	32,500	34,000
Art	31,000	32,500	34,000
Science	35,000	36,500	38,000
Reading	35,000	36,500	38,000
Total B & C, Insert on page 1, line 2, columns A & B		233,500	244,000