

**New Jersey Department of Education
Taxpayers' Guide to Education Spending**

Electronic Distribution User Manual

A. Installation

The New Jersey State Department of Education Taxpayers' Guide to Education Spending Download contains a file called **TGES2014.ZIP**. Once downloaded double-click on the file and 28 files will be 'unzipped'. These files contain all data used in the taxpayers' guide and are stored in CSV files which can be opened in Microsoft Excel. This format will allow users to import the data into numerous commercially available software packages and thereby, allow for the analysis of the data using these packages.

B. File Index

File names correspond to the Taxpayers' Guide Indicator number. For example, all data for indicator 1 are contained in the file CSG1.csv.

| <u>File Name</u> | <u>Description</u> |
|--------------------------|--|
| CSG1AA_AVGS.csv | Total Spending Per Pupil |
| CSG1.csv | Budgetary Cost per Pupil |
| CSG2.csv | Total Classroom Instruction |
| CSG3.csv | Classroom Salaries + benefits |
| CSG4.csv | Classroom general supplies and textbooks |
| CSG5.csv | Classroom purchased services and other |
| CSG6.csv | Total Support services |
| CSG7.csv | Support services Salaries + benefits |
| CSG8.csv | Total Administrative Costs per Pupil |
| CSG8a.csv | Legal Services per Pupil |
| CSG9.csv | Salaries + Benefits for Administration |
| CSG10.csv | Operations and Maintenance of Plant |
| CSG11.csv | Salaries + Benefits - Operations/Maint of Plant |
| CSG12.csv | Food Service Cost per Pupil + Benefits |
| CSG13.csv | Extracurricular Costs per Pupil + Benefits |
| CSG14.csv | Personal Services - Employee Benefits |
| CSG15.csv | Total Equipment Cost per Pupil |
| CSG16.csv | Ratio of Students to Teachers: Median Salary |
| CSG17.csv | Ratio of Students to Special Service: Median Salary |
| CSG18.csv | Ratio of Students to Administration: Median Salary |
| CSG19.csv | Faculty / Administrative Ratios |
| CSG20.csv | Budgeted General Fund Balance vs. Actual (used) |
| CSG21.csv | Excess Unreserved General Fund Balances |
| VITSTAT_TOTAL.csv | Summary of Vital Statistics |
| 1Z-OCTOBER 2013 DRTS.xls | Bus Utilization |
| SUMYR3.csv | Summary: 11-12 Actual Costs, Regular Districts |
| SUMYR3C.csv | Summary: 11-12 Actual Costs, Charter Schools |
| SUMYR4.csv | Summary: 12-13 Actual Costs, Regular Districts |
| SUMYR4C.csv | Summary: 12-13 Actual Costs, Charter Schools |
| SUMYR5.csv | Summary: 13-14 Original Budget Totals, Regular Districts |
| SUMYR5C.csv | Summary: 13-14 Original Budget Totals, Charter Districts |

C. File Structure - Indicator Files

Structure for Total Spending Per Pupil.

| | |
|----------|---|
| Group | Contains text indicating Operating type/Enrollment grouping |
| Coname | County Name |
| Dist | District code |
| Distname | District Name |
| EXP11A | Total Spending (11-12 actual costs) |
| ADE11A | Average Daily Enrollment plus Sent Pupils (11-12 School Year) |
| PP11A | Per Pupil Total Spending (11-12 actual costs) |
| RK11A | Per Pupil Ranking (11-12 actual costs) |
| EXP21A | Total Spending (12-13 actual costs) |
| ADE21A | Average Daily Enrollment plus Sent Pupils (12-13 School Year) |
| PP21A | Per Pupil Total Spending (12-13 actual costs) |
| RK21A | Per Pupil Ranking (12-13 actual costs) |
| BOTY | Budgetary Operating Type |
| DM | Field for Dept. of Education purposes |

The 23 TGES/CSG indicator files have 12 unique file structures:

1. Structure for Indicator 1

| <u>Field Name</u> | <u>Description</u> |
|-------------------|---|
| Group | Contains text indicating Operating type/Enrollment grouping |
| Coname | County Name |
| District | District code |
| Distname | District Name |
| PP01 | Per pupil amount (11-12 actual costs) |
| Rank01 | Per pupil Ranking (11-12 actual costs) |
| PP02 | Per pupil amount (12-13 actual costs) |
| Rank02 | Per pupil Ranking (12-13 actual costs) |
| PP03 | Per pupil amount (13-14 budget costs) |
| Rank03 | Per pupil Ranking (13-14 budget costs) |
| E11 | Average Daily Enrollment (11-12 school year) |
| E12 | Average Daily Enrollment (12-13 school year) |
| E13 | Projected Average Daily Enrollment (13-14 school year) |
| Abbott | A 1 in the cell indicates a former Abbott School District |

2. Structure for Indicator s 2,4,5,6,8,8a,10,12,13

| <u>Field Name</u> | <u>Description</u> |
|-------------------|---|
| Group | Contains text indicating Operating type/Enrollment grouping |
| Coname | County Name |
| District | District code |
| Distname | District Name |
| PP01 | Per pupil amount (11-12 actual costs) |
| Rank01 | Per pupil Ranking (11-12 actual costs) |
| Pct01 | % of Total Cost/pupil (11-12) |
| PP02 | Per pupil amount (12-13 actual costs) |

| | |
|--------|--|
| Rank02 | Per pupil Ranking (12-13 actual costs) |
| Pct02 | % of Total Cost/pupil (12-13) |
| PP03 | Per pupil amount (13-14 budget costs) |
| Rank03 | Per pupil Ranking (13-14 budget costs) |
| Pct03 | % of Total Cost/pupil (13-14) |

3. Structure for Indicators 3,7,9,11

| <u>Field Name</u> | <u>Description</u> |
|--------------------------|---|
| Group | Contains text indicating Operating type/Enrollment grouping |
| Coname | County Name |
| District | District code |
| Distname | District Name |
| PP01 | Per pupil amount (11-12 actual costs) |
| Rank01 | Per pupil Ranking (11-12 actual costs) |
| Pct01 | % of Budgetary Cost/pupil (11-12) |
| Pct201 | % of Total Salaries/Benefits to Indicator Variable (11-12) |
| PP02 | Per pupil amount (12-13 actual costs) |
| Rank02 | Per pupil Ranking (12-13 actual costs) |
| Pct02 | % of Budgetary Cost/pupil (12-13) |
| Pct202 | % of Total Salaries/Benefits to Indicator Variable (12-13) |
| PP03 | Per pupil amount (13-14 budget costs) |
| Rank03 | Per pupil Ranking (13-14 budget costs) |
| Pct03 | % of Budgetary Cost/pupil (13-14) |
| Pct203 | % of Total Salaries/Benefits to Indicator Variable (13-14) |

4. Structure for Indicator 14

| <u>Field Name</u> | <u>Description</u> |
|--------------------------|---|
| Group | Contains text indicating Operating type/Enrollment grouping |
| Coname | County Name |
| District | District code |
| Distname | District Name |
| PP01 | % of Total Salaries (11-12) |
| PP02 | % of Total Salaries (12-13) |
| PP03 | % of Total Salaries (13-14) |

5. Structure for Indicator 15

| <u>Field Name</u> | <u>Description</u> |
|--------------------------|---|
| Group | Contains text indicating Operating type/Enrollment grouping |
| Coname | County Name |
| District | District code |
| Distname | District Name |
| PP01 | Per Pupil Costs (11-12) |
| PP02 | Per Pupil Costs (12-13) |
| PP03 | Per Pupil Costs (13-14) |

6. Structure for Indicator 16

| <u>Field Name</u> | <u>Description</u> |
|--------------------------|---------------------------|
|--------------------------|---------------------------|

| | |
|----------|---|
| Group | Contains text indicating Operating type/Enrollment grouping |
| Coname | County Name |
| District | District code |
| Distname | District Name |
| Strat02 | Student/Teacher Ratio (12-13) |
| Rrk02 | Ratio Ranking (12-13) |
| Salt02 | Teacher Salary (12-13) |
| Srk02 | Salary Ranking (12-13) |
| Strat03 | Student/Teacher Ratio (13-14) |
| Rrk03 | Ratio Ranking (13-14) |
| Salt03 | Teacher Salary (13-14) |
| Srk03 | Salary Ranking (13-14) |

7. Structure for Indicator 17

| <u>Field Name</u> | <u>Description</u> |
|-------------------|---|
| Group | Contains text indicating Operating type/Enrollment grouping |
| Coname | County Name |
| District | District Code |
| Distname | District Name |
| Ssrat02 | Student/Special Service Ratio (12-13) |
| Rrk02 | Ratio Ranking (12-13) |
| Sals02 | Special Service Salary (12-13) |
| Srk02 | Salary Ranking (12-13) |
| Ssrat03 | Student/Special Service Ratio (13-14) |
| Rrk03 | Ratio Ranking (13-14) |
| Sals03 | Special Service Salary (13-14) |
| Srk03 | Salary Ranking (13-14) |

8. Structure for Indicator 18

| <u>Field Name</u> | <u>Description</u> |
|-------------------|---|
| Group | Contains text indicating Operating type/Enrollment grouping |
| Coname | County Name |
| District | District code |
| Distname | District Name |
| Sarat02 | Student/Administrator Ratio (12-13) |
| Rrk02 | Ratio Ranking (12-13) |
| Sala02 | Administrator Salary (12-13) |
| Srk02 | Salary Ranking (12-13) |
| Sarat03 | Student/Administrator Ratio (13-14) |
| Rrk03 | Ratio Ranking (13-14) |
| Sala03 | Administrator Salary (13-14) |
| Srk03 | Salary Ranking (13-14) |

9. Structure for Indicator 19

| <u>Field Name</u> | <u>Description</u> |
|-------------------|---|
| Group | Contains text indicating Operating type/Enrollment grouping |
| Coname | County Name |
| District | District code |

| | |
|----------|---------------------------------------|
| Distname | District Name |
| Farat01 | Faculty/Administrator Ratio (12-13) |
| Rk01 | Faculty/Administrator Ranking (12-13) |
| Farat02 | Faculty/Administrator Ratio (13-14) |
| Rk02 | Faculty/Administrator Ranking (13-14) |

10. Structure for Indicator 20

| <u>Field Name</u> | <u>Description</u> |
|-------------------|---|
| Group | Contains text indicating Operating type/Enrollment grouping |
| Coname | County Name |
| District | District code |
| Distname | District Name |
| Col1 | General Fund Balance (11-12) |
| Col2 | 2011-12 Actual |
| Col3 | General Fund Balance (12-13) |
| Col4 | 2012-13 Actual |

11. Structure for Indicator 21

| <u>Field Name</u> | <u>Description</u> |
|-------------------|---|
| Group | Contains text indicating Operating type/Enrollment grouping |
| Coname | County Name |
| District | District code |
| Distname | District Name |
| Col1 | Actual Excess (11-12) |
| Col2 | Actual Excess (12-13) |

12. Structure for Indicator VITSTAT_TOTAL

| <u>Field Name</u> | <u>Description</u> |
|-------------------|---|
| Group | Contains text indicating Operating type/Enrollment grouping |
| Coname | County Name |
| District | District code |
| Distname | District Name |
| PP3vv | Total Spending Per Pupil (12-13) |
| Stpct01vv | Revenue: State % |
| Ltpct01vv | Revenue: Local % |
| Fdpct01vv | Revenue: Federal % |
| Tupct01vv | Revenue: Tuition % |
| Fbpct01vv | Revenue: Free balance % |
| Otpct01vv | Revenue: Other % |
| Strat01vv | Student / Teacher ratio 2012-13 |
| Ssrat01vv | Student / Special Service ratio 2012-13 |
| Sarat01vv | Student / Administrator ratio 2012-13 |
| Pctspevv | Percent Special Education Students |

D. File Structure - Summary Files

The 6 summary files have identical file structures and summarize the total costs for Indicator 1-13 and 15. The Average daily enrollment is included (estimated projected enrollment for 2013-2014).

E. Miscellaneous Information

Each indicator file also contains information regarding the Operating type and State Average information printed on the Taxpayers' Guide to Education Spending. This information is located within the file at the beginning of each district operating type/enrollment grouping. Depending on the indicator file and operating type grouping, the number of records containing the information will vary. The descriptive text regarding these records has been written in the DISTNAME field. The following guide should be used to view these data summary records:

| <u>Indicator</u> | <u>Operating type/enrollment Grouping</u> | <u># Records with Summary Statistics</u> |
|-------------------------|--|---|
| 1-15 (except 8a) | All groups except 7-12 / 9-12 | 4 records/grouping |
| 8a | All groups except Charters | 1 record/grouping |
| 1-15 | Group 7-12 / 9-12 only | 6 records/grouping |
| 16,17,18,19 | All groups except 7-12 / 9-12 | 1 record/group (Op type average only) |
| 16,17,18,19 | Group 7-12 / 9-12 only | 2 records/group (Op Type average only) |