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 **TGES2011.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.

File Name	Description
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
Trans.xls	Bus Utilization
SUMYR3.csv	Summary: 08-09 Actual Costs, Regular Districts
SUMYR3C.csv	Summary: 08-09 Actual Costs, Charter Schools
SUMYR4.csv	Summary: 09-10 Actual Costs, Regular Districts
SUMYR4C.csv	Summary: 09-10 Actual Costs, Charter Schools
SUMYR5.csv	Summary: 10-11 Original Budget Totals, Regular Districts
SUMYR5C.csv	Summary: 10-11 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 (08-09 actual costs)
ADE11A	Average Daily Enrollment plus Sent Pupils (08-09 School Year)
PP11A	Per Pupil Total Spending (08-09 actual costs)
RK11A	Per Pupil Ranking (08-09 actual costs)
EXP21A	Total Spending (09-10 actual costs)
ADE21A	Average Daily Enrollment plus Sent Pupils (09-10 School Year)
PP21A	Per Pupil Total Spending (09-10 actual costs)
RK21A	Per Pupil Ranking (09-10 actual costs)

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

1. Structure for Indicator 1

Field Name	Description
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP01	Per pupil amount (08-09 actual costs)
Rank01	Per pupil Ranking (08-09 actual costs)
PP02	Per pupil amount (09-10 actual costs)
Rank02	Per pupil Ranking (09-10 actual costs)
PP03	Per pupil amount (10-11 budget costs)
Rank03	Per pupil Ranking (10-11 budget costs)

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

Field Name	Description
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP01	Per pupil amount (08-09 actual costs)
Rank01	Per pupil Ranking (08-09 actual costs)
Pct01	% of Total Cost/pupil (08-09)
PP02	Per pupil amount (09-10 actual costs)
Rank02	Per pupil Ranking (09-10 actual costs)
Pct02	% of Total Cost/pupil (09-10)
PP03	Per pupil amount (10-11 budget costs)
Rank03	Per pupil Ranking (10-11 budget costs)
Pct03	% of Total Cost/pupil (10-11)

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

Field Name	Description
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP01	Per pupil amount (08-09 actual costs)
Rank01	Per pupil Ranking (08-09 actual costs)
Pct01	% of Budgetary Cost/pupil (08-09)
Pct201	% of Total Salaries/Benefits to Indicator Variable (08-09)
PP02	Per pupil amount (09-10 actual costs)
Rank02	Per pupil Ranking (09-10 actual costs)
Pct02	% of Budgetary Cost/pupil (09-10)
Pct202	% of Total Salaries/Benefits to Indicator Variable (09-10)
PP03	Per pupil amount (10-11 budget costs)
Rank03	Per pupil Ranking (10-11 budget costs)
Pct03	% of Budgetary Cost/pupil (10-11)
Pct203	% of Total Salaries/Benefits to Indicator Variable (10-11)

4. Structure for Indicator 14

Field Name	Description
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP01	% of Total Salaries (08-09)
PP02	% of Total Salaries (09-10)
PP03	% of Total Salaries (10-11)

5. Structure for Indicator 15

Field Name	Description
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP01	Per Pupil Costs (08-09)
PP02	Per Pupil Costs (09-10)
PP03	Per Pupil Costs (10-11)

6. Structure for Indicator 16

Field Name	Description
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Strat02	Student/Teacher Ratio (09-10)
Rrk02	Ratio Ranking (09-10)

Salt02	Teacher Salary (09-10)
Srk02	Salary Ranking (09-10)
Strat03	Student/Teacher Ratio (10-11)
Rrk03	Ratio Ranking (10-11)
Salt03	Teacher Salary (10-11)
Srk03	Salary Ranking (10-11)

7. Structure for Indicator 17

Field Name	**Description**
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District Code
Distname	District Name
Ssrat02	Student/Special Service Ratio (09-10)
Rrk02	Ratio Ranking (09-10)
Sals02	Special Service Salary (09-10)
Srk02	Salary Ranking (09-10)
Ssrat03	Student/Special Service Ratio (10-11)
Rrk03	Ratio Ranking (10-11)
Sals03	Special Service Salary (10-11)
Srk03	Salary Ranking (10-11)

8. Structure for Indicator 18

Field Name	**Description**
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Sarat02	Student/Administrator Ratio (09-10)
Rrk02	Ratio Ranking (09-10)
Sala02	Administrator Salary (09-10)
Srk02	Salary Ranking (09-10)
Sarat03	Student/Administrator Ratio (10-11)
Rrk03	Ratio Ranking (10-11)
Sala03	Administrator Salary (10-11)
Srk03	Salary Ranking (10-11)

9. Structure for Indicator 19

Field Name	**Description**
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Farat01	Faculty/Administrator Ratio (09-10)
Rk01	Faculty/Administrator Ranking (09-10)
Farat02	Faculty/Administrator Ratio (10-11)
Rk02	Faculty/Administrator Ranking (10-11)

10. Structure for Indicator 20

Field Name	Description
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Col1	General Fund Balance (08-09)
Col2	2008-09 Actual
Col3	General Fund Balance (09-10)
Col4	2009-10 Actual

11. Structure for Indicator 21

Field Name	Description
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Col1	Actual Excess (08-09)
Col2	Actual Excess (09-10)

12. Structure for Indicator VITSTAT_TOTAL

Field Name	Description
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP3vv	Total Spending Per Pupil (09-10)
Stpct01vv	Revenue: State %
Ltpct01vv	Revenue: Local %
Fdpct01vv	Revenue: Federal %
Tupct01vv	Revenue: Tuition %
Fbpct01vv	Revenue: Free balance %
Otpct01vv	Revenue: Other %
Strat01vv	Student / Teacher ratio 2010
Ssrat01vv	Student / Special Service ratio 2010
Sarat01vv	Student / Administrator ratio 2010
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 enrollment for 2009-2010).

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:

Indicator	**Operating type/enrollment Grouping**	**# Records with Summary Statistics**
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)