TO: Chief School Administrators
School Business Administrators

FROM: Michael Mindlin, Acting Director
Fiscal Policy and Planning
Office of School Finance

SUBJECT: Update on the 2014-15 Budget Application

The 2014-15 district budget online data entry system was updated on February 20, with the activation of the Per Pupil Costs and the Administrative Cost Limits screens under the Supporting Documentation tab. On February 27, the state aid revenue was preloaded into the revenue screen, and the remaining screens of the software were released including:

- Edit Report tab;
- SFRA Calculations, Report of District Status;
- SFRA Calculations, Minimum Tax Levy;
- Tax Levy Certification tab, including the A4F report and the Estimated Tax Rate Information report;
- County Review and Approval tab;
- User-Friendly Budget report and Advertised Budget for Newspapers report; and
- Printable PDF report.

A complete listing of the edits can be found at Appendix B of the 2014-15 Budget Guidelines and Electronic Data Collection Manual posted on the Department’s website at http://www.state.nj.us/education/finance/fp/dwb/guidelines/.

School districts with a Board of School Estimate and those holding school elections in April are required to submit the proposed budget to the Executive County Superintendent by March 10. The budget must be advertised at least four days prior to the public hearing on the budget and the public hearing must be held between March 24 and March 31.

School districts holding school elections in November are required to submit the proposed budget to the Executive County Superintendent by March 20. The budget must be advertised at least four days prior to the public hearing on the budget and the public hearing must be held between April 24 and May 7. School districts holding school elections in November must certify the tax levy to the county board of taxation by May 19.
Following the public hearings, school districts need to return to the budget software and access the “County Review and Approval” tab and under the header “Results of Public Hearing” select either Statement A or Statement B. Statement A should be completed if the budget approved by the Executive County Superintendent was adopted as approved at the public hearing. Statement B should be completed along with all changes to the budget and/or separate proposal(s) if the budget and/or separate proposal(s) were revised at the public hearing. Directions for completing the “County Review and Approval” tab are found on page 181 of the 2014-15 Budget Guidelines and Electronic Data Collection Manual. School districts are required by N.J.S.A. 18A:7F-5(e)(4) to submit the budget to the DOE within 15 days of the authorization of the tax levy by the voters, municipal governing body(ies), board of school estimate, or board of education (in the case of a district in which the school election has been moved to November.)

School districts with November elections which are submitting separate proposals to the voters will be required to revise and re-transmit the budget incorporating the separate proposals passed by the voters in November.

The 2014-15 Budget Guidelines and related budget information are posted on the Department’s website at [http://www.state.nj.us/education/finance/fp/dwb.shtml](http://www.state.nj.us/education/finance/fp/dwb.shtml) under the Office of School Finance. Please contact your county office with questions.