

Missouri Department of Elementary and Secondary Education
School Finance

Model Budget

Model R-II
School District
20__ - 20__ School Budget

This budget approved by action of the Model R-II School District Board of Education on (DATE).

Board of Education

_____	President	<u>(signature)</u> _____	, President
_____	Vice President		
_____	Member		
_____	Superintendent		
_____	Secretary	<u>(signature)</u> _____	, Secretary
_____	Treasurer	<u>(signature)</u> _____	, Treasurer

**Missouri Department of Elementary and Secondary Education
School Finance**

Model Budget

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Note

This is a model budget. It contains all of the required components listed in Section 67.010, RSMo, that should be included in the district's budget document. The presentation and year-to-year comparison of data in this model represent suggested formats and are not necessarily the only way to meet the statutory requirements. For example, the method of comparing estimated budget year revenues and expenditures to the preceding two years might vary from district to district. An individual district may have more or less function/program codes depending on the scope of its programs. The detail needed for allocation of expenditures to building sites, departments, projects, or individually classrooms may be more extensive in the local district's budget than outlined in this model.

This model budget has the function/program codes arranged in the order presented on Part III-Expenditures of the Annual Secretary of the Board Report (ASBR) and not in numerical function/program code order.

Section 160.522, RSMo, requires specific public reporting of information by school districts and includes the reporting of current expenditures per pupil per building. While there is no requirement for a district to design the district budget to specifically address this reporting requirement, it may be helpful to the district to do so to avoid massive year-end calculations.

Budget Message

The budget message is unique to each and every district; however, some of the items that should be addressed in the budget message include:

- method of budget development and personnel involved
- organization, pupil numbers and changes from prior year(s)
- elementary program features and changes
- high school program features and changes
- staff deployment and changes
- major changes in revenue and expenditures from the preceding year(s), along with the reasons for them
- basis for making revenue estimates and reference to appendices for schedules and calculations
- discussion of contingent liabilities (if any) not covered in the expenditure budget

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General Summary

<u>Assessed Valuation - Budget Year</u>		<u>Unadjusted Tax Rate (after voluntary rollback, before Prop C rollback):</u>		<u>Adjusted Tax Rate (after Prop C rollback):</u>	
Real Estate - Residential	_____	General (Incidental)	_____	General (Incidental)	_____
Real Estate - Agricultural	_____	Special Revenue (Teachers)	_____	Special Revenue (Teachers)	_____
Real Estate - Commercial	_____	Debt Service	_____	Debt Service	_____
Personal Property	_____	Capital Projects	_____	Capital Projects	_____
TOTAL	_____	TOTAL	_____	TOTAL	_____

Assessed Valuation ÷ 100 x Total Adjusted Tax Rate = Theoretical Current Tax Yield (at 100% collection)

Theoretical Yield x (.YY) [Assessor's/Collector's Fees/Commissions rate] = Assessor's/Collector's Fees/Commissions

Theoretical Yield x (.ZZ) [100% minus % based on 3 year history of Actual Current Taxes ÷ Theoretical Current Tax Yield] = Estimated Uncollectible Taxes

Current Tax Revenue Estimate (Revenue Code 5111) = Theoretical Yield - (Fees/Commissions + Uncollectible Taxes)

		<u>General (Incidental)</u>	<u>Special Revenue (Teachers)</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Total</u>
3111	Projected Beginning Balances, July 1, Budget Year	_____	_____	_____	_____	_____
5899	Projected Revenues	_____	_____	_____	_____	_____
5999	Projected Revenues and Balances	_____	_____	_____	_____	_____
9999	Projected Expenditures	_____	_____	_____	_____	_____
6710	Projected Transfer(s) From (minus) **	_____	_____	_____	_____	_____
5510	Projected Transfer(s) To (plus) **	_____	_____	_____	_____	_____
3112	Projected Ending Balances, June 30, Budget Year	_____	_____	_____	_____	_____
3412	Projected Restricted Fund Balance, June 30, Budget Year	_____	_____	_____	_____	_____

** See "Expanded Transfer Detail" on next page.

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Budget Transfer Summary Detail

Transfer Type:	<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>	
002	Teachers Fund Balance	GF	SRF	
003	Debt Service Balance	DSF	CPF	
004	Transportation Calculated Cost	GF	CPF	
005	Area Career Center	GF	CPF	
006	Grant Match	GF	CPF	
007	DNR Energy Conservation Loans	GF	CPF	
008	Food Service	GF	CPF	
009	Student Activities	GF	CPF	
010	\$162,326 or 7% x SAT x WADA	GF	CPF	
011	Capital Projects Fund Interest	CPF	GF	
012	Unspent Bond Proceeds	CPF	DSF	
014	Capital Projects Unrestricted Funds	CPF	GF	
015	FY06 Designated Levy or 5% SAT x WADA (Debt Service)	IF	DSF	
016	FY06 Designated Levy or 5% SAT x WADA (Capital Projects)	IF	CPF	
017	Lease Purchase prior 01/01/1997	IF	CPF	
018	Guaranteed Energy Performance Savings Contract	IF	CPF	
019	Excess Incidental Fund Balance	IF	TF	
Total Transfer To and From Funds*				
Totals				
General (Incidental) Fund				
Special Revenue (Teachers) Fund				
Debt Service Fund				
Capital Projects Fund				
Total Transfer To and From Funds*				

* These totals must match

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Revenue Schedule

	Actual Revenues Prior Year					Estimated Revenues Current Year					Projected Revenues for Next Year				
	Total	GF	SRF	DSF	CPF	Total	GF	SRF	DSF	CPF	Total	GF	SRF	DSF	CPF
Local Revenue:															
Revenue Codes 5111 through 5198 detailed out individually as appropriate. Applicable fund placement rules must be followed and may be found in the Revenue Object Section of the School Finance Missouri Financial Accounting Manual.															
5199 Local Revenue - Subtotal															
County Revenue:															
Revenue Codes 5211 through 5237 detailed out individually as appropriate. Applicable fund placement rules must be followed and may be found in the Revenue Object Section of the School Finance Missouri Financial Accounting Manual.															
5299 County Revenue - Subtotal															
State Revenue:															
Revenue Codes 5311 through 5397 detailed out individually as appropriate. Applicable fund placement rules must be followed and may be found in the Revenue Object Section of the School Finance Missouri Financial Accounting Manual.															
5399 State Revenue - Subtotal															
Federal Revenue:															
Revenue Codes 5411 through 5497 detailed out individually as appropriate. Applicable fund placement rules must be followed and may be found in the Revenue Object Section of the School Finance Missouri Financial Accounting Manual.															
5499 Federal Revenue - Subtotal															
Non-Current Revenue:															
Revenue Codes 5611 through 5692 detailed out individually as appropriate. Applicable fund placement rules must be followed and may be found in the Revenue Object Section of the School Finance Missouri Financial Accounting Manual.															
5699 Non-Current Revenue															
Received from Other LEAs:															
Revenue Codes 5811 through 5843 detailed out individually as appropriate. Applicable fund placement rules must be followed and may be found in the Revenue Object Section of the School Finance Missouri Financial Accounting Manual.															
5898 From Other LEAs - Subtotal															
5899 Total Revenues															

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Expenditure Schedule

	Actual Expenditures Prior Year					Estimated Expenditures Current Year					Projected Expenditures for Next Year				
	Total	GF	SRF	DSF	CPF	Total	GF	SRF	DSF	CPF	Total	GF	SRF	DSF	CPF
Instruction (K-12):															
Expenditure Function Codes 1111 through 1942 (excluding 1600 codes) detailed out individually as appropriate. Applicable fund expenditure rules must be followed.															
1999 Total Instruction (K-12)															
Instruction & Support:															
Expenditure Function Codes 2111 through 2911 detailed out individually as appropriate. Applicable fund expenditure rules must be followed.															
2999 Total Instruction & Support															
Non-Instruction/Support:															
Expenditure Function Codes 1611 through 1691 and 3111 through 5331 detailed out individually as appropriate. Applicable fund expenditure rules must be followed.															
9998 Total Non-Instruction/Support															
Salary :															
Expenditure Object Codes 6111 through 6171 detailed out individually as appropriate. Applicable fund expenditure rules must be followed.															
6199 Total Salaries															
Employee Benefits															
Expenditure Object Codes 6211 through 6291 detailed out individually as appropriate. Applicable fund expenditure rules must be followed.															
6299 Total Employee Benefits															
Purchased Services															
Expenditure Object Codes 6311 through 6391 detailed out individually as appropriate. Applicable fund expenditure rules must be followed.															
6399 Total Purchased Services															
Supplies															
Expenditure Object Codes 6411 through 6491 detailed out individually as appropriate. Applicable fund expenditure rules must be followed.															
6499 Total Supplies															

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Revenue and Expenditure Schedule

		Actual Revenues/Expenditures Prior Year					Estimated Revenues/Expenditures Current Year					Projected Revenues/Expenditures for Next Year				
		Total	GF	SRF	DSF	CPF	Total	GF	SRF	DSF	CPF	Total	GF	SRF	DSF	CPF
Revenues:																
5199	Local															
5299	County															
5399	State															
5499	Federal															
5699	Non-Current Revenue															
5898	Received From Other LEAs															
5899	Grand Total Revenues															
Expenditures:																
1100	Regular Programs															
1191	Summer School (Regular)															
1192	Juvenile Program															
1200	Special Programs															
1300	Vocational Programs															
1400	Student Activities															
1600	Adult/Continuing Educational Programs															
1900	Payments to Other Districts															
1999	Total Instruction (K-12 Only)															
2100	Support Services - Pupils															
2200	Support Services - Instructional Staff															
2300	Support Services - General Administration															
2400	Support Services - School Administration															
2500	Operation and Maintenance of Plant Services															
2550	Pupil Transportation															
2560	Food Services															
2998	Total Support Services															
3000	Community Services															
4000	Facilities Acquisition and Construction Services															
5000	Long and Short Term Debt															
9998	Total Non-Instruction and Support															
9999	Grand Total Expenditures															

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Summary of Food Service
(Not Required by Chapter 67, RSMo)

	<u>Actual Prior Year</u>	<u>Estimated Current Year</u>	<u>Projected Next Year</u>
<u>Opening Balance July 1, 20XX</u>			
<u>Revenues:</u>			
Local			
State			
Federal			
Total			
<u>Expenditures:</u>			
Salaries			
Non-Teacher Retirement System			
OASDI			
Medicare			
Health Insurance			
Unemployment			
Workers Compensation			
Travel			
Supplies – Non-Food			
Supplies – Food			
Equipment			
Total			
<u>Net Change:</u>			
(Revenues – Expenditures)			
Closing Balance June 30, 20XX			

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Summary of Transportation Costs
(Not Required by Chapter 67, RSMo)

	Actual Prior Year	Estimated Current Year	Projected Next Year
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Revenues:

State Payment
Other

Total

Expenditures:

Salaries
Non-Teacher Retirement System
OASDI
Medicare
Health Insurance
Unemployment
Workers Compensation
Travel
Repairs and Maintenance
Insurance
Supplies (Gas & Oil)
Capital Outlay

Total

Difference

	Gasoline Purchased - Actual Prior Year			Gasoline Purchased - Current Year		
	Month	Gallons	Price	Cost	Gallons	Price
July						
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						

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Summary of Student Activities (Fund 60x)
(Not Required by Chapter 67, RSMo)

<u>Sample of Student Activities</u>	<u>Actual Prior Year</u>		<u>Estimated Current Year</u>	
	<u>Revenue</u>	<u>Expense</u>	<u>Revenue</u>	<u>Expense</u>
.61 Class of 20XX (Seniors)				
.62 Class of 20XX (Juniors)				
.63 Class of 20XX (Sophomores)				
.64 Class of 20XX (Freshmen)				
.65 Class of 20XX (Eighth Grade)				
.66 Class of 20XX (Seventh Grade)				
.67 Student Council				
.68 Art Club				
.69 Debate Club				
.70 Drama Club				
.71 FBLA				
.72 FHA				
.73 FFA				
.74 Pep Club				
.75 Cheerleaders				
.76 Publications				
.77 Yearbook				
.78 Football				
.79 Cross Country				
.80 Basketball				
.81 Wrestling				
.82 Baseball				
.83 Golf				
.84 Track				
Total				