

# SCHOOL DISTRICT/CAREER TECHNOLOGY WORKSHEET INSTRUCTIONS

A worksheet has been provided to simplify the completion of Tables 1-6. Information entered on this worksheet will populate to the appropriate tables for calculation. Provided below are instructions for the completion of the worksheet.

## **Table 1—Revenue Collected**

(All collections should be shown in the month they are projected to be received by the Treasurer.)

### Investment Income

Enter the monthly revenue you expect to receive from the investment of funds that are available for operating purposes. Please utilize a conservative investment earnings rate for this calculation and provide this assumed rate in the space provided.

### Property Tax

Project the amount of property tax (ad valorem) receipts expected for each month. Please include only those anticipated receipts that are available for operating purposes. Do not include property tax receipts from levies for debt service or those that are restricted to specific, non-operating purposes.

### Other Local

Provide a projection of monthly receipts from local sources, if any, other than property taxes and investment income. If you expect receipts from a new local source, describe the source in a letter indicating whether or not it is expected to be a recurring source, and justify the receipt schedule you are showing on the cash flow.

### State Aid

Provide a projection of State Aid (appropriations) receipts by month. These should be consistent with the pattern of state distributions in the past. If a change in the distribution of State Aid is shown on your applications, please provide an explanation in your letter of why this change is expected.

### State Dedicated

Provide a projection of school land earnings, gross production tax, motor vehicle collections, and rural electric installation tax expected for each month. These should be consistent with the pattern of past state distributions.

### Federal

Provide a projection of monthly receipts from all federal sources. Include those funds that are available for operating purposes. If you expect receipts from a new federal source, describe the source in a letter indicating whether or not it is expected to be a recurring source and justify the receipt schedule you are showing on the cash-flow tables.

### Total Revenue

The total projected revenue for each month is automatically calculated.

Totals

The sum total of categorical monthly revenues is automatically calculated.

**Table 2—Expenses Paid**

(Projected warrants to be issued each month including warrants to be issued to pay prior year’s encumbrances.)

Salaries and Benefits

Each month’s entries should include warrants issued that deal directly with personnel costs. Salaries, benefits, taxes, and any other warrants issued relating to personnel costs should be included.

Operation and Maintenance

Each month’s entries should include warrants that relate to operation and maintenance of the district and maintenance of its assets. All warrants relating to the administration of the county, as well as, fuel, utilities, supplies, replacement, and all other warrants relating to the execution of district functions should be included.

Other

Each month’s entries should include warrants that are miscellaneous or discretionary in nature and any other warrants that do not fall into the first two categories.

Total

The total warrants issued for each month is automatically calculated.

Totals

The sum total of categorical monthly warrants issued is automatically calculated.

**Table 4 – Five-Year Assessed Valuation History**

*(Completion of this table is optional)*

Net Assessed Valuation

Indicate the net assessed valuation for the appropriate fiscal years.

Percent (%) Change From Prior Year

For each cell, calculate each year’s percentage (increase/decrease) from the prior year’s net assessed valuation.

Millage

Indicate the millage in the year shown for operating purposes.

Levy

Indicate the actual dollar amount of levies for the year shown.

Current Year Collections

Indicate the actual current year collections for the year shown.

Percent (%) Collected

Indicate the percent of actual collections on the actual levies for the year shown.

Taxpayer

Indicate the five largest taxpayers, based on the amount of the levy against the property of such taxpayers.

Assessed Valuation

Indicate the actual assessed valuation for each of the five largest taxpayers.

Percent (%) of Total

For each taxpayer's levy, calculate the percentage of the applicant's total assessed valuation. Divide Assessed Valuation for each taxpayer by the Net Assessed Valuation 2016 (designated in red with asterick).

**Table 5 – Historical Revenues and Expenses**

Actual 2016-17 Receipts

For each month, indicate the actual monthly state aid receipts.

Projected 2018-19 Receipts

For each month, provide reasonable projected/anticipated state aid receipts.

Change in Percent (%) of Budget

Calculate each month's Actual 2016-17 Receipts as a percentage of the total receipts for that year. Subtract each month's percentage for Projected 2018-19 Receipts (same process) from each month's Actual 2016-17 Receipts percentage. For example, if July's Actual 2016-17 Receipts totaled \$100,000 and the total receipts for that year were \$1,000,000, then the percentage for that month would be 10%. Assume that July's 2018-19 Projected Receipts percentage was 12%, then the change in budget percentage would be 2%.

Actual 2016-17 Total Revenue Collected

For each month, indicate the actual monthly operating revenue receipts.

Actual 2016-17 Total Expenses Paid

For each month, indicate the actual monthly operating expenses paid including warrants issued for prior year's reserves.

Actual/Projected 2017-18 Total Revenue Collected

For each month, indicate the actual monthly operating revenue received for the current fiscal year. (When actual monthly operating revenue information is not available, project revenue for unavailable information.)

Actual/Projected 2017-18 Total Expenses Paid

For each month, indicate the actual monthly operating expenses paid for the current fiscal year including warrants issued for prior year's reserves. (When actual monthly operating expense information is not available, project expenses for unavailable information.)

Totals

Worksheet automatically calculates the sum of respective columnar entries.

**Table 6 – Trend Analysis**

Beginning Book Balance

Insert the designated year's beginning book balance. The book balance should be cash in bank plus investments less outstanding warrants. **Do not** reduce cash and investment balances for reserves for encumbrances. Include all investments regardless of maturity, unless protected by legislative or judicial action.