# **Appendix C:**

OMB Number 1850-0067

Approval expires December 31, 1991

# **U.S. DEPARTMENT OF EDUCATION**

# NATIONAL CENTER FOR EDUCATION STATISTICS

# The National Public Education Financial Survey

Fiscal year 1989

NAME OF STATE	NAME OF PERSON PREPARING THIS REPORT	TELEPHONE NUMBER (Include area code, extension)

# **RETURN COMPLETED FORM TO:**

U.S. Department of Education National Center for Education Statistics 555 New Jersey Avenue, N.W. Washington, D.C. 20208-5651

Attention: GSAB Fiscal Survey

CERTIFICATION: I hereby certify that to the best of my knowledge and belief, the data reported in sections I-XV below constitute a true and full report of revenues, expenditures and student attendance during the regular school year and for summer school for the public elementary and secondary schools under this jurisdiction for purposes of public law 97-35, as revised by P.L. 100-297.			
TYPE OR PRINT NAME OF AUTHORIZED OFFICIAL		SIGNATURE OF AUTHORIZED OFFICIAL	
TITLE:			

# PUBLIC ELEMENTARY AND SECONDARY EDUCATION REVENUES FROM ALL SOURCES

I. REVENUE FROM LOCAL SOURCES	AMOUNT (omit cents)
a. Property Tax (1110) [Include only Ad Valorem taxes. Do not include penalties and interest or dependent district's property taxes here.]	R1A
b. Non-property Tax (1120-1190) [Include Sales and use taxes, income taxes, penalties and interest on taxes, and other taxes. Do not include dependent district's non-property taxes here.]	R1B
c. Other Local Government Units-Property Tax (1210) [Include only Ad Valorem taxes for dependent district's property taxes. Do not include penalties and interest here.]	R1C
d. Other Local Government Units-Non-property Tax (1220-1290) [Include Sales and use taxes, income taxes, penalties and interest on taxes, and other taxes. Include dependent district's non-property taxes here.]	R1D
e. Tuition From Individuals (1310) [Include tuition from individuals only.]	R1E
f. Tuition From Other LEAs Within The State (1320) [Include tuition from other LEAs within the State only.]	R1F
g. Transportation Fees From Individuals (1410) [Include transportation fees from individuals only.]	R1G
h. Transportation fees from other LEAs Within the State (1420) [Include transportation fees from other LEAs within the State only.]	R1H
i. Earnings on Investments (1500-1540) [Include interest on investments, dividends on investments, gains or losses on sale of investments, and earnings on investment in real property.]	R1I
j. Food Service (excluding federal reimbursements) (1600-1630) [Include daily sales for reimbursable programs, school lunch programs, school breakfast programs, special milk programs, and non-reimbursable programs. Also include special functions. Federal reimbursements should appear under 4500.]	R1J \$

# I. REVENUE FROM LOCAL SOURCES

# AMOUNT (omit cents)

k. Student Activities (1700-1790) [Include admissions, bookstore sales, student organization membership dues and fees, student fees, and other student activity income.]	R1K \$
<ol> <li>Other Revenue from Local Sources (1330-1340, 1430-1440, 1800, 1900-1990; not 1940)</li> <li>[Include tuition from other LEAs outside the State, and tuition from other sources.</li> <li>Include transportation fees from other LEAs outside the State, and transportation fees from other sources.</li> <li>Include revenues from community service activities operated by an LEA. Include revenue from the rental of real or personal property owned by the school, contributions and donations from private sources, gains or losses on sale of fixed assets of proprietary funds, services provided other</li> </ol>	R1L
LEAs, other local governmental units, other funds, and miscellaneous.]	\$
m. Textbook Revenues (1940) [Include textbook sales and rentals.]	R1M
n. Summer School Revenue [Include tuition from students (1310), fees and charges]	R1N
Local Sources of Revenue Subtotal (1000) [EXCLUDE tuition from other LEAs within the State (1320) and transportation fees from other LEAs within the State (1420). Sum a-e, g, i-n.]	STR1

# II. REVENUE FROM INTERMEDIATE

### SOURCES (2000)

[Include all revenues that can be used for any legal purpose desired by an ISA without restriction.

Include revenues that must be used for a categorical or restricted purpose.

Include revenues to an ISA in lieu of taxes ISA would have collected had its property or other tax base been subject to taxation.

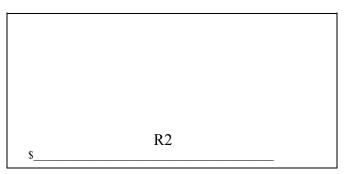
Include payments to pension fund by other governmental jurisdiction for the benefit of the ISA, contributions of equipment and supplies, and contributions to fixed assets.]

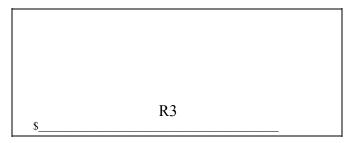
## III. REVENUE FROM STATE SOURCES (3000)

[Include all revenues that can; be used for any legal purpose desired by an LEA without restriction.

Include revenues that must be used for a categorical or specific purpose. Include revenues to an LEA in lieu of taxes LEA would have col-lected had its property or other tax base been subject to taxation. Include payments to pension fund by other governmental

jurisdiction for the benefit of the LEA, contributions of equipment and supplies, and contributions to fixed assets.]





# IV. REVENUE FROM FEDERAL SOURCES

	(omit cents)
a. Grants-in-Aid Direct from the Federal Government (4100,4300) [Include all revenues that can be used for any legal purpose desired by an LEA without restriction. Include all direct revenue grants to the LEA which must be used for a categorical or specific purpose.]	R4A \$
<ul> <li>b. Grants-in-Aid from the Federal Government Through the State (4200,4500)</li> <li>Include all revenues that can be used for any legal purpose desired by an LEA without restriction.</li> <li>Include all revenues through the State as grants to the LEA which must be used for a categorical or specific purpose.</li> <li>Federal reimbursements for food service should appear here.]</li> </ul>	R4B \$
c. Grants-in-Aid from the Federal Government Through Other Intermediate Agencies (4700) [Include all revenue grants through an intermediate agency to the LEA.]	R4C
d. Other Revenue from Federal Sources (4800, 4900) [Include revenues to an LEA in lieu of taxes LEA would have collected had its property or other tax base been subject to taxation. Include payments made by the Federal Government for the benefit of the LEA, contributions of equipment and supplies, and contributions to fixed assets, and foods donated by the Federal Government to the LEA.]	R4D
Federal Sources of Revenue Subtotal (4000)	\$

\$

# V. OTHER SOURCES OF REVENUE (5000) [Include bond principal and premiums. Accrued interest realized from

[Include bond principal and premiums. Accrued interest realized from the sale of bonds should be included when permitted by State law. Include amounts available from the sale of school property or compensation for the loss of fixed assets. Do not include proprietary funds gain on sale of fixed assets here, but in 1900.]

Total Revenue from All Sources

[Should agree with sum of subtotals I, II, III, and IV. DO NOT include other sources of revenue (5000).]

TR	
\$ 	_

R5

# PUBLIC ELEMENTARY AND SECONDARY EDUCATION EXPENDITURES

I. INSTRUCTION (1000)1	AMOUNT (omit cents)
1. Salaries (100) [Include gross salary of those involved in instruction (see footnote) while on the payroll of the LEA.]	E11
2. Employee benefits (200) [Include amounts paid by the LEA in behalf of employees. Examples are group insurance, social security contributions, retirement contributions, tuition reimbursement, unemployment compensation, workmen's compensation, and such other employee benefits as unused sick leave.]	E12
3. Purchased services (300-500; exclude 560) [Include the services of teachers or others who provide instruction to students. Include computer-assisted instructional (CAI) expenditures, travel for instructional staff and per diem expenses. Exclude tuition (560).]	E13
4. Tuition (562, 563, 569) [Include tuition to other LEAs outside the State, tuition to private schools, and other tuition. Exclude (561).]	E14
5. Tuition to Other LEAs Within the State (561)	£15
6. Supplies (600) [Include items that are consumed, worn out or deteriorated through use. Examples include classroom teaching supplies, audiovisual supplies, books and periodicals. Do not include energy expenditures.]	E16
7. Property (700) [Include tangible property of a more or less permanent nature, other than land or buildings or improvements thereon. Examples are machinery, tools, trucks, cars, furniture and furnishings.]	E17
8. Other (800) [Include dues and fees paid by LEAs on behalf of instructional staff for membership in professional or other organizations.]	E18
Instruction Expenditures Subtotal (1000) [DO NOT include tuition to other LEAs within the State (561) or Property (700) in this subtotal.]	STE1

lInclude only regular and part-time teachers, teacher aides, homebound teachers, hospital-based teachers, substitute teachers and teachers on sabbatical leave. If prorated amount and FTE are not available, also include teaching school nurses, teaching librarians, and teaching departmental chairpersons. 5

# II. SUPPORT SERVICES (2000)

See instructions for a more detailed listing

# AMOUNT (omit cents)

under each Support Services function and		(omit cents)	
object.]	Students2 (2100)	Instructional Staff3 (2200)	General Administration4 (2300)
1. Salaries (100) [Include gross salary while on the payroll of the LEA.]	Note: Include salaries only for staff in footnote 2. E212 \$	Note: Include salaries only for staff in footnote 3. E213 \$	Note: Include salaries only for staff in footnote 4. E214 \$
2. Employee benefits (200) [Include amounts paid by the LEA on behalf of employees. Examples are group insurance, social security contributions, retirement contributions, tuition reimbursement, unemployment compensation, workmen's compensation, and such other employee benefits as unused sick leave.]	Note: Include employee benefits only for staff in footnote 2. E222 \$	Note: Include employee benefits only for staff in footnote 3. E223	Note: Include employee benefits only for staff in footnote 4. E224 \$
<ul> <li>3. Purchased Services (300-500)</li> <li>[a. Include the services of medical doctors, social workers, psychologists, psychiatrists, audiologists and other consultants providing for student needs.</li> <li>b. Include expenditures for instructional staff (see footnote below).</li> <li>c. Include the services of legal firms, election services and staff relations and negotiations services.</li> <li>Travel for these staff is also included in a, b or c as appropriate.]</li> </ul>	Note: Only include 3a here E232 \$	Note: Only include 3b here E233	Note: Only include 3c here E234 \$
4. Supplies (600) [Include amounts paid for items that are consumed, worn out, or deteriorat- ed through use. Examples are attend- ance supplies, medical supplies, films, tapes, paper supplies, books and periodicals.]	E242 \$	E243	E244 \$
5. Property (700) [Include expenditures for furniture and fixtures, as well as desks, file cabinets, typewriters, duplicating machines, computers, audiovisual equipment and the like.]	E252	E253	E254
6. Other (800) [Include miscellaneous expenditures for goods and services not mentioned above, such as staff membership fees.]	E262	E263	E264 \$
Support Services Expenditures Subtotal (2100-2300) [DO NOT include Property (700) in this subtotal. Sum 100-600, 800 for each column.]	Subtotal 2100 STE22 \$	Subtotal 2200 STE23 \$	Subtotal 2300 STE24 \$

<sup>2</sup>Include only staff in attendance and social work services, guidance, health, psychology, speech pathology and audiology. 3Include only supervisors of instruction (not department chairmen), curriculum coordinators and inservice training staff, school library staff, audiovisual staff, educational television staff and staff engaged in the development of computer-assisted instruction. 4Include only board of education staff, board secretary/clerk staff, staff relations and negotiations staff, the superintendent's staff, and the superintendent.

## II. SUPPORT SERVICES (2000)

[See instructions for a more detailed listing

## AMOUNT (omit cents)

under each Support Services function and object.]	School Administration5 (2400)	Operations and Maintenance6 (2600)	Student Transportation7 (2700)
1. Salaries (100) [Include gross salary while on the payroll of the LEA.]	Note: Include salaries only for staff in footnote 5. E215 \$	Note: Include salaries only for staff in footnote 6. E216 \$	Note: Include salaries only for staff in footnote 7. E217 \$
2. Employee benefits (200) [Include amounts paid by the LEA on behalf of employees. Examples are group insurance, social security contributions, retirement contributions, tuition reimbursement, unemployment compensation, workmen's compensa- tion, and such other employee	Note: Include employee benefits only for staff in footnote 5. E225	Note: Include employee benefits only for staff in footnote 6. E226	Note: Include employee benefits only for staff in footnote 7. E227
<ul> <li>benefits as unused sick leave.]</li> <li>3. Purchased Services (300-500) <ul> <li>[a. Include the services of consultants, school scheduling firms, and administrative staff inservice training.</li> <li>b. Include the services of maintenance companies, security services, equip-ment repair companies and grounds upkeep concerns.</li> <li>c. Include the services of student busing</li> </ul> </li> </ul>	S Note: Only include 3a here. E235	S Note: Only include 3b here. E236	S Note: Only include 3c here. E237
companies and handicapped transportation services.         4. Supplies (600)         [Include amounts paid for items that are consumed, worn out, or deteriorated through use. Examples are books and periodicals, energy expenditures, services received from energy expenditures.	\$ E245	\$	\$
utility companies, food expenditures from school food service programs, and routine auto and bus maintenance.]	E245 \$	E246 \$	£247 \$
5. Property (700) [Include expenditures for furniture and fixtures, as well as desks, file cabinets, computers, vehicles and machinery.]	E255 \$	E256 \$	E257 \$
6. Other (800) [Include miscellaneous expenditures for goods and services not mentioned above, such as staff membership fees.]	E265 \$	E266	E267
Support Services Expenditures Subtotal (2400-2700) [DO NOT include Property (700) in this subtotal. Sum 100-600, 800 for each column.]	Subtotal 2400 STE25 \$	Subtotal 2600 STE26 \$	Subtotal 2700 STE27 \$

<sup>5</sup>Include only the staff of the office of the principal (including vice principals and other

<sup>5</sup>Include only the staff of the office of the principal (including vice principals and other assistants), department chairpersons and the principal. 6Include only operations and maintenance supervisor, operation staff (heating, lighting, ventilation, repairing and replacing facilities and equipment), care and upkeep of grounds and equipment staff, vehicle operations and maintenance staff (not student transportation staff) and security services staff. 7Include only student transportation supervision staff, and staff for vehicle operation, monitoring of students, and vehicle maintenance. 7

# II. SUPPORT SERVICES (2000)

[See instructions for a more detailed listing under each Support Services function and object.]

## AMOUNT (omit cents)

	Other Support Services8 (2500, 2800, 2900)	Total by object (100, 200, etc.)
1. Salaries (100) [Include gross salary while on the payroll of the LEA.]	Note: Include salaries only for staff in footnote 8. E218 \$	TE21
2. Employee Benefits (200) [Include amounts paid by the LEA on behalf of employees. Examples are group insurance, social security contributions, retirement contributions, tuition reim-bursement, unemployment compensation, workmen's compensation, and such other employee benefits as unused sick leave.]	Note: Include employee benefits only for staff in footnote 8. E228 \$	TE22
3. Purchased Services (300-500) [Include purchased business support services such as budgeting, payroll, financial accounting, internal auditing, purchasing, warehousing, printing and duplicating; purchased central support services such as planning, research, development, evaluation and data processing services. Travel for these staff is also included here.]	E238	sTE23
4. Supplies (600) [Include amounts paid for items that are consumed, worn out, or deteriorated through use. Examples are paper supplies, books and periodicals.	E248	TE24
5. Property (700) [Include expenditures for furniture and fixtures, as well as desks, file cabinets, and computers and other equipment.]	E258	TE25
6. Other (800; <i>exclude 830</i> ) [Include miscellaneous expenditures for goods and services not mentioned above, such as staff membership fees.]	E268	TE26
Support Services Expenditures Subtotal [DO NOT include Property (700) in this subtotal. Sum 100-600, 800 for each column.]	Subtotal 2500, 2800, 2900 STE28 \$	Subtotal all support services (2100-2900) STE2T \$

<sup>8</sup>Business support staff (2500) includes the chief business officer, the staff for supervisor of fiscal services, budgeting, payroll, financial accounting, internal auditing, purchasing, warehousing, printing and duplicating staff. Central support staff (2800) includes planning, research, development, evaluation staff, as well as data processing staff. Other support services (2900) is designated for any support staff not included in the "Other Support" category.

# III. Operation of Non-Instructional Services (3000)

[Include food services operations and enterprise operations Note: Community Services appear on page 11.]

	AMOUNT (omit cents)
a. Food Services Operations (3100)	
1. Include objects 100, 200, 300-500, 600, and 800. DO NOT include property (700)	E3A1
<ol> <li>Property (700) [furniture, fixtures, equipment]</li> </ol>	sE3A2
b. Enterprise Operations (3200)	
1. Include objects 100, 200, 300-500, 600, and 800. DO NOT include property (700)	E3B1
2. Property (700) [furniture, fixtures, equipment]	E3B2
Operation of Non-Instructional Subtotal (3000)	
[DO NOT include Community Services (3300) or any Property (700) in this subtotal. Sum a.1 and b.1]	\$STE3

IV. Direct Program Support [Include expenditures by SEA or State made on behalf of LEA not classified elsewhere.]

classified elsewhere. J	(omit cents)
a. Textbooks for Public School Children	
1. Include objects 100, 200, 300-500, 600 and 800. DO NOT include Property (700).	E4A1 \$E4A2
2. Property (700) [furniture, fixtures, equipment]	£4A2 \$
b. Transportation for Public School Children	
1. Include objects 100, 200, 300-500, 600 and 800. DO NOT include Property (700).	s E4B1
2. Property (700) [furniture, fixtures, equipment]	E4B2
c. Employee Benefits for Public School Employees	
1. Include objects 100, 200, 300-500, 600 and 800. DO NOT include Property (700).	s E4C1
2. Property (700) [furniture, fixtures, equipment]	E4C2

AMOUNT

d. Direct Program Support for Private School Students [Include expenditures by SEA or State made for/on behalf of private school students.]	E4D
e. Other Direct Program Support for Public School Students (specify program name on dotted line)	
	E4E1
<ol> <li>Include objects 100, 200, 300-500, 600 and 800. DO NOT include Property (700).</li> <li>Property (700) [furniture, fixtures, equipment]</li> </ol>	\$E4E2 \$
Direct Support Subtotal [DO NOT include Direct Program Support for Private School Students (d) or any Property (700) in this subtotal. Sum a.1., b.1., c.1. and e.1.]	STE4

\$

V. Current Expenditures [Sum subtotals for I. Instruction (1000), II. Support Services (2000), III. Non-Instruction (3000) (but <u>not</u> Community Services) and IV. Direct Program Support (but <u>not</u> Private School Student Aid). DO NOT include any Property (700) in this total.]

TE5

# VI. Facilities Acquisition and Construction Services

(4000)

	AMOUNT (omit cents)
1. Non-Property Expenditures (4100-4900) (For buildings built and alterations performed by the LEAs own staff.) [Include salaries (100), employee benefits (200), purchased professional and technical services (300), purchased property services (400), other purchased services (500), supplies (600) and other (800) for buildings built and alterations performed by the LEAs own staff.	E61 \$
2. Property Expenditures [Include Land and Improvements (710), expenditures for the purchase of land and the improvements thereon. and[Buildings (720), expenditures for acquiring existing buildings.]	E62

# VI. Facilities Acquisition and Construction Services (4000)

AMOUNT (omit cents)

3. Equipment [Include expenditures for the initial and additional purchase of equipment, and replacement items of equipment (730).]	E63

VII. Other Uses (5000) [Include debt service payments (principal and interest).]

a. Debt Service (5100) [Include only long-term debt service (obligations exceeding one year).]	
<ol> <li>Interest (830) [Include only long term. Interest on current loans (repayable within one year of receiving the obligation) is charged to 2513.]</li> <li>Redemption of Principal (910)</li> </ol>	E7A1 \$E7A2 \$
Other Uses Subtotal	STE7

### VIII. Community Services (3300)

[Include expenditures for child care and community swimming pool.]

# AMOUNT (omit cents)

1. Include objects 100,200, 300-500, 600 and 800. DO NOT include Property (700).	E81
2. Property (700) [furniture, fixtures, equipment]	s E82

## IX. Direct Cost Programs

[Include here educational expenditures for other than public pre-K through 12 programs not shown above.]

a. Non-Public School Programs (program #500) [Do not include property (object 700).]	E9A
b. Adult Education (program #600) [Do not include property (object 700).]	£9B
c. Community College (program #700) [Do not include property (object 700).]	£9C
d. Other (specify program name on dotted line)	
	E9D
	\$

## IX. Direct Cost Programs

# AMOUNT (omit cents)

1. Property (Object 700) [Include property from Non-Public School Programs (#500), Adult Education (600), Community College (#700) and Other.]	E91
Direct Cost Programs Subtotal [DO NOT include Property (700) in this subtotal.]	\$

\$

# X. Property (700)

[Total from Property in Instruction (I), Support Services (II), Operation of Non-Instructional Services (III), Direct Program Support (IV), Facilities Acquisition (VI), Community Services (VIII) and Direct Cost Programs (IX).]

s	TE10	

### XI. Total Expenditures for Education

[Sum Current Expenditures (V), Non-Property Expenditures from Facilities Acquisition (VI), Community Services (VIII), Direct Cost Programs (IX) and Property (X). DO NOT include Other Uses (VII).]

# XII. Exclusions from Current Expenditures for purposes of P.L. 100-297

### AMOUNT (omit cents) ded areas need not be completed

	(shaded areas need not be completed)
	obtained from p. 1 (1310)
a. Tuition paid by individuals (1310)	
	obtained from p. 1 (1410)
b. Transportation fees paid by individuals (1410)	
c. Chapter 1 (ESEA) expenditures [Note: DO NOT simply restate revenues received. This item to contain expenditures.]	\$X12C
d. Chapter 1 (ESEA) carryover funds	\$
e. Chapter 2 (ECIA) expenditures [Note: DO NOT simply restate revenues received. This item to contain expenditures.]	x12E

f. Chapter 2 (ECIA) carryover funds

XII. Exclusions from Current Expenditures for purposes of P.L. 100-297

### AMOUNT (omit cents) (shaded areas need not be completed)

X12F

	(shaded areas need not be completed)
	obtained from p.1 (1630)
g. Food Service revenues (1600-1630)	
	obtained from p.1 (1790)
h. Student activities revenues (1700-1790)	
	obtained from p.2 (1940)
i. Textbook revenues (1940)	
	obtained from p.2
j. Summer School Revenues	
Total Exclusions (sum aj)	
NCES will compute this	

XIII. Net current expenditure as defined by Hawkins-Stafford Education Amendments of 1988 (P.L. 100-297). [Subtract Total Exclusions (XII) from Current Expenditures (V)] (NCES will compute this)

# XIV. Average Daily Attendance (ADA)

A. ADA as defined by State Law [Append definition, statutory citation, length of school year and length of school day.]	A14A
B. ADA as defined by NCES [The aggregate days of attendance of a given school during a given reporting period divided by the number of days in session during this period.]	A14B

# AMOUNT

# (omit cents)

XV. State Per Pupil Expenditure to be used, in part, in the calculation of Federal Entitlements for Chapter 1 (ECIA), Impact Aid, Indian Education and other Federal programs. [Divide XIII by XIV.] (NCES will compute this)