Appendix E. Survey Form

ED Form 2447 OMB Number 1850-0067 Approval expires December 31, 2001

U.S. DEPARTMENT OF EDUCATION

NATIONAL CENTER FOR EDUCATION STATISTICS

The National Public Education Financial Survey

Fiscal year 1999

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

RETURN COMPLETED FORM TO:

Bureau of the Census ATTN: Governments Division Washington, DC 20233-6800

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 the Elementary and Secondary Act of
1965.

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, earnings on investment in real property.]	R1I
j. Food Service (excluding federal reimbursements) (1600-1630) [Include daily sales for reimbursable 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 \$
 Other Revenue from Local Sources (1330- 1340, 1430-1440, 1800, 1900-1990; not 1940) [Include tuition from other LEAs outside the State, and tuition from other sources. Include transportation fees from other LEAs outside the State, and transportation fees from other sources. 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 LEAs, other local governmental units, other funds, and miscellaneous.] 	R1L \$
m. Textbook Revenues (1940) [Include textbook sales and rentals.]	R1M \$
n. Summer School Revenue [Include tuition from students, other LEAs, 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	

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 it would have had to pay	
had its property or other tax base been subject to taxation.	DJ
Include payments to pension fund by other governmental jurisdiction	R2
for the benefit of the LEA, contributions of equipment and supplies,	\$
and contributions to fixed assets.]	
III. REVENUE FROM STATE SOURCES	
III. REVENUE FROM STATE SOURCES (3000)	
(3000) [Include all revenues that can be used for any legal purpose desired	
(3000) [Include all revenues that can be used for any legal purpose desired by an LEA without restriction.	
(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	
(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.	D.2
(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 it would have had to pay	R3
(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.	R3
(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 it would have had to pay had its property or other tax base been subject to taxation.	_

IV. REVENUE FROM FEDERAL SOURCES

	AMOUNT (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 LEA which must be used for a categorical or specific purpose.]	R4A \$
 b. Grants-in-Aid from the Federal Government Through the State (4200,4500) [Include all revenues that can be used for any legal purpose desired by an LEA without restriction. Include all revenues through the State as grants to the LEA which must be used for a categorical or specific purpose. Federal reimbursements for food service should appear here.] 	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 it would have had to pay 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)	STR4

V. OTHER SOURCES OF REVENUE (5000) [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.]	R5 \$
TOTAL DEVENUE EDOM ALL SOUDCES	

TOTAL REVENUE FROM ALL SOURCES [Should agree with sum of subtotals I, II, III, and IV. DO NOT include	TR
other sources of revenue (5000).]	\$

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 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.]	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)	E15
6. Supplies (600) [Include amounts paid for 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

¹Include 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.

II. SUPPORT SERVICES			
(2000) [See instructions for a more detailed listing under each Support Services function and object.]	Students ² (2100)	Instructional Staff ³ (2200)	General Administration ⁴ (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	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 \$
benefits as unused sick leave.] 3. Purchased Services (300- 500) [a. Include the services of medical doctors, social workers, psychologists, psychiatrists, audiologists and other consultants providing for student needs. b. Include expenditures for instructional staff (see footnote below). c. Include the services of legal firms, election services and staff relations and	Note: Only include 3a here	Note: Only include 3b here	Note: Only include 3c here
negotiations services. Travel for these staff is also included in a, b or c as appropriate.]	E232 \$	E233	E234 \$
4. Supplies (600) [Include amounts paid for items that are consumed, worn out, or deteriorated through use. Examples are attendance 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-	Subtotal 2100	Subtotal 2200	Subtotal 2300
2300) [DO NOT include Property (700) in this subtotal. Sum 100-600, 800 for each column.]	\$	\$	STE24 \$

²Include only staff in attendance and social work services, guidance, health, 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 relations and negotiations staff, the superintendent's staff, and the superintendent.

II. SUPPORT SERVICES	AMOUNT (omit cents)			
(2000) [See instructions for a more detailed listing under each Support Services function and object.]	School Administration ⁵ (2400)	Operations and Maintenance ⁶ (2600)	Student Transportation ⁷ (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 compensation,	Note: Include employee benefits only for staff in footnote 5.	Note: Include employee benefits only for staff in footnote 6.	Note: Include employee benefits only for staff in footnote 7.	
and such other employee benefits as unused sick leave.]	E225 \$	E226 \$	E227 \$	
 3. Purchased Services (300-500) [a. Include the services of consultants, school scheduling firms, and administrative staff inservice training. b. Include the services of maintenance companies, security services, equipment repair companies and grounds upkeep concerns. 	Note: Only include 3a here	Note: Only include 3b here	Note: Only include 3c here	
c. Include the services of student busing companies and handicapped transportation services.]	E235 \$	E236	E237 \$	
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 utility companies, food expenditures from school food service programs, and routine auto and bus maintenance.]	E245 \$	E246 \$	E247 \$	
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	Subtotal 2600	Subtotal 2700	
Subtotal (2400-2700) [DO NOT include Property (700) in this subtotal. Sum 100-600, 800 for each column.]	STE25 \$	STE26	STE27 \$	

⁵Include 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.

II. SUPPORT SERVICES (2000)	AMOUNT (omit cents)	
[See instructions for a more detailed listing under each Support Services function and object.]	Other Support Services ⁸ (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 reimburse- ment, 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, evaluations and data processing services. Travel for these staff is also included here.]	E238	TE23 \$
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, computers, vehicles and machinery.]	E258	TE25
6. Other (800) [Include miscellaneous expenditures for goods and services not mentioned above, such as staff membership fees. Include short-term interest payments here.]	E268	TE26 \$
Support Services Expenditures Subtotal [DO NOT include Property (700) in this	Subtotal 2500, 2800, 2900	Subtotal all support services (2100- 2900)
subtotal. Sum 100-600, 800 for each column.]	STE28 \$	STE2T \$

⁸Business support staff 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 Support Services (2100-2800).

III. Operation of Non-Instructional Services [Include food services operations and enterprise	AMOUNT (omit cents)	
operations (preschool, computer services, handicapped)] Note: Community Services appear on page 11.	Food Services Operations (3100) ⁹	Enterprise Operations (3200) ¹⁰
1. Salaries (100) [Include gross salary while on the payroll of the LEA.]	E3A11	E3B11
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.]	E3A12	E3B12 \$
3. Purchased Services (300-500) a. [Include purchased food service operations such as Pizza Hut, McDonalds, and SAGA. b. [Include purchased enterprise operations such as computer services, preschool, and handicapped.]	Note: Only include 3a here E3A13	Note: Only include 3b here E3B13 \$
 4. Supplies (600) a. [Include amounts paid for items such as silverware, trays, napkins, plates, etc.] b. [Include amounts paid for items such as computer diskettes, laser toner, etc.] 	Note: Only include 4a here E3A14 \$	Note: Only include 4b here E3B14
 5. Property (700) a. [Include expenditures for oven, dishwasher, refrigerator, etc.] b. [Include expenditures for purchases of PCs, modems, printers.] 	Note: Only include 5a here E3A2	Note: Only include 5b here E3B2 \$
6. Other (800); exclude Interest on Bonds (830) [Put 830 in function 5100] [Include miscellaneous expenditures for goods and services not mentioned above.]	E3A16	E3B16 \$
Operation of Non-Instructional Services Expenditures Subtotal [DO NOT include Property (700) in this subtotal. Sum 100-600, 800 for each column.]	E3A1	E3B1

⁹Note that food services expenditures should be gross expenditures, even if substantially aided by federal nutrition programs. If food services are run as an enterprise operation in your state, enter amounts in 3100 and note practice below column. ¹⁰Enterprise operations are activities that are financed by user charges [without governmental funds] similar to a private business. Include payments to the enterprise fund by a school system to cover deficit

operations. Note below column the types of enterprise operations reported.

IV. Direct Program Support [Include expenditures by SEA or State made on behalf of LEA not classified elsewhere.]	Amount (omit cents)
a. Textbooks for Public School Children	
1. Include objects 100, 200, 300-500, 600 and 800. DO NOT include Property (700).	E4A1
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).	E4B1 \$
2. Property (700) [furniture, fixtures, equipment].	£4B2
c. Employee Benefits for Public School	
Employees 1. Include objects 100, 200, 300-500, 600 and 800. DO NOT include	E4C1
Property (700).	\$ E4C2
2. Property (700) [furniture, fixtures, equipment].	\$
d. Direct Program Support for Private School Students	
[Include expenditures by SEA or State made for/on behalf of private school students.]	E4D
e. Direct Program Support for Public School Students (specify program name on dotted line)	
1. Include objects 100, 200, 300-500, 600 and 800. DO NOT include	E4E1
Property (700). 2. Property (700) [furniture, fixtures, equipment].	\$
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.]	\$
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)
 Non-Property Expenditures (Construction) (4100-4900) [Include salaries (100), employee benefits (200), purchased professional and technical services (300), purchased property services (400), other purchased services (500), supplies (600) and other expenditures (800). 	E61 \$
2. Property Expenditures [Include Land and Improvements (710), and Land and Existing Buildings (720).]	E62
3. Equipment [Include expenditures for the initial purchase of newly constructed or renovated schools, and replacement items of equipment (730).]	£63

VII. Other Uses (5000) [Include debt service payments (principal and interest).]	
a. Debt Services (5100) [Include only long-term debt services (obligations exceeding one year.]	
 Interest (830) [include only long term. Interest on current loans (repayable within one year of receiving the obligation) is charged to 2513 and should be reported under other Support Services-other (2500-800).] Redemption of Principa (910) 	E7A1 \$ \$
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).	£81
2. Property (700) [furniture, fixtures, equipment]	\$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).]	E9B
c. Community College (program #700)[Do not include property (object 700).]	E9C
d. Other (specify program name on dotted line)	
	E9D
IX. Direct Cost Programs	
1. Property (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), Property Expenditures and Equipment (VI), Community Services (VIII) and Direct Cost Programs (IX).]	s
XI. Total Expenditures For Education [Sum Current Expenditures (V), Non-Property Expenditures (VI), Community Services (VIII), Direct Cost Programs (IX) and Property (X). DO NOT include Other Uses (VII).]	TE11

XII. Exclusions from Current Expenditures for State per pupil expenditures (SPPE)	AMOUNT (omit cents) (shaded areas need not be completed)
a. Tuition paid by individuals (1310)	Obtained from p. 1 (1310)
b. Transportation fees paid by individuals (1410)	Obtained from p.1 (1410)
c. Title I expenditures [Note: DO NOT simply restate revenues received. This item is to contain expenditures.]	\$X12C
d. Title I carryover expenditures	\$
e. Title VI expenditures [Note: DO NOT simply restate revenues received. This item is to contain expenditures.]	\$
f. Title VI carryover expenditures	\$
g. Food Service revenues (1630)	Obtained from p.1 (1630)
h. Student activities revenues (1700-1790)	Obtained from p.2 (1700-1790)
i. Textbook revenues (1940)	Obtained from p.2 (1940)
j. Summer School Revenues	Obtained from p.2
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)	Use either method A or B
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)	