

**BUDGETED FUNDS** (excludes General Fund)  
2018 BUDGET BASICS WORKSHOP



MT Association of School Business Officials

Purpose	Funding Sources	Allowable Expenditures	Other Considerations
<b>10 TRANSPORTATION</b>			
<p><a href="#">20-10-101, MCA</a> <a href="#">20-10-143, MCA</a> To finance the operation of a program to transport students to and from home and school.</p> <p><a href="#">SB2, 2017 Special session provisions:</a> - State reimbursement appropriation is reduced by \$1.693 million in <b>FY2018 and FY2019</b>. OPI will reduce the 2<sup>nd</sup> semester payment, estimated to be 16.3% of the total state reimbursement (exact amount on June 25). - Transportation block grant is eliminated effective with FY2019. <a href="#">FY18, FY19, FY20, FY21</a> A district may not raise the local permissive levy to offset the state payment reductions. If the revenue shortfall cannot be absorbed by reserves, the district shall transfers funds from any budgeted or non-budgeted fund (except Retirement and Debt Service).</p>	<p><b>X10-1110</b> District Tax Levy (permissive) <b>X10-14XX</b> Transportation Fees <b>*X10-2220</b> County Reimbursement <b>*X10-3210</b> State Reimbursement <del><b>X10-3444</b> Transportation Block Grant**</del> <b>X10-3445</b> Combined Block Grant*** <b>X10-3460</b> Montana Oil &amp; Gas Tax</p> <p>*Reimbursements based on:</p> <ul style="list-style-type: none"> <li>• Eligible transportee (a student who resides at least 3 miles from the nearest school)</li> <li>• Bus route miles and rated capacity of the bus</li> <li>• Non-bus miles</li> <li>• Individual transportation contracts</li> </ul> <p>OPI pays state reimbursement on: <b>Sept. 1</b> – 50% of previous year’s state reimbursement <b>By March 31</b> – 1<sup>st</sup> semester reimbursement less amount paid on Sept, 1 <b>By June 30</b> – Remaining owed for 1<sup>st</sup> and 2<sup>nd</sup> semesters</p> <p>County pays county reimbursement after receiving the state payment report, usually in March/April and June.</p>	<p>X10-100-2700-XXX Regular education X10-280-2700-XXX Special education</p> <ul style="list-style-type: none"> <li>• Salaries/benefits of bus drivers, aides, % of administrative salaries</li> <li>• Purchase, replacement, repair and maintenance of yellow school bus</li> <li>• Individual transportation contracts</li> <li>• Bus storage facilities</li> <li>• Bus service contracts</li> <li>• Crossing guards</li> </ul> <p>No field trip, activity or athletic transportation expenditures are allowed from this fund.</p>	<p>Reserve limit = 20% of ensuing year’s budget Reappropriated amounts are applied first to reduce the local tax levy, then county reimbursement, then state reimbursement.</p> <p>Use OPI <a href="#">Transportation Budgeting Spreadsheet</a> to determine “on-schedule costs” (estimated reimbursement for bus routes and individual contracts and contingency)</p> <p>Budget steps:</p> <ol style="list-style-type: none"> <li>1. Determine expenditure budget.</li> <li>2. Estimate on-schedule costs.</li> <li>3. Estimate non-levy revenue (reappropriation, interest, <del>block grant(s)</del>, etc.</li> <li>4. Determine local permissive tax levy.</li> </ol> <p>Note: The county transportation reimbursement is funded by:</p> <ul style="list-style-type: none"> <li>• county oil and gas taxes</li> <li>• county coal gross proceeds taxes</li> <li>• <del>county school transportation fund block grant (20-9-632, MCA) **</del></li> <li>• federal forest reserve funds</li> <li>• county investment earnings</li> <li>• Secure Rural Schools funds</li> <li>• cash available for reappropriation</li> <li>• countywide levy (permissive)</li> </ul> <p><b>**District and county block grants eliminated in FY2019 (SB2, 2017 Special session)</b> <b>*** Combined Block Grant reduced by 47.68% for FY2018 (SB261, 2017 regular session) and eliminated in FY2019 (SB2, 2017 special session)</b></p>

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<b>11 BUS DEPRECIATION RESERVE</b>			
<p><a href="#">20-10-147, MCA</a> To finance the replacement of buses, two-way radio equipment, communication systems and safety devices owned by the district.</p>	<p><b>X11-1110</b> District Tax Levy (permissive) <b>X11-3445</b> Combined Block Grant* <b>X11-3460</b> Montana Oil &amp; Gas Tax</p> <p>“Depreciation” describes the process by which funds are raised. Funds are accumulated over the useful life of each asset (bus or radio) in order to have enough money available to replace it when it is taken out of service.</p> <p><b>*Combined Block Grant reduced by 47.68% for FY2018 (<a href="#">SB261</a>, 2017 regular session) and eliminated in FY2019 (<a href="#">SB2</a>, 2017 special session)</b></p>	<p>X11-100-2700-660/730 Regular education X11-280-2700-660/730 Special education Object 660 Equipment costing less than the capitalization policy. Object 730 Equipment costing more than the capitalization policy.</p> <ul style="list-style-type: none"> <li>• Convert, remodel or rebuild buses</li> <li>• Purchase additional yellow route bus</li> <li>• Replace route or activity buses</li> <li>• Replace 2-way radios, GPS and cameras</li> </ul> <p>No expenditures for ordinary repairs and maintenance are allowed from this fund.</p>	<p>Reserve limit = none Reappropriate all fund balance to support the ensuing year’s budget.</p> <p>The annual local levy is limited to 20% of the cost of each asset (bus or radio), not to exceed 150% over time. Example: Bus cost \$ 100,000 Annual limit (20%) \$ 20,000 Maximum depreciation \$ 150,000</p> <p>Expenditure budget = fund balance reappropriated (all) + tax levy + non-levy revenue</p>
<b>13 TUITION</b>			
<p><a href="#">20-5-323, MCA</a> <a href="#">20-5-324, MCA</a> To finance tuition costs for elementary and high school students who attend school outside their district of residence, and for the actual cost of services for an in-district student with an IEP (subject to limitations).</p>	<p><b>X13-1110</b> District Tax Levy (permissive) <b>X13-3445</b> Combined Block Grant** <b>X13-3460</b> Montana Oil &amp; Gas Tax</p> <p>Use OPI’s <a href="#">Permissive Levy Instructions &amp; Calculator</a> to determine how much may be levied in this fund for the actual cost of services for in-district special education students.</p> <p><b>**Combined Block Grant reduced by 47.68% for FY2018 (<a href="#">SB261</a>, 2017 regular session) and eliminated in FY2019 (<a href="#">SB2</a>, 2017 special session)</b></p>	<p>X13-100-1000-560 Regular educ. tuition X13-280-1000-560 Special educ. tuition X13-280-1000-320 In-state day treatment/private program X13-280-XXXX-XXX Actual costs of services for an in-district student with an IEP *X13-100-1000-563 Detention center charges</p> <p><b>*41-5-1807, MCA:</b> For students detained in a youth detention center for more than 9 consecutive days, the county where the detention center is located may charge the student’s district of residence \$20/day. Invoices are sent by June 30. District must pay by July 15.</p>	<p>Reserve limit = none Reappropriate all fund balance to support the ensuing year’s budget.</p> <p>Use the following OPI resources: <a href="#">Tuition Handbook</a> <a href="#">Tuition Accounting Guidance</a></p> <p>Student Attendance Agreement Forms <a href="#">FP-14 Student Attendance Agreement</a> <a href="#">FP14-A Special Tuition Rates</a></p>

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<b>14 RETIREMENT</b>			
<p><a href="#">20-9-501, MCA</a> To finance employer contributions for TRS, PERS, Social security, Medicare and unemployment insurance for employees paid from state or local funds.</p>	<p><b>*X14-2240</b> County Retirement Distribution <b>X14-3445</b> Combined Block Grant**</p> <p><b>**Combined Block Grant reduced by 47.68% for FY2018 (SB261, 2017 regular session) and eliminated in FY2019 (SB2, 2017 special session)</b></p> <p><b>*A.R.M. 10-10-309</b> The county superintendent distributes the cash balance in the countywide retirement fund to school districts and special education cooperatives on a monthly basis in proportion to the county requirement of each district or cooperative to the total requirement.</p>	<p>X14-XXX-XXXX-210 Social security and Medicare X14-XXX-XXXX-220 TRS X14-XXX-XXXX-230 PERS X14-XXX-XXXX-240 Unemployment ins.</p> <ul style="list-style-type: none"> <li>Retirement costs for employees paid from federal funds (except Impact Aid and School Foods) must be paid from the federal program.</li> <li>No early retirement allowance or payments to employees are allowed expenditures from this fund.</li> </ul>	<p>Reserve limit = 20% of ensuing year's budget</p> <p>District non-levy revenue and FB reappropriated reduces the county retirement distribution requirement.</p> <p><b>*The county retirement distribution is funded by:</b></p> <ul style="list-style-type: none"> <li>county oil and gas taxes</li> <li>county coal gross proceeds taxes</li> <li>county school retirement fund block grant****</li> <li>federal forest reserve funds</li> <li>county investment earnings</li> <li>Secure Rural Schools funds</li> <li>cash available for reappropriation</li> <li>countywide levy (permissive) ***</li> </ul> <p><b>***</b> countywide levy may be supported by Guaranteed Tax Base Aid if the county retirement mill value per ANB is less than the statewide mill value per ANB. <b>****County block grants eliminated in FY2019 (SB2, 2017 Special session)</b></p>
<b>17 ADULT EDUCATION</b>			
<p><a href="#">20-7-705, MCA</a> To finance the instruction of persons 16 years of age or older who are not regularly enrolled, full-time pupils for the purposes of ANB computation.</p>	<p><b>X17-1110</b> District Tax Levy (permissive) <b>X17-1340</b> Adult Education Fees <b>X17-3445</b> Combined Block Grant* <b>X17-3460</b> Montana Oil &amp; Gas Tax</p> <p><b>*Combined Block Grant reduced by 47.68% for FY2018 (SB261, 2017 regular session) and eliminated in FY2019 (SB2, 2017 special session)</b></p>	<p>X17-6XX-1000-XXX</p> <ul style="list-style-type: none"> <li>Salaries for instructors</li> <li>Supplies necessary for instruction in the class, but not for projects taken home by the students</li> </ul>	<p>Reserve limit = 35% of ensuing year's budget</p>

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<b>28 TECHNOLOGY</b>			
<p><a href="#">20-9-533, MCA</a> To finance technology acquisition.</p>	<p><b>*X28-1110</b> District Tax Levy (voted) – see Other Considerations</p> <p><b>X28-3281</b> State Technology Aid*** OPI allocates the state technology aid appropriation (\$1 million) to school districts based on General Fund BASE budgets and distributes the payment in August.</p> <p><b>X28-3445</b> Combined Block Grant**</p> <p><b>X28-3460</b> Montana Oil &amp; Gas Tax</p> <p><b>**Combined Block Grant</b> reduced by 47.68% for FY2018 (<a href="#">SB261</a>, 2017 regular session) and eliminated in FY2019 (<a href="#">SB2</a>, 2017 special session)</p> <p><b>***State Technology Aid</b> payment is suspended in FY2018 and FY2019 (<a href="#">HB390</a>, 2017 regular session)</p>	<p>X28-XXX-XXXX-XXX</p> <ul style="list-style-type: none"> <li>• Purchase, rental, repair and maintenance of technological equipment, including computers and computer network access</li> <li>• Associated technical training for school district personnel</li> <li>• Cloud computing services, including any subscription or any license-based or pay-per-use service that is accessed over the internet or other remote network to meet the district’s information technology and other needs</li> </ul> <p>Employer contributions for Social security, Medicare, TRS, PERS, and unemployment insurance may not be paid from this fund.</p>	<p>Reserves limit = none Reappropriate all fund balance to support the ensuing year’s budget.</p> <p><b>*Levies approved <i>prior to July 1, 2013</i></b></p> <ul style="list-style-type: none"> <li>• Can be permanent or durational</li> <li>• Annual levy cannot exceed 20% of the original cost of equipment owned by the district</li> <li>• Amount levied over time cannot exceed 150% of the original cost of the equipment</li> <li>• \$\$ can be used for equipment, network access and training of school personnel</li> </ul> <p><b>*Levies approved <i>after July 1, 2013</i></b></p> <ul style="list-style-type: none"> <li>• May not exceed 10 years</li> <li>• Can be based on all allowable costs listed in the statute (equipment, cloud storage, training, etc.)</li> <li>• Districts with an existing perpetual levy can             <ul style="list-style-type: none"> <li>○ Ask for an increase in the amount of the levy to cover cloud computing and training, <b>and/or</b></li> <li>○ Seek relief from tracking depreciation under existing levy</li> <li>○ Can propose a duration for each, not to exceed 10 years</li> </ul> </li> </ul>

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<b>29 FLEXIBILITY</b>			
<p><a href="#">20-9-543, MCA</a> To account for receipt of the state Flexibility Payment (if any) and other revenues and expenditures.</p>	<p><b>X29-1110</b> Local Tax Levy (voted) <b>X29-3445</b> Combined Block Grant* <b>X29-3460</b> Montana Oil &amp; Gas Tax <b>X29-3900</b> Other State Revenue</p> <p>Tax levy is based on state flexibility payment. No payment since 2003. No state payment = no levy.</p> <p><b>*Combined Block Grant reduced by 47.68% for FY2018 (<a href="#">SB261</a>, 2017 regular session) and eliminated in FY2019 (<a href="#">SB2</a>, 2017 special session)</b></p>	<p>X29-XXX-XXXX-XXX</p> <ul style="list-style-type: none"> <li>• Technology</li> <li>• Facility/equipment expansion</li> <li>• Student assessment and evaluation</li> <li>• Curriculum development</li> <li>• Training for classroom staff to support delivery of education programs</li> <li>• Classroom teacher housing</li> <li>• Retention of certified staff</li> <li>• Increased energy costs caused by increases since 2001</li> </ul>	<p>Reserve limit = none. Reappropriate all fund balance to support the ensuing year's budget.</p> <p>Beginning July 1, 2020 fund balance limit is 150% of the Maximum General Fund budget. Excess must be remitted to the state.</p>
<b>50 DEBT SERVICE</b>			
<p><a href="#">20-9-438, MCA</a> To finance the payment of the principal, interest and associated fees on outstanding bonds and special improvement district (SID) assessments</p>	<p><b>X50-1110</b> Local Tax Levy (voted) <b>X50-1510</b> Interest Earnings <b>X50-3445</b> Combined Block Grant* <b>X50-3460</b> Montana Oil &amp; Gas Tax <b>X50-3120</b> State Debt Service Assistance (formerly Facilities Reimbursement and Advance)**</p> <p><b>*Combined Block Grant reduced by 47.68% for FY2018 (<a href="#">SB261</a>, 2017 regular session) and eliminated in FY2019 (<a href="#">SB2</a>, 2017 special session)</b></p> <p><b>**State Debt Service Assistance is suspended for FY2018 and FY2019 (Funding was redirected in <a href="#">HB6</a>, 2017 special session)</b></p>	<p>X50-100-5100-830 Special Assessments X50-100-5100-840 Principal on Debt X50-100-5100-850 Interest on Debt X50-100-5100-860 Agent Fees</p> <p>Use function 6300 for refunding bonds</p>	<p>Reserve limit – valid expenditures for July 1 through November 1 of the ensuing fiscal year.</p> <p>Reappropriate all fund balance to support the ensuing year's budget.</p> <p>Use 9100 code to estimate state facilities reimbursement and advance on the budget form.</p> <p><b>**State Debt Service Assistance (formerly Facilities Reimbursement and Advance) <a href="#">20-9-371, MCA</a></b></p> <ul style="list-style-type: none"> <li>• Provides state subsidies to eligible schools to repay bonds</li> <li>• District's mill value per ANB must be less than the corresponding facility guaranteed mill value per ANB</li> <li>• State advance payment is paid on in the first year of the bond</li> </ul>

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<b>61 BUILDING RESERVE</b>			
<p><a href="#">20-9-502, MCA</a> Sub-funds must be established for the following: 1) voter approved building or construction projects, funded with district mill levies 2) permissive (non-voted) levies raised to address identified major maintenance projects 3) voter approved transitional costs of opening/closing school funded with district mill levies 4) transfers from other funds for school safety and security</p> <p>See OPI <a href="#">Building Reserve Fund Guidance</a> Document</p>	<p><b>X61-1110</b> Local Tax Levy* <b>X61-1510</b> Interest Earnings <b>X61-3445</b> Combined Block Grant** <b>X61-3460</b> Montana Oil &amp; Gas Tax <b>X61-5300</b> Transfers from Other Funds <b>X61-5301</b> School Safety Security Transfers ***</p> <p><b>*Voter approved levies:</b> - Trustees must adopt a resolution addressing the duration of time over which the total amount of money will be raised, in equal, annual installments - Limited to a maximum of 20 years for building-type levy - Limited to a maximum of 6 years for transitional-type reserve</p> <p><b>*Permissive levy</b> - School major maintenance amount (SMMA) = \$15,000 + (prior year budget ANB X \$100). For a K-12 district, the SMMA = \$30,000 + (prior year budget ANB X \$100) - Using prior year taxable value, a district may levy up to 10 mills to fund the SMMA (20 mills for a K-12 district) - Local effort revenues for the SMMA may consist of permissive levies, deposits, and transfers from lawfully available revenue sources.</p>	<p>1) Voter-approved levy for purpose stated on the ballot (future construction, equipping, enlarging of school buildings or for purchasing land needed for school purposes). X61-100-2600-XXX-906 X61-100-4000-XXX-906</p> <p>2) Permissive levy for major maintenance projects under <a href="#">20-9-525(2), MCA</a> X61-100-2600-XXX-907 X61-100-4000-XXX-907</p> <p>3) Voter-approved levy must be spent on the purposes stated on the ballot (transitional costs of opening/closing schools, replacing school buildings or consolidating/ annexing). X61-100-XXXX-XXX-905</p> <p>4) Safety transfers under <a href="#">20-9-236(2), MCA</a>, must be spent within two fiscal years after the funds are transferred. Any remaining money must be transferred back to the originating fund from which the revenue was transferred. X61-190-XXXX-XXX-908</p>	<p>Reserve limit = none. Reappropriate all fund balance to support the ensuing year's budget.</p> <p>The following Project Reporter Codes (PRC) are used for each sub-fund (revenues/transfers in and expenditures): <b>PRC 905</b> – Transition Levy subfund <b>PRC 906</b> – Voted Levy subfund <b>PRC 907</b> – Permissive Levy subfund <b>PRC 908</b> - Safety Transfers subfund <b>(exception:</b> use OPI-assigned PRC if a budget amendment was needed for authority to spend the money transferred from other funds)</p> <p><b>**Combined Block Grant reduced by 47.68% for FY2018 (<a href="#">SB261</a>, 2017 regular session) and eliminated in FY2019 (<a href="#">SB2</a>, 2017 special session)</b></p> <p><b>***<a href="#">20-9-236, MCA</a> allows transfers of state or local revenue from any budgeted or nonbudgeted fund (but not Debt Service or Retirement). See OPI's <a href="#">School Safety Transfers Guidance</a> for more information.</b></p>