

## Edgecombe County Public Schools

### Budget

<b>Board of Education</b>	Mrs. Evelyn S. Wilson, Chair	District 1
	Mrs. Olga Dickens	District 2
	Dr. Evelyn Johnson	District 3
	Mr. William Ellis	District 4
	Mrs. Ann Kent, Vice-chair	District 5
	Rev. Raymond Privott	District 6
	Mrs. Marva Scott	District 7

<b>Administration</b>	Dr. Valerie Bridges Superintendent	
	Dr. Stacy Stewart Assistant Superintendent of Curriculum Instructional Support Services	
	Dr. Marc Whichard Assistant Superintendent of Human Resource Services	
	Mrs. Laurie Leary Director of Fiscal Services/Finance Officer	

Edgecombe County Public Schools  
PO Box 7128  
412 Pearl Street  
Tarboro, North Carolina 27886  
252-641-2600  
www.ecps.us

## The 2018-2019 Budget Document

The 2018-2019 Edgecombe County Public Schools budget document's format presents the school district's budget and related information in an organized and comprehensive document to provide knowledge of the school system's budget development, management, and processes in addition to the numerical information contained in previous years. The document contains the four major sections listed and defined below.

The **Introductory Section** includes the table of contents and relates to an overall view of the fiscal year 2018-2019 proposed budget through the budget message.

The **Organizational Section** describes the school system's management organization and explains the various budgetary processes, structure, and management policies.

The **Financial Section** includes budget data in summary and detail level for school division funds.

**Table of Contents**

**Introductory Section**

Table of Contents	3
Board of Education Approval	4
Budget Message	4

**Organizational Section**

Section Introduction	9	Budget Calendar	16
Organization and Management		Description of Financial Structure	17
The School System	10	Budget Administration	19
The Board of Education	10	Budget and Financial Policies	20
Direction of the School System	11	School Budget Fiscal Control Act	22
Financial Organization	12	Budget at a Glance	29
Budget Development Process	15	Summary of all Funds	30

**Financial Section**

Operating Fund Introduction	31	Local Operating Fund Expenditures	43
Revenue Summary	32	Local Operating Expenditures by	
County Appropriation	33	Program	44
State Revenues	35	Capital Outlay Introduction	45
Federal Revenues	37	Capital Outlay Funds Summary	46
Funding Reported as Local	38	Capital Outlay Revenues	47
History of Local Fund Balance	39	Capital Outlay Expenditures	47
Other Restricted Funding	40	Other Funds	48
State & Federal Expenditures	41	Glossary	52
Other Restricted Expenditures	42		

## **Board of Education Approval**

The Superintendent is submitting this 2018-2019 budget request. The Edgecombe County Board of Education approved this request on \_\_\_\_\_.

## **Budget Message**

Our budget planned for 2018-2019 continues to reflect our commitment to academic achievement and success for all our students. We have several exciting and innovative changes planned for our school district.

### **Restart Schools & The Innovation Zone**

ECPS has applied for "Restart" status from the NC State Board of Education for three historically low-performing schools in our North side feeder pattern: Coker-Wimberly Elementary School, Phillips Middle School, and North Edgecombe High School. "Restart" status has been granted for Coker-Wimberly Elementary School, Phillips Middle School, North Edgecombe High School as well as Princeville Elementary School. As "Restarts," these schools will have charter-like flexibility in the areas of calendar, budget, curriculum, and staffing. This flexibility will enable these schools - collectively called our ECPS "Innovation Zone" - to implement innovative strategies in pursuit of three 2020 goals: high growth at all schools, 80% proficiency in all content areas, and 90% graduation rate at NEHS.

### **Opportunity Culture**

On March 1, 2017, ECPS "went live" with opportunities for excellent teachers to reach more students, take on additional leadership, and earn more money - all within the regular public school budget. Design teams at our three North side "Innovation Zone" schools have developed Multi-Classroom Leader, Expanded Impact Teacher, and Reach Associate positions for certified teachers and classified staff members who want to expand their impact without leaving the classroom. Visit [www.ocecps.weebly.com](http://www.ocecps.weebly.com) for more information! For fiscal year 2018-2019, the "Innovation Zone schools will expand upon their opportunities. The schools within the Town of Tarboro will begin implementing these opportunities for excellent teachers to reach more students.

### **Blue Ribbon Commission on Educational Equity**

A transformational education for every ECPS scholar starts with a shared vision. That is why we have convened the Blue Ribbon Commission on Educational Equity and invited stakeholders from across the community to come together to answer the question: "What is the future we imagine for our scholars?" Students, parents, educators, business owners, faith leaders, community activists, and others are invited to attend a series of three town hall meetings and school visits this spring.

## **Budget Message (Continued)**

Through these shared conversations and experiences, stakeholders will develop a vision for the success of all ECPS scholars and recommend priorities for the district's new three-year plan.

### **Review of Prior Years' Budgets and Funding**

Over the last six fiscal years, our state budget allotments began to decline, not only due to a decrease in student numbers but also due to the economy crisis. In the fiscal years of 2009-2010, 2010-2011, and 2011-2012, we received the federal stimulus dollars to help offset the state reductions, including the Education Jobs Funding. This funding ended on June 30, 2012.

In preparation for the loss of the federal stimulus dollars in fiscal year 2012-2013, we reduced that budget by \$2.2 million. We did not request any additional funding from the county to offset that loss in funding and the county held our funding to the same level as in the previous year. The budget reductions included the elimination of 38.7 positions and elimination of programs.

The first charter school opened in Edgecombe County in that same fiscal year and our state allotments were further reduced by \$1.5 million. To help offset this reduction, we reviewed our current budget and reduced the classroom teacher allotments to reflect the revised ADM. The remainder of the reduction was handled without any additional funding from the county.

In 2013-2014, we reduced the budget by an additional \$1.5 million and we did not request any additional funding from the county to offset that loss in funding. The county reduced our funding in that fiscal year by \$318,052. The \$1.5 million budget reductions included the elimination of 32 positions.

Our allotments for 2013-2014 were also reduced by another \$1.5 million due to the second year of the charter school impact and we reduced our classroom teaching positions allotted to the schools to reflect the reduction in ADM.

The fiscal year 2014-2015 budget was impacted by the continuing growth of the new charter school and decline in our ADM (Average Daily Membership) as well as state reductions in appropriations. Our state funding was reduced at the beginning of that fiscal year by \$792,019 for the charter school growth and North Carolina Virtual Public Schools (NCVPS). Our request of \$412,933 for an increase in funding from the county commissioners was not approved and our appropriation was decreased by \$56,327. In that year, we used \$741,612 of local fund balance to maintain positions and operations.

## **Budget Message (Continued)**

For fiscal year 2015-2016, we made budget reductions of \$988,912 and eliminated 24.5 positions. Our ADM decreased by 253 students. We requested additional funding of \$294,000 from the county to increase our local supplements and this request was funded.

In the current year 2016-2017, we were able to increase the local supplement for teachers and instructional support staff as well as for classified employees. The ADM increased by 98 students. Our low wealth allotment and at risk student allotment were decreased by \$467,256 due to a change in the poverty levels in the most recent census. State raises were issued to all employees in various ranges as well as increases in the benefit rates. To offset these decreases, the district planned to use local fund balance in the amount of \$956,533.

For our current year, 2017-2018, state raises were issued to all employees: Teachers and Instructional Support staff – ranged from 1.5% to 6.9%; Assistant Principals – pay scale is now 17% above the teacher's A salary schedules; Principals – new pay scale developed; Non-certified and central office staff – annual increase of \$1,000 for 12 months of employment. Although, we requested an increase in county appropriation to increase local supplement and offset other operating costs, our appropriation was held at the same level as the prior year. This was also our first year for implementation of restart schools and opportunity culture.

### **Fiscal Year 2018-2019**

The Edgecombe County Public Schools' proposed budget for 2018-2019 highlights and summarizes our financial plan for the coming year

Our Average Daily Membership (ADM) used for allotment purposes has decreased by 78 students. This decline in ADM will decrease our state allotments that are based upon ADM. In this budget proposal, we have made preliminary calculations of these allotments.

Schools and departments were asked to submit budget requests for their needs. The budget requests from schools and directors were reviewed by the budget committee.

Classroom teaching position allotments were calculated based upon projected ADM at the schools with consideration of smaller middle and high schools.

## **Budget Message (Continued)**

We are anticipating our allotment for state classroom teaching positions to decrease by approximately 4 positions. With the approval of the House Bill 90, we are anticipating an enhancement classroom teacher allotment of approximately 4 positions. This will offset the reduction anticipated. We will continue to utilize funding streams outside of our state classroom teaching allotment, including Disadvantaged Student Supplement Funding, Low Wealth Supplement Funding, and Title II, for classroom teaching positions.

We will also transfer \$111,000 from the textbook allotment to purchase textbooks used by students from the traditional high schools and the early college high school who are taking classes at Edgecombe Community College.

We will charge the full allowable rate of indirect cost of the federal programs and to the child nutrition program.

The State Public School Fund Proposed Budget is based upon district calculated planning state allotments. The state has not issued planning allotments at this time. The state projected revenues were prepared contingent upon our allotments in the following categories remaining the same as in the current fiscal year 2017-2018: central office administration, driver training, CTE, low wealth, learn and earn, transportation, at risk student services and disadvantaged student supplemental funding. A reduction in these funding streams or other funding streams, or other changes mandated by the General Assembly would result in a significant impact on our budget, programs, and services.

The estimated amount of the allotments for the restart schools has been included in the budget resolution. The estimated amount is at a rate of \$5,830.81 per ADM. This amount is calculated annually. The ADM used is based upon the first Principal's Monthly Report for the current fiscal year. The amount included in this budget is based upon an estimated ADM of 817. Any fluctuations to that ADM or the dollar amount per ADM could either increase or decrease the allotment. The allotment is created by the district determining which state allotments to reduce. In making this determination, we will utilize the method that will maximize the use of those dollars.

The restart allotment will be used for costs associated with the schools, including salary for all staff, supplements, salary differentials related to Opportunity Culture positions, innovation zone signing bonuses, substitutes, professional development, instructional materials, office costs and activity bus costs. Building costs will continued be paid locally. The restart schools will continue to have Title I and school improvement grant funding as well as a capital outlay allotment. We will also use some of our position allotments to assist them with the cost of higher

## **Budget Message (Continued)**

paid personnel by maximizing the use of our position allotments. CTE, exceptional children, AIG, and ESL positions, and transportation will have continued to be provided and paid by those respective state allotments.

This budget includes a request for additional funding of \$925,703 in county appropriation for local funds for anticipated state raises, benefit increases, increases in the cost of local supplements due to state raises and changes in the state salary schedules.

The Local Current Expense Budget is based upon an increase of \$925,703 in the county appropriation, estimation of fines and forfeitures and interest earned. For this proposed budget, we are appropriating \$500,000 of the local fund balance. On June 30, 2017, our local fund balance was \$2,234,235. We have appropriated \$1,120,325 of that fund balance in this fiscal year 2017-2018.

The Federal Fund Proposed Budget is based upon estimated allotments as no planning allotments have been received.

The Other Restricted Proposed Budget is based upon estimated grants and other sources of revenues.

The Capital Outlay Proposed Budget reflects our capital improvements, major repairs and renovations, and funds vehicle and equipment additions or replacements. Our request for the capital recurring fund is \$1,114,917. We are requesting to utilize the lottery receipts of \$2,050,000 for the bond debt of \$150,000, roof replacement of \$1,500,000 at SouthWest Edgecombe High School and \$400,000 for roof replacement at Martin Millennium Academy. The total capital outlay budget is \$3,172,917 and includes the county appropriation for capital outlay in the amount of \$1,114,917.

The proposed capital outlay budget does not include an appropriation of capital outlay fund balance.

The Enterprise Proposed Budget consists of the child nutrition program, fee for service programs, and family resource center. Those budgets are prepared based upon estimated receipts of fees and sales as well as USDA grants.

## **Organizational Section Introduction**

The Organizational Section of the 2018-2019 budget document describes the Edgecombe County Public Schools' organizational and management structure, the school system's mission statement, and various policies and procedures which govern the budget management process.

The narrative which describes the organizational and management structure includes an overview of the school system, lists of the Board of Education and the Administrative Leadership Team, the direction of the school system, and the various components of budget administration and accounting management.

### **Section Contents**

Section Introduction	9
----------------------	---

### **Organization and Management**

The School System	10
The Edgecombe County Board of Education	10
Direction of the School System--Mission Statement	11
Financial Organization	12
Budget Development Process	15
Budget Calendar	16
Financial Structure	17
Budget Administration and Management	19
Budget and Financial Policies	20
School Budget Fiscal Control Act	22
Budget at Glance	29
Summary of All Funds	30

## **The School System**

Edgecombe County Public Schools operates as a fiscally dependent agency of the Edgecombe County Commissioners to provide a free and appropriate education to the children of the county's residents. The seven-member Edgecombe County Board of Commissioners is charged by state law to appropriate funds for the operation of the school system's local operating budget.

The school system will operate a total of 14 school buildings for its projected 5988 students in grades kindergarten through twelve in 2018-2019. The school system's students reside within the boundaries of Edgecombe County, North Carolina. Edgecombe County Public Schools is governed by an elected seven member Board of Education, which is responsible for the school system's financial matters. As a financially dependent entity, the Board of Education is required by state law and county policy to maintain financial statements in accordance with generally accepted accounting principles and to abide within those laws and policies that determine fiscal accountability.

The Board of Education appoints the Superintendent of Schools. The Superintendent is responsible for the day-to-day operations of the school system.

## **The Edgecombe County Board of Education**

Mrs. Evelyn S. Wilson, Chair	District 1
Mrs. Olga Dickens	District 2
Dr. Evelyn Johnson	District 3
Mr. William Ellis	District 4
Mrs. Ann Kent, Vice Chair	District 5
Rev. Raymond Privet	District 6
Mrs. Marva Scott	District 7

## **Direction of the School System**

Below are the mission, vision, and goals of the Edgecombe County Board of Education. The 2018-2019 proposed budget supports each of these areas.

### **Our Vision**

Edgecombe County Public Schools: Focused, Connected, Ready

### **Our Mission**

The Edgecombe County Public School community will collaborate to graduate all students ready to achieve success in a rapidly changing world.

### **Our Goals**

Will produce globally competitive students  
Will be led by 21<sup>st</sup> century professionals  
Will develop healthy and responsible students  
Will provide leadership that will guide innovation  
Will be governed and supported by 21<sup>st</sup> century systems

## Financial Organization

### Legal Authority

Edgecombe County Public Schools is a comprehensive school district serving the students and citizens of Edgecombe County. The schools are committed to providing the highest quality educational opportunities to its students while maintaining fiscal responsibility and accountability. The Board of Education is responsible for adopting policies which guide the Superintendent and administrative staff in the management of the day-to-day operation of the school system.

The Board of Education is responsible for budget review, but it is not a tax-levying body and must submit its annual budget to the Edgecombe County Board of Commissioners, which controls the allocation of local funds to the school system. The State of North Carolina provides funding for basic educational programs, and local funds are used to supplement these programs.

### Fund Accounting

The financial accounts of the school system are organized on the basis of funds, each of which is considered a separate accounting entity. School system resources are allocated to and accounted for in these individual funds based upon the purpose for which they are to be expended and the means by which spending activities are controlled in compliance with legal provisions. The school system's budgeting and accounting systems include the following funds:

The **State Public School Fund** is used to account for the revenues and expenditures allocated for educational purposes by the State Board of Education. These funds are expended according to the provisions of state statutes. This is a special revenue fund.

The **Local Operating Fund** is used to account for the revenues and expenditures allocated for educational purposes by all financial resources other than those in the other funds. Revenue sources include appropriations by the Board of County Commissioners, state funds allocated directly to the school system, and other funds made available to the school system for current operating expenses. This is a general revenue fund.

The **Federal Grant Fund** is used to account for the revenues and expenditures allocated for educational purposes of federal government categorical grants by the State Department of Public Instruction and other grants made directly to the school system. This is a special revenue fund.

**Financial Organization (Continued)**

**Fund Accounting Continued**

The **Capital Outlay Fund** is used to account for the revenues and expenditures allocated for the school system's acquisition of fixed assets and construction of major capital projects. Sources of revenue for this fund are local county government appropriations, proceeds from the sale of school construction bonds, and certain state assistance.

The **Child Nutrition Fund, Fee for Service Programs, and Family Resource Center** are used to account for the revenues and expenditures for the school food services and day care services provided to students and parents. These funds are enterprise funds.

The **Other Restricted Fund** is used to account for reimbursements, including indirect costs, fees for actual costs, tuition, sales tax revenues distributed using the ad valorem method pursuant to G.S.105-472(b)(2), sales tax refunds, gifts and grants restricted as to use, trust funds, federal appropriations made directly to local school administrative units, funds received for prekindergarten programs, and special programs.

## Financial Organization (Continued)

### **Basis of Accounting**

Basis of accounting refers to the timing of recognition of revenues and expenditures in the accounts and in the financial statements, regardless of measurement focus. The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds and expendable fiduciary funds are accounted for using a current financial resources measurement focus; that is, only current assets and current liabilities generally are included on the balance sheets. Statements of these funds present increases (revenues and other financial sources) and decreases (expenditures and other financial uses) in net current assets.

The **Modified Accrual Basis of Accounting** is followed for all governmental type funds and fiduciary type funds of the school system. Revenues are recognized in the accounting period in which they become susceptible to accrual, that is, both measurable (the amount of the transaction can be determined) and available (the amount is collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period). Expenditures, other than long-term debt and the long-term portion of accumulated sick and vacation pay, are recorded when the liability is incurred.

The **Accrual Basis of Accounting** is utilized by the proprietary type funds. Revenues are recognized when earned, and expenses are recognized when goods and services are received whether or not cash disbursements are made at the time.

### **The Budget Development Process**

The 2018-2019 Budget was developed through the input of district administrators, school principals, and staff. It is the product of months of work to assure that the educational and support programs of the school system continue to provide the students of Edgecombe County quality and meaningful educational opportunities while providing a safe and secure environment for learning.

The school system continues to face the challenges of maintaining quality educational programs, the repair and renovation of aging school buildings, hiring and retaining quality instructional and support personnel, and improving employee compensation to remain competitive with surrounding school systems.

2018-2019 Proposed Budget

**2018-2019 Budget Development and Approval Calendar**

DATE	ACTION
November, 2017	Review 1st month ADM to be used for the 2018-2019 state allotments
November, 2017	Review 2nd month ADM to be used for the 2018-2019 state allotments
November, 2017	Calculate better of the 1st or 2nd month ADM
November, 2017	Project 2018-2019 state allotments for classroom positions, instructional support positions, teacher assistant allotment, non-instructional support allotment
December, 2017	Calculate planning dollar allotments for schools
December, 2017	Review and calculate position allotments for schools
January, 2018	Finalize budget calendar
January, 2018	Review position calculations with budget committee
January, 2018	Review position calculations with grade span directors
January, 2018	Deliver 2018-2019 budget packets with planning dollar allotments to schools
January, 2018	Deliver 2018-2019 budget packets to central services personnel
January, 2018	Distribute local planning dollar allotments to departments within central services
January, 2018	Review current budget for reductions and identify reduction opportunities
January, 2018	Set the target spending reduction for 2018-2019, if any
January, 2018	Finalize position allotments
February 1, 2018	The capital outlay budget is due.
February 1, 2018	The Exceptional Children Program are due for all funding streams, including state, federal, grants, and local.
February, 2018	Develop list of potential budget reductions, if needed
February, 2018	Finalized request for county appropriation
February, 2018	Finalize reductions, if a spending reduction target is needed, plan DLT meeting
February, 2018	Review requests submitted by departments and schools, if needed.
TBA	Meet with Principals to review position allotments and their requests
TBA	Review technology needs for district with Director of Technology
February 5, 2018	Review building projects and capital outlay needs with Director of Maintenance
February 7, 2018	Departments and Schools submit their budget requests for new funding, increased funding, and reductions to Finance Director. Submit budgets by email as well as a hard copy to Finance Director. Provide one copy of any additional supporting documentation to Finance Director, such as quotes, etc.
TBA	Review status of Title I and Title II grants, projected allotments, and budgets
February 5, 2018	Director of Exceptional Children Program presents/discusses 2018-2019 budgets and needs, including state, federal, grants, and local funding.
February, 2018	Share potential budget reductions with DLT (if applicable)
February, 2018	Review information from DLT and finalize budget reductions (if applicable)
March 1, 2018	The PreK and Daycare budgets for 2018-2019 are due
March 5 2018	Review final draft of the 2018-2019 proposed budget
March, 2018	Board of Education Finance Committee meets to review final draft of the 2018-2019 proposed budget
March, 2018	Director of Exceptional Children and Coordinator of PreK program present and discuss budget for PreK and Daycare Program.
March 12, 2018	Formal budget presentation made to Board of Education at the regularly scheduled board meeting.
March 16, 2018	Final review of the budget, if needed
April 23, 2018	Formal budget presentation made to Board of Education at the regularly scheduled board meeting.
April, 2018	Deliver FY 2018-2019 Board of Education's Budget request to County Manager.
TBA	Budget presentation to the Board of Commissioners.
April 30, 2018	Departments and Schools submit their line item budgets for their dollar allotments to Finance Director.
May 25, 2018	Central Services' Director submit their line item budget for their dollar allotments through the Budget Builder Software system.(if you are not to submit your budget using the Budget builder Software system, you will be notified)
TBA	Public hearing on Board of County Commissioners' 2018-2019 budget.
TBA	County Commissioners' budget review sessions
June 30, 2018	FY 2018-2019 County operating budget adopted by the Board of County Commissioners.
June, 2018	Board of Education adopts Interim Budget Resolution for 2018-2019
Date to be determine	After Final State Budget is adopted, Board of Education will adopt final budget resolution for 2018-2019

### **Financial Structure**

In 1975, the General Assembly enacted a law requiring a uniform accounting system for all local school administrative units. The minimal requirements for the accounting code structure include four components (fields) for the code: fund, function, program reporting, and object. These fields make it possible for meaningful analysis of financial data to provide appropriate management and decision making at all levels.

The school system's Department of Finance, with the direction of the Board of Education and the Superintendent, is responsible for the fiscal operations of the school system including budget development and management, maintenance of the accounting system, payment of bills, payroll, and the receipt and posting of all revenues. The budgeting and accounting systems of the school system are organized and operated on the basis of self-balancing accounts, which comprise its assets, liabilities and fund balances, and revenues and expenditures, as appropriate.

The school system's budget is maintained by fund, function, program, object, and location code levels. This structure permits the accurate and appropriate tracking of revenues and expenditures for the requirements of the school system, required state reporting, and audit purposes. The school system's budget is composed of five separate funds to record assets and liabilities for specific purposes:

- |                            |                         |
|----------------------------|-------------------------|
| 1 State Public School Fund | 4 Capital Outlay Fund   |
| 2 Local Operating Fund     | 5 Enterprise Fund       |
| 3 Federal Grant Fund       | 8 Other Restricted Fund |

The fund budgets are comprised of individual program budgets (PRCs) that include line item expenditures (object codes). Within each of these program budgets are function and location sub-program codes that provide additional detail for the tracking of expenditures for the school system.

Object codes indicate the service or the commodity obtained as a result of a specific expenditure. The major object code categories are:

- 100 Salaries
- 200 Employee Benefits
- 300 Purchased Services
- 400 Supplies and Materials
- 500 Capital Outlay
- 600 Other Non-Categorical Objects
- 700 Transfers

**Financial Structure Continued**

Each revenue and expenditure code includes a function (or purpose) code designation to permit the analysis of expenditures for similar reasons. Function designations are assigned by the state. The current function codes used by the school system are:

5100 Regular Instructional Services	6500 Operational Support Services
5200 Special Populations Services	6600 Financial and Human Resource Services
5300 Alternative Program Services	6700 Accountability Services
5400 School Leadership Services	6800 System-wide Pupil Support Services
5500 Co-Curricular Educational Services	6900 Policy Leadership & Public Relations Services
5800 School-based Support Services	7100 Community Services
6100 Support and Development Services	7200 Child Nutrition Program
6200 Special Populations Support and Development Services	8000 Other Non-Programmed Services
6300 Alternative Programs and Services Support and Development Services	9000 Capital Outlay Projects
6400 Technology Support Services	

Some of the function codes listed have sub-function level codes to permit more detailed tracking of expenditures.

Location codes for all schools and central administration are used to track the location of expenditures.

### Budget Administration and Management Process

Budget administration and management are processes of monitoring revenues and expenditures throughout the fiscal year. Revenues are monitored to ensure that anticipated receipts are received, posted to appropriate codes within the financial system, and deposited. Adjustments to revenue budgets are made as necessary. Expenditures are monitored to assure budgeted amounts are not exceeded and that funds are expended for intended, appropriate, and legal purposes. Monitoring of both revenues and expenditures on summary levels is a continuous activity of the Finance Department.

<b>Revenues</b>	<b>Expenditures</b>
<p>The school system receives revenues from federal, state, and county sources as well as from fees and tuition payments. Revenue estimates for the fiscal year are completed through cooperative planning between the Finance Department and the appropriate program administrators. State and federal revenues are determined at the state level and are transmitted to the local school division as adjustments are made.</p> <p>State and federal revenues are posted to the school system's financial system as payments from these sources are paid. The State Department of Public Instruction monitors all expenditures made to state and federal programs, and, if approved, deposits the funds into the school system's state account. County and other locally based revenues are received as checks or cash and are posted and deposited on a daily basis.</p> <p>Monthly statements of state and federal revenues are received from the state treasurer's office and are reconciled each month by the Finance Department.</p>	<p>Although each program administrator is responsible for the maintenance of the program budget, the Finance Department has the overall monitoring responsibility for all expenditures of the school system. Both the program administrator and the Finance Department monitor expenditures to preclude exceeding budgeted amounts.</p> <p>Expenditures include all payroll and benefits payments for employees as well as the accounts payables to vendors for all materials, supplies, and contracted services. Program managers are able to print their statements through the accounting system.</p> <p>The financial system is updated daily to provide accurate information concerning all expenditures. Program administrators may reallocate budgeted funds within their program budgets through coordination with the Finance Department. Reallocation requests are submitted in writing to the Finance Officer for approval and processing.</p>

### Reporting

The school system prepares annual financial statements to report the results of all funds under the Board of Education's authority. This report is completed by an independent outside auditing firm that reports its findings directly to the Board of Education.

## **Budget and Financial Policies**

The Edgecombe County Board of Education adheres to both School Board and state policies in the preparation, monitoring, and reporting of its budget for each fiscal year. On the following pages are the governing policies for budget and financial management within the school system and the state of North Carolina public schools.

### **BUDGET PLANNING AND ADOPTION Policy Code: 8100**

Budget planning and preparation are critical to the development of a budget likely to further the educational goals of the Edgecombe County Board of Education (the “Board”) and the State and to provide for the smooth operation of the school system.

#### **A. ELEMENTS OF BUDGET PLANNING**

The budget planning for the Board and administration will include:

1. establishing the priorities of the school system, recognizing that improving providing students the opportunity to receive a sound basic education and student success will always be of paramount concern;
2. considering long-range facilities plans, goals and objectives as established by the Board and school system staff when assessing the needs of the school system;
3. integrating budget planning into program planning so that the budget may effectively support and implement all programs and activities of the school system;
4. seeking opportunities to communicate with the county commissioners about needs on a regular basis, especially with regard to capital outlay;
5. seeking broad participation by administrators, teachers and other school system personnel and citizens;
6. exploring all practical and legal sources of income;
7. continually assessing the needs, revenues and expenses of the school system; and
8. identifying the most cost-effective means of meeting the school system’s needs.

#### **B. PROCESS**

By January 31 of each year, the Superintendent shall submit to the Board a calendar outlining the steps to be followed and the target dates for development of the budget for the next fiscal year. The Superintendent shall prepare a proposed annual budget and submit it with his or her budget message to the Board no later than April 1.

On the same day that the proposed budget is submitted to the Board, the Superintendent shall file a copy of it in his or her office, where it will remain available for public inspection until the budget resolution is adopted.

The Board may hold at least one public hearing on the proposed budget prior to final action. The Board will consider the proposed budget and make such changes therein as it deems advisable.

The Board will submit the entire budget as approved by the Board to the board of county commissioners no later than May 15, or such later date as may be fixed by the board of county commissioners.

### **BUDGET RESOLUTION Policy Code: 8110**

Through the budget resolution, the Edgecombe County Board of Education (the "Board") appropriates sums it determines are sufficient and proper for the budget year. The Board will provide schools with maximum flexibility in the use of funds to enable the schools to accomplish their student performance goals. The school system will not expend any monies, regardless of their source, except in accordance with the budget resolution adopted by the Board.

### **ADOPTION OF RESOLUTION**

Once the board of county commissioners has appropriated money to the local current expense fund and capital outlay fund, the Board may determine whether such funds are sufficient. If the Board determines that the appropriation is insufficient, the Board may utilize the procedure provided by law for resolution of disputes between a Board of Education and a board of county commissioners.

After the board of county commissioners has appropriated funds and after the conclusion of any dispute regarding the appropriation, the Board of Education will adopt a budget resolution in conformance with all legal requirements. The budget resolution will be entered in the minutes of the Board. Within five days after adoption, copies will be filed with the Superintendent, the school finance officer and the county finance officer.

If the adoption of the budget resolution is delayed until after July 1, the board shall make interim appropriations as allowed by law.

The board may amend the adopted budget resolution for the reasons prescribed by state law and in accordance with the adopted resolution.

The board may, by appropriate resolution, authorize the Superintendent to transfer funds from one appropriation to another within the same fund, subject to such limitations and procedures as may be prescribed by the Board and any applicable legal requirements. Any such transfers shall be reported to the Board at its next regular meeting.

Part 2. Budget

**§ 115C-425. Annual balanced budget resolution.**

(a) Each local school administrative unit shall operate under an annual balanced budget resolution adopted and administered in accordance with this Article. A budget resolution is balanced when the sum of estimated net revenues and appropriated fund balances is equal to appropriations. Appropriated fund balance in any fund shall not exceed the sum of cash and investments minus the sum of liabilities, encumbrances, and deferred revenues arising from cash receipts, as those figures stand at the close of the fiscal year next proceeding the budget year. The budget resolution shall cover one fiscal year.

(b) It is the intent of this Article that all moneys received and expended by a local school administrative unit should be included in the school budget resolution. Therefore, notwithstanding any other provisions of law, after July 1, 1976, no local school administrative unit may expend any moneys, regardless of their source (including moneys derived from federal, State, or private sources), except in accordance with a budget resolution adopted pursuant to this Article.

(c) Subsection (b) of this section does not apply to funds of individual schools, as defined in G.S. 115C-448. (1975, c. 437, s. 1; 1981, c. 423, s. 1; 1993, c. 179, s. 1.)

**§ 115C-426. Uniform budget format.**

(a) The State Board of Education, in cooperation with the Local Government Commission, shall cause to be prepared and promulgated a standard budget format for use by local school administrative units throughout the State.

(b) The uniform budget format shall be organized so as to facilitate accomplishment of the following objectives: (i) to enable the board of education and the board of county commissioners to make the local educational and local fiscal policies embodied therein; (ii) to control and facilitate the fiscal management of the local school administrative unit during the fiscal year; and (iii) to facilitate the gathering of accurate and reliable fiscal data on the operation of the public school system throughout the State.

(c) The uniform budget format shall require the following funds:

- (1) The State Public School Fund.
- (2) The local current expense fund.
- (3) The capital outlay fund.

In addition, other funds may be used to account for reimbursements, including indirect costs, fees for actual costs, tuition, sales tax revenues distributed using the ad valorem method pursuant to G.S. 105-472(b)(2), sales tax refunds, gifts and grants restricted as to use, trust funds, federal appropriations made directly to local school administrative units, funds received for prekindergarten programs, and special programs. In addition, the appropriation or use of fund balance or interest income by a local school administrative unit shall not be construed as a local current expense appropriation.

Each local school administrative unit shall maintain those funds shown in the uniform budget format that are applicable to its operations.

(d) The State Public School Fund shall include appropriations for the current operating expenses of the public school system from moneys made available to the local school administrative unit by the State Board of Education.

(e) The local current expense fund shall include appropriations sufficient, when added to appropriations from the State Public School Fund, for the current operating expense of the public school system in conformity with the educational goals and policies of the State and the local board of education, within the financial resources and consistent with the fiscal policies of the board of county commissioners. These appropriations shall be funded by revenues accruing to the local school administrative unit by virtue of Article IX, Sec. 7 of the Constitution, moneys made available to the local school administrative unit by the board of county commissioners, supplemental taxes levied by or on behalf of the local school administrative unit pursuant to a local act or G.S. 115C-501 to 115C-511, State money disbursed directly to the local school administrative unit, and other moneys made available or accruing to the local school administrative unit for the current operating expenses of the public school system.

Part 2. Budget. Continued

**§ 115C-426. Uniform budget format. Continued**

(f) The capital outlay fund shall include appropriations for:

- (1) The acquisition of real property for school purposes, including but not limited to school sites, playgrounds, athletic fields, administrative headquarters, and garages.
- (2) The acquisition, construction, reconstruction, enlargement, renovation, or replacement of buildings and other structures, including but not limited to buildings for classrooms and laboratories, physical and vocational educational purposes, libraries, auditoriums, gymnasiums, administrative offices, storage, and vehicle maintenance.
- (3) The acquisition or replacement of furniture and furnishings, instructional apparatus, data-processing equipment, business machines, and similar items of furnishings and equipment.
- (4) The acquisition of school buses as additions to the fleet.
- (5) The acquisition of activity buses and other motor vehicles.
- (6) Such other objects of expenditure as may be assigned to the capital outlay fund by the uniform budget format.

The cost of acquiring or constructing a new building, or reconstructing, enlarging, or renovating an existing building, shall include the cost of all real property and interests in real property, and all plants, works, appurtenances, structures, facilities, furnishings, machinery, and equipment necessary or useful in connection therewith; financing charges; the cost of plans, specifications, studies, reports, and surveys; legal expenses; and all other costs necessary or incidental to the construction, reconstruction, enlargement, or renovation.

No contract for the purchase of a site shall be executed nor any funds expended therefore without the approval of the board of county commissioners as to the amount to be spent for the site; and in case of a disagreement between a board of education and a board of county commissioners as to the amount to be spent for the site, the procedure provided in G.S. 115C-431 shall, insofar as the same may be applicable, be used to settle the disagreement.

Appropriations in the capital outlay fund shall be funded by revenues made available for capital outlay purposes by the State Board of Education and the board of county commissioners, supplemental taxes levied by or on behalf of the local school administrative unit pursuant to a local act or G.S. 115C-501 to 115C-511, the proceeds of the sale of capital assets, the proceeds of claims against fire and casualty insurance policies, and other sources.

(g) Other funds shall include appropriations for such purposes funded from such sources as may be prescribed by the uniform budget format. (1975, c. 437, s. 1; 1981, c. 423, s. 1; 2010-31, s. 7.17(a).)

**§ 115C-426.1. Vending facilities.**

Moneys received by a local school administrative unit on account of operation of vending facilities shall be deposited, budgeted, appropriated, and expended in accordance with the provisions of this Article. (1983 (Reg. Sess., 1984), c. 1034, s. 168.)

**§ 115C-426.2. Joint planning.**

In order to promote greater mutual understanding of immediate and long-term budgetary issues and constraints affecting public schools and county governments, local boards of education and boards of county commissioners are strongly encouraged to conduct periodic joint meetings during each fiscal year. In particular, the boards are encouraged to assess the school capital outlay needs, to develop and update a joint five-year plan for meeting those needs, and to consider this plan in the preparation and approval of each year's budget under this Article. (1995 (Reg. Sess., 1996), c. 666, s. 2.)

Part 2. Budget. Continued

**§ 115C-427. Preparation and submission of budget and budget message.**

(a) Before the close of each fiscal year, the superintendent shall prepare a budget for the ensuing year for consideration by the board of education. The budget shall comply in all respects with the limitations imposed by G.S. 115C-432.

(b) The budget, together with a budget message, shall be submitted to the board of education not later than May 1. The budget and budget message should, but need not, be submitted at a formal meeting of the board. The budget message should contain a concise explanation of the educational goals fixed by the budget for the budget year, should set forth the reasons for stated changes from the previous year in program goals, programs, and appropriation levels, and should explain any major changes in educational or fiscal policy. (1975, c. 437, s. 1; 1981, c. 423, s. 1.)

**§ 115C-428. Filing and publication of the budget; budget hearing.**

(a) On the same day that he submits the budget to the board of education, the superintendent shall file a copy of it in his office where it shall remain available for public inspection until the budget resolution is adopted. He may also publish a statement in a newspaper qualified under G.S. 1-597 to publish legal advertisements in the county that the budget has been submitted to the board of education, and is available for public inspection in the office of the superintendent of schools. The statement should also give notice of the time and place of the budget hearing authorized by subsection (b) of this section.

(b) Before submitting the budget to the board of county commissioners, the board of education may hold a public hearing at which time any persons who wish to be heard on the school budget may appear. (1975, c. 437, s. 1; 1981, c. 423, s. 1.)

**§ 115C-429. Approval of budget; submission to county commissioners; commissioners' action on budget.**

(a) Upon receiving the budget from the superintendent and following the public hearing authorized by G.S. 115C-428(b), if one is held, the board of education shall consider the budget, make such changes therein as it deems advisable, and submit the entire budget as approved by the board of education to the board of county commissioners not later than May 15, or such later date as may be fixed by the board of county commissioners.

(b) The board of county commissioners shall complete its action on the school budget on or before July 1, or such later date as may be agreeable to the board of education. The commissioners shall determine the amount of county revenues to be appropriated in the county budget ordinance to the local school administrative unit for the budget year. The board of county commissioners may, in its discretion, allocate part or all of its appropriation by purpose, function, or project as defined in the uniform budget format.

(c) The board of county commissioners shall have full authority to call for, and the board of education shall have the duty to make available to the board of county commissioners, upon request, all books, records, audit reports, and other information bearing on the financial operation of the local school administrative unit.

(d) Nothing in this Article shall be construed to place a duty on the board of commissioners to fund a deficit incurred by a local school administrative unit through failure of the unit to comply with the provisions of this Article or rules and regulations issued pursuant hereto, or to provide moneys lost through misapplication of moneys by a bonded officer, employee or agent of the local school administrative unit when the amount of the fidelity bond required by the board of education was manifestly insufficient. (1975, c. 437, s. 1; 1981, c. 423, s. 1.)

## Part 2. Budget, Continued

### **§ 115C-430. Apportionment of county appropriations among local school administrative units.**

If there is more than one local school administrative unit in a county, all appropriations by the county to the local current expense funds of the units, except appropriations funded by supplemental taxes levied less than countywide pursuant to a local act of G.S. 115C-501 to 115C-511, must be apportioned according to the membership of each unit. County appropriations are properly apportioned when the dollar amount obtained by dividing the amount so appropriated to each unit by the total membership of the unit is the same for each unit. The total membership of the local school administrative unit is the unit's average daily membership for the budget year to be determined by and certified to the unit and the board of county commissioners by the State Board of Education. (1975, c. 437, s. 1; 1981, c. 423, s. 1; 1985 (Reg. Sess., 1986), c. 1014, s. 78.)

### **§ 115C-431. Procedure for resolution of dispute between board of education and board of county commissioners.**

(a) If the board of education determines that the amount of money appropriated to the local current expense fund, or the capital outlay fund, or both, by the board of county commissioners is not sufficient to support a system of free public schools, the chairman of the board of education and the chairman of the board of county commissioners shall arrange a joint meeting of the two boards to be held within seven days after the day of the county commissioners' decision on the school appropriations.

Prior to the joint meeting, the Senior Resident Superior Court Judge shall appoint a mediator unless the boards agree to jointly select a mediator. The mediator shall preside at the joint meeting and shall act as a neutral facilitator of disclosures of factual information, statements of positions and contentions, and efforts to negotiate an agreement settling the boards' differences.

At the joint meeting, the entire school budget shall be considered carefully and judiciously, and the two boards shall make a good-faith attempt to resolve the differences that have arisen between them.

(b) If no agreement is reached at the joint meeting of the two boards, the mediator shall, at the request of either board, commence a mediation immediately or within a reasonable period of time. The mediation shall be held in accordance with rules and standards of conduct adopted under Chapter 7A of the General Statutes governing mediated settlement conferences but modified as appropriate and suitable to the resolution of the particular issues in disagreement.

Unless otherwise agreed upon by both boards, the following individuals shall constitute the two working groups empowered to represent their respective boards during the mediation:

- (1) The chair of each board or the chair's designee;
- (2) The superintendent of the local school administrative unit and the county manager or either's designee;
- (3) The finance officer of each board; and
- (4) The attorney for each board.

Members of both boards, their chairs, and representatives shall cooperate with and respond to all reasonable requests of the mediator to participate in the mediation. Notwithstanding Article 33C of Chapter 143 of the General Statutes, the mediation proceedings involving the two working groups shall be conducted in private. Evidence of statements made and conduct occurring in a mediation are not subject to discovery and are inadmissible in any court action. However, no evidence otherwise discoverable is inadmissible merely because it is presented or discussed in a mediation. The mediator shall not be compelled to testify or produce evidence concerning statements made and conduct occurring in a mediation in any civil proceeding for any purpose, except disciplinary hearings before the State Bar or any agency established to enforce standards of conduct for mediators. Reports by members of either working group to their respective boards shall be made in compliance with Article 33C of Chapter 143 of the General Statutes.

## Part 2. Budget, Continued

Unless both boards agree otherwise, or unless the boards have already resolved their dispute, the mediation shall end no later than August 1. The mediator shall have the authority to determine that an impasse exists and to discontinue the mediation. The mediation may continue beyond August 1 provided both boards agree. If both boards agree to continue the mediation beyond August 1, the board of county commissioners shall appropriate to the local school administrative unit for deposit in the local current expense fund a sum of money sufficient to equal the local contribution to this fund for the previous year.

If the working groups reach a proposed agreement, the terms and conditions must be approved by each board. If no agreement is reached, the mediator shall announce that fact to the chairs of both boards, the Senior Resident Superior Court Judge, and the public. The mediator shall not disclose any other information about the mediation. The mediator shall not make any recommendations or public statement of findings or conclusions.

The local board of education and the board of county commissioners shall share equally the mediator's compensation and expenses. The mediator's compensation shall be determined according to rules adopted under Chapter 7A of the General Statutes.

(c) Within five days after an announcement of no agreement by the mediator, the local board of education may file an action in the superior court division of the General Court of Justice. The court shall find the facts as to the amount of money necessary to maintain a system of free public schools, and the amount of money needed from the county to make up this total. Either board has the right to have the issues of fact tried by a jury. When a jury trial is demanded, the cause shall be set for the first succeeding term of the superior court in the county, and shall take precedence over all other business of the court. However, if the judge presiding certifies to the Chief Justice of the Supreme Court, either before or during the term, that because of the accumulation of other business, the public interest will be best served by not trying the cause at the term next succeeding the filing of the action, the Chief Justice shall immediately call a special term of the superior court for the county, to convene as soon as possible, and assign a judge of the superior court or an emergency judge to hold the court, and the cause shall be tried at this special term. The issue submitted to the jury shall be what amount of money is needed from sources under the control of the board of county commissioners to maintain a system of free public schools.

All findings of fact in the superior court, whether found by the judge or a jury, shall be conclusive. When the facts have been found, the court shall give judgment ordering the board of county commissioners to appropriate a sum certain to the local school administrative unit, and to levy such taxes on property as may be necessary to make up this sum when added to other revenues available for the purpose.

(d) If an appeal is taken to the appellate division of the General Court of Justice, and if such an appeal would result in a delay beyond a reasonable time for levying taxes for the year, the judge shall order the board of county commissioners to appropriate to the local school administrative unit for deposit in the local current expense fund a sum of money sufficient when added to all other moneys available to that fund to equal the amount of this fund for the previous year. All papers and records relating to the case shall be considered a part of the record on appeal.

(e) If, in an action filed under this section, the final judgment of the General Court of Justice is rendered after the due date prescribed by law for property taxes, the board of county commissioners is authorized to levy such supplementary taxes as may be required by the judgment, notwithstanding any other provisions of law with respect to the time for doing acts necessary to a property tax levy. Upon making a supplementary levy under this subsection, the board of county commissioners shall designate the person who is to compute and prepare the supplementary tax receipts and records for all such taxes. Upon delivering the supplementary tax receipts to the tax collector, the board of county commissioners shall proceed as provided in G.S. 105-321.

The due date of supplementary taxes levied under this subsection is the date of the levy, and the taxes may be paid at par or face amount at any time before the one hundred and twentieth day after the due date. On or after the one hundred and twentieth day and before the one hundred and fiftieth day from the due date there shall be added to the taxes interest at the rate of two percent (2%). On or after the one hundred and fiftieth day from the due date, there shall be added to the taxes, in addition to the two percent (2%)

## Part 2. Budget, Continued

provided above, interest at the rate of three-fourths of one percent (3/4 of 1%) per 30 days or fraction thereof until the taxes plus interest have been paid. No discounts for prepayment of supplementary taxes levied under this subsection shall be allowed. (1975, c. 437, s. 1; 1981, c. 423, s. 1; 1989, c. 493, s. 2; 1995 (Reg. Sess., 1996), c. 666, s. 3; 1997-222, s. 1.)

### **§ 115C-432. The budget resolution; adoption; limitations; tax levy; filing.**

(a) After the board of county commissioners has made its appropriations to the local school administrative unit, or after the appeal procedure set out in G.S. 115C-431 has been concluded, the board of education shall adopt a budget resolution making appropriations for the budget year in such sums as the board may deem sufficient and proper. The budget resolution shall conform to the uniform budget format established by the State Board of Education.

(b) The following directions and limitations shall bind the board of education in adopting the budget resolution:

(1) If the county budget ordinance allocates appropriations to the local school administrative unit pursuant to G.S. 115C-429(b), the school budget resolution shall conform to that allocation. The budget resolution may be amended to change allocated appropriations only in accordance with G.S. 115C-433.

(2) Subject to the provisions of G.S. 115C-429(d), the full amount of any lawful deficit from the prior fiscal year shall be appropriated.

(3) Contingency appropriations in a fund may not exceed five percent (5%) of the total of all other appropriations in that fund. Each expenditure to be charged against a contingency appropriation shall be authorized by resolution of the board of education, which resolution shall be deemed an amendment to the budget resolution, not subject to G.S. 115C-429(b) and 115C-433(b), setting up or increasing an appropriation for the object of expenditure authorized. The board of education may authorize the superintendent to authorize expenditures from contingency appropriations subject to such limitations and procedures as it may prescribe. Any such expenditure shall be reported to the board of education at its next regular meeting and recorded in the minutes.

(4) Sufficient funds to meet the amounts to be paid during the fiscal year under continuing contracts previously entered into shall be appropriated.

(5) The sum of estimated net revenues and appropriated fund balances in each fund shall be equal to appropriations in that fund.

(6) No appropriation may be made that would require the levy of supplemental taxes pursuant to a local act or G.S. 115C-501 to 115C-511 in excess of the rate of tax approved by the voters, or the expenditure of revenues for purposes not permitted by law.

(7) In estimating revenues to be realized from the levy of school supplemental taxes pursuant to a local act or G.S. 115C-501 to 115C-511, the estimated percentage of collection may not exceed the percentage of that tax actually realized in cash during the preceding fiscal year, or if the tax was not levied in the preceding fiscal year, the percentage of the general county tax levy actually realized in cash during the preceding fiscal year.

(8) Amounts to be realized from collection of supplemental taxes levied in prior fiscal years shall be included in estimated revenues.

(9) No appropriation may be made to or from the capital outlay fund to or from any other fund, except as permitted by G.S. 115C-433(d).

(c) If the local school administrative unit levies its own supplemental taxes pursuant to a local act, the budget resolution shall make the appropriate tax levy in accordance with the local act, and the board of education shall notify the county or city that collects the levy in accordance with G.S. 159-14.

(d) The budget resolution shall be entered in the minutes of the board of education, and within five days after adoption, copies thereof shall be filed with the superintendent, the school finance officer and the county finance officer. (1975, c. 437, s. 1; 1981, c. 423, s. 1; 1987 (Reg. Sess., 1988), c. 1025, s. 13; 1993, c. 57, s. 1.)

## Part 2. Budget. Continued

### **§ 115C-433. Amendments to the budget resolution; budget transfers.**

(a) Subject to the provisions of subsection (b) of this section, the board of education may amend the budget resolution at any time after its adoption, in any manner, so long as the resolution as amended continues to satisfy the requirements of G.S. 115C-425 and 115C-432.

(b) If the board of county commissioners allocates part or all of its appropriations pursuant to G.S. 115C-429(b), the board of education must obtain the approval of the board of county commissioners for an amendment to the budget that (i) increases or decreases expenditures from the capital outlay fund for projects listed in G.S. 115C-426(f)(1) or (2), or (ii) increases or decreases the amount of county appropriation allocated to a purpose or function by twenty-five percent (25%) or more from the amount contained in the budget ordinance adopted by the board of county commissioners: Provided, that at its discretion, the board may in its budget ordinance specify a lesser percentage, so long as such percentage is not less than ten percent (10%).

(c) The board of education may by appropriate resolution authorize the superintendent to transfer moneys from one appropriation to another within the same fund, subject to such limitations and procedures as may be prescribed by the board of education or State or federal law or regulations. Any such transfers shall be reported to the board of education at its next regular meeting and shall be entered in the minutes.

(d) The board of education may amend the budget to transfer money to or from the capital outlay fund to or from any other fund, with the approval of the board of county commissioners, to meet emergencies unforeseen and unforeseeable at the time the budget resolution was adopted. When such an emergency arises, the board of education may adopt a resolution requesting approval from the board of commissioners for the transfer of a specified amount of money to or from the capital outlay fund to or from some other fund. The resolution shall state the nature of the emergency, why the emergency was not foreseen and was not foreseeable when the budget resolution was adopted, what specific objects of expenditure will be added or increased as a result of the transfer, and what objects of expenditure will be eliminated or reduced as a result of the transfer. A certified copy of this resolution shall be transmitted to the board of county commissioners for (its) approval and to the boards of education of all other local school administrative units in the county for their information. The board of commissioners shall act upon the request within 30 days after it is received by the clerk to the board of commissioners or the chairman of the board of commissioners, after having afforded the boards of education of all other local school administrative units in the county an opportunity to comment on the request. The board of commissioners may either approve or disapprove the request as presented. Upon either approving or disapproving the request, the board of commissioners shall forthwith so notify the board of education making the request and any other board of education that exercised its right to comment thereon. Upon receiving such notification, the board of education may proceed to amend the budget resolution in the manner indicated in the request. Failure of the board of county commissioners to act within the time allowed for approval or disapproval shall be deemed approval of the request. The time limit for action by the board of county commissioners may be extended by mutual agreement of the board of county commissioners and the board of education making the request. A budget resolution amended in accordance with this subsection need not comply with G.S. 115C-430. (1975, c. 437, s. 1; 1981, c. 423, s. 1.)

### **§ 115C-434. Interim budget.**

In case the adoption of the budget resolution is delayed until after July 1, the board of education shall make interim appropriations for the purpose of paying salaries and the usual ordinary expenses of the local school administrative unit for the interval between the beginning of the fiscal year and the adoption of the budget resolution. Interim appropriations so made and expended shall be charged to the proper appropriations in the budget resolution. (1975, c. 437, s. 1; 1981, c. 423, s. 1.)

**2018-2019 Budget at a Glance**

**Revenue Highlights**

The local operating fund budget includes a request for county funding of \$9,148,009, an increase of \$925,703.

The local operating fund budget includes a request to appropriate \$500,000 of the local current expense fund balance.

State planning allotments have not been received. The state revenues are based upon calculated allotments driven by ADM. For allotments that could not be calculated, the current year's allotments are being used.

The federal revenues are estimates only. Planning allotments for these grants have not been received at this time.

The state revenues include funding of low wealth, transportation, at risk student services, disadvantaged student supplemental funding, and learn and earn allotments at the same amounts as in FY 2017-2018.

The capital outlay fund includes a request of \$1,114,917 for county funding and to utilize the current lottery receipts for the school system's share of the bond payment of \$150,000 in FY 2018-2019.

The capital outlay fund includes a request to appropriate \$0.00 of the Capital Outlay Fund Balance.

**Expenditures Highlights**

The 2018-2019 budget request totals \$71,132,115.

Requests increase in county funding of \$925,703 for:

- Cost to sustain the supplementary pay for classroom and resource teachers and school administrators.
- Cost to sustain employment for JROTC staff.
- Projected cost of state raises and benefit increases as well to sustain salaries.
- Cost to sustain local operations.
- Reductions in our erate funding to support costs in technology.

**Summary of Requested County Funding**

	FY 2017-2018 Budget	FY 2018-2019 Proposed	Increase/ (Decrease)
<b>Operating Fund</b>	\$7,451,618	\$8,377,321	\$925,703
<b>Capital Outlay Fund</b>			
Recurring capital	530,000	1,114,917	584,917
Lottery Funds	<u>1,650,000</u>	<u>2,050,000</u>	<u>400,000</u>
<b>Totals</b>	<b><u>\$9,631,618</u></b>	<b><u>\$11,542,238</u></b>	<b><u>\$1,910,620</u></b>

**Summary of All Funds**

The Edgecombe County Board of Education receives revenue from state, county, and federal sources. Revenue from the state supports the basic instructional program. The Edgecombe County Board of Commissioners appropriates a portion of its general fund to the school system to fund the system's educational and support programs and activities.

	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Increase (Decrease)
	Actual	Actual	Actual	Budget	Proposed	
County Appropriation	\$ 6,610,530	\$ 6,904,530	\$ 7,451,618	\$ 7,451,618	\$ 8,377,321	\$ 925,703
State Revenues	39,113,671	38,371,800	39,690,219	48,142,601	47,143,135	(999,466)
Federal Revenues	5,300,292	5,016,228	5,422,914	7,667,035	4,931,165	(2,735,870)
Other Revenues	1,878,956	2,011,647	2,872,647	2,534,659	2,112,224	(422,435)
Fund Balance Used	<u>746,582</u>	<u>19,755</u>	<u>125,483</u>	<u>1,120,325</u>	<u>500,000</u>	<u>(620,325)</u>
<b>Total Operating Fund</b>	<b><u>\$53,650,031</u></b>	<b><u>\$52,323,960</u></b>	<b><u>\$55,562,881</u></b>	<b><u>\$66,916,238</u></b>	<b><u>\$63,063,845</u></b>	<b><u>\$ (3,852,393)</u></b>
<b>Other Funds</b>						
	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Increase (Decrease)
	Actual	Actual	Actual	Budget	Proposed	
Recurring Capital	\$ 622,270	\$ 595,871	\$ 614,051	\$ 538,000	\$ 1,122,917	\$ 584,917
State Revenues	1,010,379	523,278	1,220,173	1,888,608	2,050,000	161,392
Fund Balance Used	-	23,090	530,688	856,562	-	(856,562)
Child Nutrition	4,331,481	4,714,960	4,460,283	4,753,353	4,753,353	-
Fee for Service	137,421	133,346	116,131	137,000	137,000	-
Family Resource Center	-	-	3,881	10,000	5,000	(5,000)
<b>Total Other Funds</b>	<b><u>\$ 6,101,551</u></b>	<b><u>\$ 5,990,545</u></b>	<b><u>\$ 6,945,207</u></b>	<b><u>\$ 8,183,523</u></b>	<b><u>\$ 8,068,270</u></b>	<b><u>\$ (115,253)</u></b>
<b>Total - All Funds</b>	<b><u>\$59,751,582</u></b>	<b><u>\$58,314,505</u></b>	<b><u>\$62,508,088</u></b>	<b><u>\$75,099,761</u></b>	<b><u>\$71,132,115</u></b>	<b><u>\$ (3,967,646)</u></b>

## Financial Section Introduction

The Operating Fund accounts for the revenues and expenditures necessary for the day-to-day operation of the school system. Revenues are received from federal, state, and county sources. Tuition and fees for some programs are collected to partially offset the costs of those programs.

The school system's operating fund is maintained with three major funds: state funded programs, locally funded programs, and federally funded programs. This organization provides for the accurate accounting of expenditures by funding source as required by state statutes.

This section is organized through the exhibits of the revenues for the Operating Fund and then the exhibits of the expenditures. Both revenues and expenditures are presented in summary first and then by the detailed exhibits.

### Section Contents

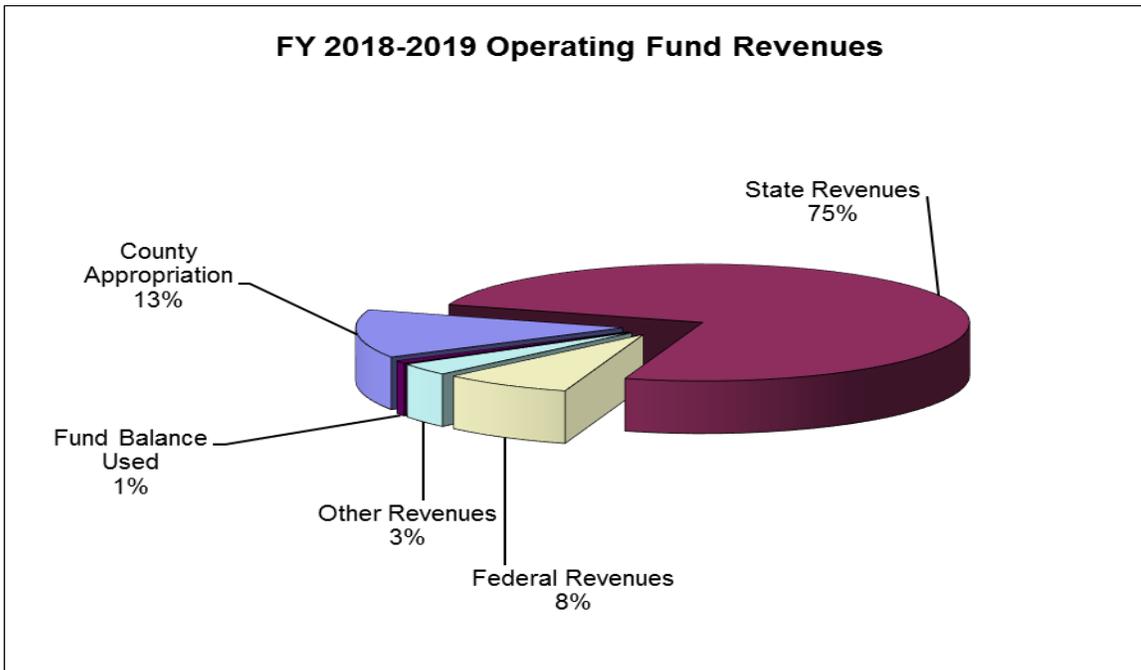
Section Introduction	31
Revenues	
Revenue Summary	32
County Appropriation	33
State Revenues	35
Federal Revenues	37
Funding Reported as Local	38
History of Local Fund Balance	39
Other Restricted Funding	40
Expenditures	
State & Federal Program Expenditures	41
Other Restricted Expenditures	42
Local Operating Fund Expenditures	43
Local Operating Fund Expenditures by Program	44

Revenue Summary

Edgecombe County Public Schools receives revenue from state, county, and federal sources. Revenue from the state supports the basic instructional program provided by the school system. The Edgecombe County Board of Commissioners appropriates a portion of its general fund to the school system to fund the system’s educational and support programs and activities. Federal revenues fund the school system’s federal grant programs. The school system also receives funds from sources considered to be of a local nature. These sources include tuition and fees, earned interest, and the use of fund balance.

Operating Fund Revenues

	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Increase (Decrease)
	Actual	Actual	Actual	Budget	Proposed	
County Appropriation	\$ 6,610,530	\$ 6,904,530	\$ 7,451,618	\$ 7,451,618	\$ 8,377,321	\$ 925,703
State Revenues	39,113,671	38,371,800	39,690,219	48,142,601	47,143,135	(999,466)
Federal Revenues	5,300,292	5,016,228	5,422,914	7,667,035	4,931,165	(2,735,870)
Other Revenues	1,878,956	2,011,647	2,872,647	2,534,659	2,112,224	(422,435)
Fund Balance Used	<u>746,582</u>	<u>19,755</u>	<u>125,483</u>	<u>1,120,325</u>	<u>500,000</u>	<u>(620,325)</u>
<b>Total Operating Fund</b>	<b>\$53,650,031</b>	<b>\$52,323,960</b>	<b>\$55,562,881</b>	<b>\$66,916,238</b>	<b>\$63,063,845</b>	<b>\$ (3,852,393)</b>



**Operating Fund Revenues  
County Appropriation**

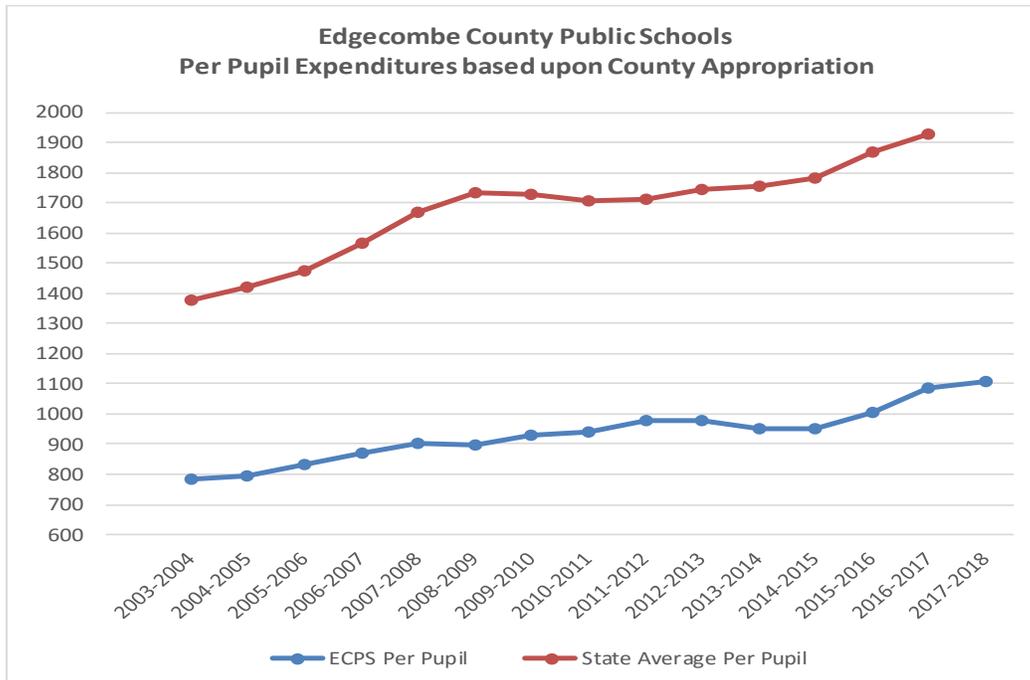
Edgecombe County's Board of Commissioners is requested to appropriate \$9,148,009 to the school system's operating fund for fiscal year 2018-2019. This is an increase of \$925,703 and includes the required per pupil amount for charter school students who reside within Edgecombe County. This appropriation will fund various instructional and support programs in fiscal year 2018-2019.

**Operating Fund County Appropriation 2003-2018**

Year	Students enrolled in Edgecombe County Public Schools	ECPS' Students enrolled in Charter Schools	Total Edgecombe County Public Schools	County appropriation for ECPS	ECPS Per Pupil	State Average Per Pupil
2003-2004	7492	139	7631	\$ 6,000,000.00	\$ 786.27	1378
2004-2005	7495	161	7656	\$ 6,100,000.00	\$ 796.76	1420
2005-2006	7469	152	7621	\$ 6,344,000.00	\$ 832.44	1477
2006-2007	7385	157	7542	\$ 6,555,660.00	\$ 869.22	1565
2007-2008	7363	166	7529	\$ 6,808,443.00	\$ 904.30	1670
2008-2009	7218	145	7363	\$ 6,604,190.00	\$ 896.94	1736
2009-2010	7207	128	7335	\$ 6,802,316.00	\$ 927.38	1730
2010-2011	7088	129	7217	\$ 6,802,316.00	\$ 942.54	1709
2011-2012	6982	157	7139	\$ 6,984,909.00	\$ 978.42	1713
2012-2013	6602	530	7132	\$ 6,984,909.00	\$ 979.38	1742
2013-2014	6044	959	7003	\$ 6,666,857.00	\$ 952.00	1755
2014-2015	5854	1113	6967	\$ 6,610,530.00	\$ 948.83	1785
2015-2016	5953	933	6886	\$ 6,904,530.00	\$ 1,002.69	1870
2016-2017	5944	904	6848	\$ 7,451,618.00	\$ 1,088.15	1928
2017-2018	5927	813	6740	\$ 7,451,618.00	\$ 1,105.58	

Charter schools include the final number of students who reside within the attendance boundaries for Edgecombe County Public Schools and are attending a charter school

Student numbers for fiscal year 2017-2018 are based upon ADM for ECPS and enrollment at Charter Schools as of December 2017.



2018-2019 Proposed Budget

**Operating Fund Revenues**

**State Revenues**

State revenues are anticipated to total \$47,143,135 for fiscal year 2018-2019 based upon calculated allotments. Our ADM that is used to calculate allotments decreased from 5988 to 5910 students.

State funds are allocated to school systems in the categories listed below by either position allotment or by dollar allotment based on formulas. Each category has its individual formula for allotments. Funds must be spent in the individual programs, and expenditures are reported to the state on a monthly basis through electronic transfer of data.

	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019	
	Actual	Actual	Actual	Budget	Proposed Budget	
Classroom Teachers	\$ 14,895,153	\$ 14,395,698	\$ 15,136,515	\$ 17,053,512	\$ 17,036,535	
Central Administration	776,007	778,627	769,659	739,069	739,069	
Non-instructional Support	1,442,643	1,404,370	1,546,093	1,529,241	1,525,076	
School Building Administration	1,508,166	1,486,986	1,546,298	1,648,500	1,674,888	
Instructional Support Personnel	1,735,271	1,641,882	1,855,508	1,871,950	1,889,352	
Dollars for teachers	419,995	-	-	-	-	(3)
Non-Contributory Employee	740,668	475,932	393,817	500,000	700,000	
NBPTS Educational Leave	-	172	197	-	-	
Driver Training	120,150	109,942	122,503	129,847	129,847	(1)
Career Technical Education- Months of Employment	1,925,525	1,894,313	1,905,592	2,115,010	2,115,010	(1)
Career Technical Education- Program Support	121,996	116,615	140,323	88,045	88,045	(1)
School Technology	271,029	76,018	104,524	497,016	69,374	(1)
Summer Reading Camps	56,740	130,676	163,914	234,146	-	(2)
State Employee Severance Payments	27,411	35,498	-	-	-	
Foreign Exchange Teachers	762,164	911,370	1,122,624	1,420,276	1,549,392	
Advanced Teaching Roles	-	-	85,000	983,480	-	
Disadvantaged Student Supplemental Funding	1,866,501	1,896,911	1,901,835	1,903,750	1,903,750	(1)
Indian Gaming Fund	3,414	8,403	-	-	-	(3)
Teacher Assistants	1,208,232	1,480,674	1,550,598	1,514,002	1,547,524	
Behavioral Support	118,340	122,487	125,320	-	-	(2)
Low Wealth	3,592,763	3,758,971	3,344,563	3,211,945	3,211,945	(1)

**Operating Fund Revenues**

**State Revenues  
(Continued)**

	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019	
	Actual	Actual	Actual	Budget	Proposed Budget	
Exceptional Children	3,220,457	3,269,417	3,420,268	3,629,685	3,629,685	(1)
Merit Bonus	-	-	93,545	-	-	
Academically & Intellectually Gifted	18,704	13,348	9,698	317,346	317,346	(1)
Restart Schools	-	-	-	3,772,532	4,763,780	(1)
School Resource Officers	18,993	19,979	16,484	-	-	(2)
Compensation Bonus (Legislated)	17,088	507,971	38,856	-	-	
Test Result Bonus	-	-	31,709	-	-	
Limited English Proficiency	115,077	67,389	60,797	194,411	194,411	(1)
Learn and Earn	317,512	316,646	316,646	275,000	275,000	(1)
Pupil Transportation	1,868,562	1,648,406	2,002,937	1,732,926	1,732,926	(1)
Instructional Supplies	173,301	169,044	221,808	737,048	291,532	
Assistant Principal Intern	16,468	-	127,018	308,581	-	
Alternative Programs	169,606	102,403	68,238	97,750	97,750	(1)
At Risk Student	1,479,622	1,512,234	1,417,114	1,520,960	1,520,960	(1)
School Connectivity	101,400	18,618	18,618	-	-	(2)
Reading 3D	4,713	800	31,600	-	-	(2)
Textbooks	-	-	-	116,573	139,938	
<b>Total State Revenues</b>	<b>\$ 39,113,671</b>	<b>\$ 38,371,800</b>	<b>\$ 39,690,219</b>	<b>\$ 48,142,601</b>	<b>\$ 47,143,135</b>	

(1) For fiscal year 2018-2019 proposed budget, it is assumed that our state allotments for Central Office Administration, Driver Training, CTE, Low Wealth, Transportation, At Risk Student Services, Early College High School Learn and Earn, and Disadvantaged Student Supplemental Funding will remain the same as in fiscal year 2017-2018. If these allotments should decrease, we will have to shift some planned expenditures to other sources or reduce expenditures.

(2) Applications for these awards are submitted annually. Fiscal year 2018-2019 does not include dollars for these programs at this time. These dollars will be added to the budget as they are awarded.

(3) These state allocations have ended.

**Operating Fund Revenues**

**Federal Revenues**

Federal revenues are estimated by the State Department of Public Instruction (DPI) through its initial planning allotments. Federal revenues for fiscal year 2018-2019 have not been received from DPI at the time of the publication of this document and proposed fiscal year 2018-2019 amounts have been estimated.

	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019	
	Actual	Actual	Actual	Budget	Proposed Budget	
Career Technical Education- Program Improvement	\$ 109,946	\$ 113,379	\$ 101,223	\$ 113,355	\$ 128,090	
Education for Homeless	11,205	10,465	20,648	16,196	15,000	
IDEA Pre-School Handicapped	96,927	34,124	37,816	118,364	63,887	
ESEA Title I	2,576,160	2,909,536	2,787,092	3,571,839	2,848,877	
ESEA Title I - Migrant Education	182,748	149,444	133,909	164,597	120,213	
CTE-Capacity Building Grant	2,399	-	-	-	-	(1)
IDEA Title VI-B Handicapped	1,003,856	1,208,639	1,450,860	2,028,531	1,230,039	
IDEA Early Intervening Services	-	-	108,204	343,802	228,339	
Title VI-B - State Improvement	15,965	2,692	6,333	-	-	(2)
Title V-Abstinence Education	68,648	63,800	12,162	42,297	-	(2)
Title II - Improving Teacher Quality	516,723	409,359	345,642	623,464	263,816	
Language Acquisition	53,391	27,391	32,336	47,915	32,003	
Title I - School Improvement	283,900	30,675	309,345	581,223	-	
Title III - Language Acquisition Increase	-	-	-	2,860	901	
Children with Special Needs-Risk Pool	51,107	42,767	48,970	-	-	(2)
School Improvement Funds	145,837	(1,802)	-	-	-	(1)
Title VI-B - Special Needs Target	27,870	9,056	19,784	8,382	-	(2)
Title VI-B - Targeted Assistance for PreK	2,636	6,703	8,590	4,210	-	(2)
ARRA-School Improvement Grant	38,357	-	-	-	-	(1)
ARRA-Race to the Top Mini Grant	99,407	-	-	-	-	(1)
ARRA-Race to the Top	8,316	-	-	-	-	(1)
ARRA-Recruitment Incentive	4,894	-	-	-	-	(1)
<b>Total Federal Revenues</b>	<b>\$ 5,300,292</b>	<b>\$ 5,016,228</b>	<b>\$ 5,422,914</b>	<b>\$ 7,667,035</b>	<b>\$ 4,931,165</b>	

(1) These grants have ended.

(2) Grants are applied for on an annual basis. As grants are awarded, they are added to the budget.

**Operating Fund Revenues**

**Funding Sources Reported in the Local Operating Fund**

Within the Local Operating Fund revenue budget are revenue sources that, by state direction, must be accounted for within this fund. The table below details each of these revenue sources. The estimated total for these sources for fiscal year 2018-2019 is \$9,148,009.

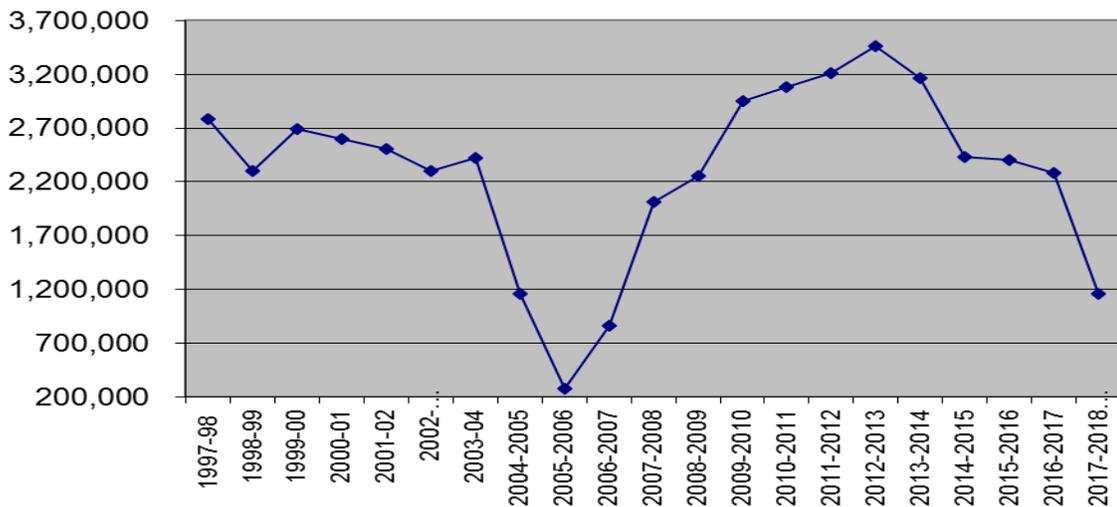
	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
	Actual	Actual	Actual	Budget	Proposed Budget
Other Grants	\$ -	\$ -	\$ -	\$ -	\$ -
County Appropriation	6,610,530	6,904,530	7,451,618	7,451,618	8,377,321
Fines & Forfeitures	201,402	182,609	209,186	200,000	200,000
Interest on Investments	16,121	10,181	15,173	16,000	11,000
Contributions & Donations	682	-	-	-	-
Fund Balance Appropriated	-	-	-	1,120,325	500,000
Other Sources	<u>65,092</u>	<u>58,428</u>	<u>50,534</u>	<u>59,688</u>	<u>59,688</u>
<b>Total Operating Fund Local Revenues</b>	<b><u>\$ 6,893,827</u></b>	<b><u>\$ 7,155,748</u></b>	<b><u>\$ 7,726,511</u></b>	<b><u>\$ 8,847,631</u></b>	<b><u>\$ 9,148,009</u></b>

**Operating Fund Revenues**

**History of Local Operating Fund Balance Used**

Fiscal Year	Current Expense Fund Balance Added (Used)	Fund Balance Remaining
1997-98	-553,987	2,785,935
1998-99	-484,544	2,301,391
1999-00	394,506	2,695,897
2000-01	-96,512	2,599,385
2001-02	-94,646	2,504,739
2002-03(includes prior period adjustment)	-198,267	2,306,472
2003-04	113,911	2,420,383
2004-2005	-1,258,052	1,162,331
2005-2006	-886,625	275,706
2006-2007	588,082	863,788
2007-2008	1,146,748	2,010,536
2008-2009	243,150	2,253,686
2009-2010	697,928	2,951,614
2010-2011	130,193	3,081,807
2011-2012	128,558	3,210,365
2012-2013	253,361	3,463,726
2013-2014	-294,750	3,168,975
2014-2015	-741,612	2,427,363
2015-2016	-19,755	2,407,608
2016-2017	-125,483	2,282,125
2017-2018 (appropriated)	-1,120,325	1,161,800

**History of Local Operating Fund Balance**



**Operating Fund Revenues**

**Funding Sources Reported in the Other Restricted Fund**

Within the Local Operating Fund revenue budget are revenue sources that are accounted for within this fund. The table below details each of these revenue sources. The estimated total for these sources for fiscal year 2018-2019 is \$1,841,536.

	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
	Actual	Actual	Actual	Budget	Proposed Budget
Indirect Cost	\$ 486,917	\$ 485,176	\$ 617,684	\$ 583,200	\$ 583,200
Interest	812	2,663	8,841	8,800	8,800
Tuition	6,098	5,807	8,601	8,500	8,500
Driver's Training Fees	7,308	10,739	-	12,591	12,590
JROTC	158,542	160,748	157,706	160,181	160,181
Medicaid Outreach reimbursement	-	64,147	214,433	173,400	100,000
Medicaid Fee for Service Reimb	-	30,728	62,226	381,285	170,000
Early Literacy	4,168	1,510	-	60	-
Problem Based Learning Grant	1,790	-	-	7,726	-
NC Quest	6,706	-	-	-	-
NorthEast Leadership Academy (NELA)	-	174,421	6,218	-	-
Smart Start Program	44,124	44,223	44,607	44,607	44,607
NCPReK	730,320	618,760	637,742	817,906	748,658
AP Incentive Grant	13,912	13,170	1,247	219	-
GoldenLEAF-Community Assistance	(2,925)	-	-	-	-
Leader in Me	-	-	-	2,676	-
NC Pediatric Society Found.	-	-	-	4,793	-
MATCH grant	2,455	1,255	-	-	-
STEP Grants	57,211	12,500	16,251	2,778	-
Outdoor Learning Environment Grants	10,638	75,949	2,480	-	-
AHEC Pharmacy Technician	2,966	2,250	1,650	-	-
Other sources	8,894	44,551	25,108	1,193	-
Cultural Arts Grants	6,050	5,209	7,554	6,125	- (1)
FEMA	-	-	164,949	-	-
Property Insurance Reimbursement	43,063	-	600,931	-	-
Contributions & Donations	-	-	11,861	37,931	-
Building Rental	6,610	6,623	7,665	5,000	5,000
Fund Balance Appropriated	-	-	-	-	-
<b>Total Other Restricted Revenue</b>	<b>\$ 1,595,659</b>	<b>\$ 1,760,429</b>	<b>\$ 2,597,754</b>	<b>\$ 2,258,971</b>	<b>\$ 1,841,536</b>

(1) These are grants applied for each year. As grants are awarded, they are added into the budget.

## **Expenditures**

### **State and Federal Expenditures**

State and federal funds are received and expended in individual categories. The North Carolina Department of Public Instruction monitors expenditures for both state and federal expenditures through the school system's electronic reporting of month-end financial data. Financial statements are received from the state treasurer's office and are balanced with the school system's financial records on a monthly basis. These statements include receipts and disbursements from both state and federal funds. The expenditures are the same as the revenues and are outlined on pages 35 and 37.

2018-2019 Proposed Budget

**Other Restricted Fund**

Other Restricted Funds are received and expended. The expenditures are the same as the revenues and are outlined on page 40.

**Other Restricted Fund Expenditures**

	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
	Actual	Actual	Actual	Budget	Proposed Budget
Classroom Teachers	\$ -	\$ 64,147	\$ -	\$ 173,400	\$ 100,000
Non-Instructional Support Positions	-	-	214,433	-	-
Driver's Training	12,026	10,739	-	12,591	12,590
Exceptional Children	-	30,728	904	4,306	-
Exceptional Children - Medicaid FFS	-	-	62,226	381,285	170,000
ROTC	158,542	160,748	157,706	160,181	160,181
Early Literacy	4,168	1,510	-	60	-
Problem Based Learning Grant	1,790	-	-	7,726	-
NC Quest	6,706	-	-	-	-
NorthEast Leadership Academy (NELA)	-	174,421	6,236	-	-
Smart Start	44,124	44,223	44,607	44,607	44,607
NCPReK	730,320	618,760	637,742	817,906	748,658
AP Incentive Grant	13,912	13,170	1,247	219	-
Leader in Me	-	-	-	2,676	-
NC Pediatric Foundation	-	-	-	4,793	-
Dollar General Grant	-	-	2,850	150	-
MATCH grant	2,455	1,255	-	-	-
STEP Grants	57,211	12,500	16,251	2,778	-
Outdoor Learning Environment Grants	10,638	75,949	2,480	-	-
AHEC Pharmacy Technician Learning Fund	2,990	2,250	1,645	-	-
	-	-	10,957	33,625	-
Laptop/Chromebooks Maintenance	6,848	44,551	-	1,043	-
Edgecombe Community College			17,612	-	
Operations/Maintenance/Facilities	482,499	483,649	628,653	594,000	589,500
Cultural Arts	6,050	5,209	7,554	6,125	-
Property Insurance Claims	48,063	-	852,099	-	-
Student Initiatives	6,006	9,997	6,474	6,500	11,000
Facilities Use	6,280	6,623	7,665	5,000	5,000
	-	-	-	-	-
<b>Total Operating Fund Local Revenues</b>	<b>\$1,600,628</b>	<b>\$1,760,429</b>	<b>\$2,679,341</b>	<b>\$2,258,971</b>	<b>\$1,841,536</b>

### **Local Operating Fund Expenditures**

Funds received and reported as local funds include federal, state, county, and various locally generated sources. State law requires that these funds be reported as local funds (see page 38 for the list of sources reported as local funds).

Expenditures are recorded within the programs of the operating fund budget of the school system. These programs, for the most part, follow the same designations for expenditure as do those of the state mandated programs listed on page 35 of this document. Funds received from the county government and other various sources are expended within these same programs for the same purposes.

For fiscal year 2018-2019, Edgecombe County Public Schools is requesting an increase in the county's annual appropriation of \$925,703. Local expenditures by programs are given for fiscal years 2014-2015 through the proposed 2018-2019 within this section.

2018-2019 Proposed Budget

**Local Program Operating Fund Expenditures**

	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019
	Actual	Actual	Actual	Budget	Proposed Budget
Classroom Teachers	\$ 18,330	\$ 3,269	\$ -	\$ -	\$ -
Central Administration	664,063	715,401	922,254	980,790	1,045,000
Non-instructional Support	1,019,231	1,030,586	1,052,563	1,080,620	1,144,900
School Building Administration	90,289	109,641	91,680	100,690	100,690
Non-Contributory Employee Payments	1,016,235	793,910	1,369,545	1,514,000	1,639,660
School Technology	114,431	119,169	214,828	279,584	306,584
Staff Development	17,286	14,389	58,986	56,070	56,070
Merit Bonus	-	-	13,840	-	-
Charter School	1,041,803	986,932	999,915	980,000	1,045,000
State legislated Bonus	-	21,880	7,484	-	-
Pupil Transportation	106,515	146,442	96,898	150,000	150,000
Instructional Supplies	13,245	10,328	8,899	8,316	8,316
ROTC	74,448	95,955	109,812	110,000	110,000
NorthEast Leadership Academy(NELA)	-	32,255	9,463	41,084	-
Ready Schools	1,249	-	-	4,688	-
Activity Bus/Other Transportation	60,586	59,926	47,976	63,001	63,001
Operations/Maintenance/Facilities	2,260,975	1,936,468	1,759,146	2,219,592	2,219,592
Athletics	315,748	318,084	345,454	339,385	339,385
Curriculum Instructional Support Services	25,282	31,047	35,087	45,865	45,865
Cultural Arts	14,343	22,189	22,606	26,796	26,796
Central Services	44,874	31,097	35,951	44,952	44,952
Executive Administration	13,331	14,664	13,694	23,937	23,937
Student Initiatives	4,128	1,138	-	4,559	4,559
Board of Education	199,455	204,616	194,477	244,753	244,753
Insurance	229,023	213,576	219,993	368,214	368,214
Innovation	-	-	-	10,000	10,000
Finance	95,315	66,158	60,134	64,214	64,214
Human Resources	162,219	105,714	131,208	48,594	48,594
Community Services	15,175	14,494	13,314	15,132	15,132
Testing and Accountability	17,861	16,054	16,785	22,795	22,795
<b>Total Local Expenditures</b>	<b>\$ 7,635,440</b>	<b>\$ 7,115,382</b>	<b>\$ 7,851,992</b>	<b>\$ 8,847,631</b>	<b>\$ 9,148,009</b>

Making comparison with prior year expenditures is difficult due to many factors, such as change in coding structure or change in organization structure.

## Capital Outlay Fund

The Capital Outlay Fund is utilized to account for the revenues and expenditures allocated for the school system’s acquisition of fixed assets and construction of major capital projects. Sources of revenue for this fund are local county government appropriations, proceeds from the sale of school construction bonds, and certain state assistance.

The Capital Outlay Fund utilizes separate categories within the fund to appropriately and accurately track revenues and expenditures that are directly related to the acquisition of capital outlay items. Each category is discussed separately within this section.

### Section Contents

Section Introduction	45
Capital Outlay Fund Summary	46
Capital Outlay Revenues	47
Capital Outlay Expenditures	47

## Capital Outlay Fund Summary

Capital outlay funding is appropriated by the County Board of Commissioners to the school system to purchase needed equipment and furniture, maintain and improve facilities, acquire vehicles, and complete projects which assure the health and safety of students and employees and enhance the learning environment.

Capital outlay funding requested for fiscal year 2018-2019 includes local government appropriations and state funding from the Lottery Fund. The proposed budget includes capital outlay items categorized into these areas:

**Recurring Capital:** Funds appropriated to the school system on an annual basis to provide needed funding for recurring requirements such as school furniture and equipment, minor repair projects to improve school buildings, purchase needed vehicles, and complete projects which improve the safety of our buildings. All funding for recurring capital outlay is appropriated annually by the County Board of Commissioners. It is estimated that these funds would be \$530,000. Our capital outlay appropriation is tied directly to the Article 42 sales tax revenue. With the economic situation, this revenue source has been reduced over time and has reduced the dollars available to us for capital outlay projects.

**Public School Building Capital Fund:** Fund includes projects which maintain and improve our facilities. Funding for the PSBCF is 75% state funds from the Public School Building Capital Fund and a 25% local matching amount. We used the balance of the available funds for the Chromebook initiative in the prior fiscal year. We have not included the use of any of these funds in this budget since the State is no longer allotting money to this program.

**Lottery:** The school system's share of the Article 42 sales tax is reduced for a portion of the debt service on the bond. For fiscal year 2018-2019, the reduction for the debt service payment is projected to be \$150,000. We are requesting to utilize the lottery funds to pay this portion of the debt service on the bond for fiscal year 2018-2019. Lottery funds of \$2,050,000 will be used for the debt service, roof replacement at SouthWest Edgecombe High School and roof replacement at Martin Millennium Academy in that priority order. As quarterly distribution of lottery funds are received, projects will be begun.

We are requesting full funding of the allocation in capital outlay appropriation. It is estimated that the school system's share of the Article 42 sales tax is \$530,000.

We are also requesting additional funding in the amount of \$584,917 to support capital outlay project, specifically for the technology refresh.

In this proposed budget, we are not requesting to appropriate any of the capital outlay fund balance. The capital outlay fund balance at June 30, 2017 was \$2,702,215. We have appropriated \$856,562 in this current year, which would leave a balance of \$1,845,653.

Edgecombe County Public Schools is requesting a total of \$3,172,917 for capital outlay needs for fiscal year 2018-2019 for the projects listed below:

**Capital Outlay Fund**

<b>Capital Outlay Revenues</b>				
<b>Revenues</b>		<b>County/State Funding</b>	<b>Lottery</b>	<b>Total</b>
Recurring Capital		\$ 1,114,917	\$ -	\$ 1,114,917
Interest earned		\$ 8,000		\$ 8,000
Lottery		-	2,050,000	2,050,000
State funding		-		-
Capital Outlay Fund Balance		-	-	-
<b>Total Funding for Capital Outlay</b>		<b>\$ 1,122,917</b>	<b>\$ 2,050,000</b>	<b>\$ 3,172,917</b>
<b>Capital Outlay Expenditures</b>				
<b>Projects</b>	<b>Site</b>	<b>County/State Funding</b>	<b>Lottery</b>	<b>Total</b>
Debt Service		\$ -	\$ 150,000	\$ 150,000
Replace Roof	SouthWest/ MMA	-	1,900,000	1,900,000
Replace Carpet/Tile	Carver/MMA/Pattillo/SWE	41,000	-	41,000
Renovation	MMA	125,000		125,000
Painting	Carver/Phillips/West	30,000	-	30,000
Buildings and Grounds	Various sites	50,000	-	50,000
Modular Unit	Bulluck	-		-
Equipment-marker boards, blinds, etc.	Various sites	60,000	-	60,000
Technology	All Schools	540,000		540,000
Equipment	Custodial	30,000	-	30,000
Vehicles	Mini-Activity Bus	65,000	-	65,000
Vehicles	Maintenance	50,000	-	50,000
Furniture	All schools	41,027	-	41,027
School Allotments	All schools	78,890	-	78,890
Central Services Allotments	Central Services	12,000	-	12,000
<b>Total Expenditures</b>		<b>\$ 1,122,917</b>	<b>\$ 2,050,000</b>	<b>\$ 3,172,917</b>

### **Other Funds**

Edgecombe County Public Schools utilizes separate funds for the appropriate and accurate tracking of revenues and expenditures that are not directly linked to classroom instruction. The funds included within this section are the Child Nutrition Fund and the Fee for Service Programs.

These funds are enterprise funds since they are financed and operated in a manner similar to a private business enterprise in that their costs are financed through user charges.

Section Introduction	48
Child Nutrition Fund	49
Fee for service Fund	50
Family Resource Center	51

**Other Funds**

**Enterprise Funds**

The child nutrition program provides breakfast and lunch meals for students and faculty at our schools. Expenditures cover staff salaries, matching benefits, food, and materials purchases. Revenue is generated through meal charges and federal reimbursements for free and reduced priced lunches served to economically disadvantaged students.

Child Nutrition Revenues				
<b>Proposed Revenues</b>	Federal	State	Local	Total
USDA Grants	\$ 4,495,453	\$ -	\$ -	4,495,453
Sales Revenues	-	-	239,400	239,400
State Reimb. For Breakfast	-	500	-	500
Interest Earned	-	-	17,500	17,500
Other	-	-	500	500
<b>Total Funding for Child Nutrition</b>	<b>\$ 4,495,453</b>	<b>\$ 500</b>	<b>\$ 257,400</b>	<b>\$ 4,753,353</b>

The Child Nutrition budget by major category is:

Child Nutrition Expenditures				
		FY 2018	FY 2019	Increase/
<b>Proposed Expenditures</b>		Budget	Proposed Budget	(Decrease)
Salaries		\$ 1,411,004	\$ 1,411,004	\$ -
Benefits		637,149	637,149	-
Contractual Services		46,800	46,800	-
Supplies & Materials		2,273,000	2,273,000	-
Equipment		75,400	75,400	-
Indirect Cost		310,000	310,000	-
<b>Total Child Nutrition Fund</b>		<b>\$ 4,753,353</b>	<b>\$ 4,753,353</b>	<b>\$ -</b>

**Other Funds**

**Enterprise Funds  
(Continued)**

The fee for service program provides staff daycare services. The revenue is generated through service charges for child care and the expenditures are for staff salaries, matching benefits, snacks, repairs, and other materials.

Fee for Service Program Revenues				
<b>Proposed Revenues</b>	Federal	State	Local	Total
Fees Collected	\$ -	\$ -	\$ 137,000	\$ 137,000
Other	-	-	-	-
<b>Total Funding for Fee for Service Program</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 137,000</b>	<b>\$ 137,000</b>

The fee for service program budget by major category is:

Fee for Service Expenditures				
		FY 2018	FY 2019	Increase/
<b>Proposed Expenditures</b>		Budget	Proposed Budget	(Decrease)
Salaries		\$ 90,546	\$ 90,546	\$ -
Benefits		44,454	44,454	-
Contractual Services		-	-	-
Supplies & Materials		2,000	2,000	-
Equipment		-	-	-
<b>Total Fee for Service Program</b>		<b>\$ 137,000</b>	<b>\$ 137,000</b>	<b>\$ -</b>

**Other Funds**

**Enterprise Funds  
(Continued)**

The Family Resource Center was an enterprise fund related to the rental of space in the previous center housed in Princeville. Upon closing of that center, money remained in this fund. These funds are being used to provide for the needs of the Family Resource Center.

Family Resource Center Revenues				
<b>Proposed Revenues</b>	Federal	State	Local	Total
Fees Collected	\$ -	\$ -	\$ -	\$ -
Other	-	-	5,000	5,000
<b>Total Funding for Fee for Service Program</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>

The family resource center program budget by major category is:

Family Resource Center				
<b>Proposed Expenditures</b>		FY 2017 Budget	FY 2019 Proposed Budget	Increase/ (Decrease)
Salaries		\$ 600	\$ 600	\$ -
Benefits		46	46	-
Contractual Services		4,000	-	(4,000)
Supplies & Materials		5,354	4,354	(1,000)
Equipment		-	-	-
<b>Total Fee for Service Program</b>		<b>\$ 10,000</b>	<b>\$ 5,000</b>	<b>\$ (5,000)</b>

## Glossary of Terms

**Accrual Basis:** The basis of accounting which indicates revenues are recorded when they are earned (whether or not cash is received at the time) and expenditures are recorded when the goods and services are received (whether or not cash disbursements are made at the time).

**Allotment:** Allocations of state and federal funds to local education agencies.

**Appropriated Fund Balance:** Appropriated fund balance in any fund shall not exceed the sum of cash and investments minus the sum of liabilities, encumbrances and deferred revenues, as those figures stated at the end of the fiscal year proceeding the budget year.

**Appropriation:** A legal authorization to incur obligations and to make expenditures for specific purposes. An appropriation is usually limited in amount and for a specific time period.

**Asset:** Government owned or held resources that have monetary value.

**Available (Undesignated) Fund Balance:** Funds remaining from the prior year which are available for appropriation and expenditure in the current year.

**Average Daily Attendance (ADA):** The sum of students present daily divided by the number of days in a term.

**Average Daily Membership (ADM):** The sum of the number of days in membership for all students in individual school units divided by the number of school days in the term. Specific state funding allotments are based on average daily membership.

**Budget:** A fiscal plan of a board of education for raising and expending funds for specific programs, functions, activities or objectives during a fiscal year.

**Budget Resolution:** The board of education shall adopt a budget resolution making appropriations for the budget year in such sums as the board deems sufficient and proper. The budget resolution shall conform to the uniform budget format established by the State Board of Education. All moneys received and expended by a local school administrative unit should be included in the school budget resolution.

**Budget Year:** The fiscal year for which a budget is proposed and a budget resolution is adopted (July 1 to June 30).

## Glossary of Terms

**Capital Assets:** Assets of significant value and having a useful life of several years. Capital assets are also known as fixed assets.

**Capital Improvement:** Expenditures related to the acquisition, expansion or rehabilitation of an element of the government's physical plant.

**Capital Outlay:** Fixed assets with a value of \$500 or greater and with a useful economic life of more than one year.

**Categorical Grant:** A grant received from another governmental grant to be used or expended for a specific program or purpose.

**Charter School:** A public school operated by a group of parents, teachers and/or community members as a semi-autonomous school of choice within a school district operating under an agreement (charter) with the State Board of Education.

**Current Expense:** Those expenditures of a recurring nature including personnel, benefits, services, supplies and equipment.

**Encumbrance:** The commitment of funds to purchase goods or services. To encumber funds means to set aside or commit funds for a specific future expenditure.

**Expenditure:** The payment of cash on the transfer of property or services for the purpose of acquiring an asset or service or settling a loss.

**Fiscal Year:** The 12-month period to which the annual budget applies. By state law, all North Carolina school systems must observe a fiscal year that begins on July 1 and ends on June 30.

**Fund:** An independent fiscal and accounting entity consisting of cash and other resources together with all related liabilities, obligations, reserves and equities which are segregated by appropriate accounting techniques for the purpose of carrying on specific activities or attaining certain objectives in accordance with established legal regulations, restrictions, or limitations.

**Fund Balance:** The excess of the assets of a fund over its liabilities and reserves at the beginning or ending of a fiscal year.

## Glossary of Terms

**Indirect Cost:** A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

**Local Current Expense Fund:** Appropriations for the current operating expenses of the local school administrative unit other than appropriations included in the state public school fund and the federal grant fund. These appropriations are funded by the local board of county commissioners or other source for current operating expenses of the public school system.

**Months of Employment:** A unit of employment that corresponds to a calendar month. Rather than allot a number of positions, the state allots a certain number of months of employment that can be assigned to a position or a portion of a position at the discretion of the local administrative unit.

**Other Restricted Fund:** A fund that is used to account for reimbursements, including indirect costs, fees for actual costs, tuition, sales tax revenues distributed using the ad valorem method pursuant to G.S.105-472(b)(2), sales tax refunds, gifts and grants restricted as to use, trust funds, federal appropriations made directly to local school administrative units, funds received for pre-kindergarten programs, and special programs.

**Per Pupil Expenditure:** The annual current expenditures divided by the final average daily membership for the year.

**Public School Building Capital Fund: (PSBCF)** This is a funding stream maintained by the State of North Carolina to assist county governments in meeting their public building capital needs and their equipment needs under local school technology plans.

**State Formula:** The calculations used by the state to fund various allotments to the local education agency. Formulas can be based on the number of positions calculated on average daily membership, months of employment or flat dollar amounts.

**State Public School Fund:** Appropriations for the current operating expenses of the public school system from moneys made available by the State Board of Education.