

2011-12 Minimum Budget Requirement (MBR)
Form ED012B
School Districts That Are Members of Secondary Regions Instructions
(Revised 7/2011)

ALL REPORTS MUST BE ELECTRONICALLY FILED AND CERTIFIED ON OR BEFORE AUGUST 12, 2011.

The ED012B has been revised to reflect legislative changes to the MBR enacted during the Spring 2011 session of the General Assembly. The 2011-12 Form ED012B has 17 lines; however, most data is supplied and/or computed by the State Department of Education (SDE) data collection system. Districts are responsible for inputting data on Lines 1, 2, and 8 only. However, you must review other lines/data for accuracy and consistency with your local records.

Consistent with last year, members of secondary regions can comply with the MBR in one of two ways, based upon: 1) combined appropriation *and* regional assessment or 2) appropriation only.

If you have questions, please contact Kevin Chambers at 860-713-6455 or kevin.chambers@ct.gov.

DATA ENTRY

The **Main Menu** contains links for: contact information, the MBR data schedule, and a certification page.

Contact Information

Self explanatory. Click on the link, and complete all fields.

Data Schedule

Line 1) Final 2010-11 Budgeted Appropriation Including Supplemental Appropriations

Report the final, total education appropriation for 2010-11. The amount reported should:

- reflect all supplemental increases and/or reductions subsequent to the initial appropriation;
- exclude 1) unexpended funds which were lapsed 2) expenditures made from unappropriated revenue, and 3) dollars related to land, buildings, capital and debt service*;
- reflect the total amount appropriated for education as of the filing date, excluding "projected" changes; and
- reflect local revenues, which may include state grants such as Education Cost Sharing and Transportation that are paid to the town and are not subject to pass through to the board of education.

Insure that your data reflect accounting practices which are consistent from year to year. That is, if 2012 includes school district employee health benefits and these costs were appropriated to another department in 2011, increase the 2011 appropriation to include the appropriate benefits amount. Conversely, if an item included in 2011 was excluded in 2012, remove that item from the 2011 appropriation. Note that one-time special appropriations for education must remain part of that year's appropriation—e.g., additional funds appropriated for computers in 2011 must remain part of the 2011 appropriation.

Line 2) State Fiscal Stabilization Funds (SFSF) Included in 2010-11 Appropriation

If your town appropriated all or a portion of its SFSF funds as part of the education appropriation, report the amount of those SFSF funds on Line 2.

Line 3) 2010-11 Budgeted Appropriation Less District Appropriated SFSF Funds

This amount will be automatically calculated.

Line 4) 2010-11 SFSF Funds Paid to District

This amount will be automatically provided based on SDE grant records, and it will reflect your district's ARRA SFSF grant.

* As a result of legislative changes enacted during the Spring 2011 session of the General Assembly, effective July 1, 2011, SDE will no longer require the Debt Service Claim Form (ED452). Therefore, all such expenses should be excluded from the education appropriation amounts reported for both 2011 and 2012.

Line 5) 2010-11 Budgeted Appropriation Including SFSF Funds

This amount will be automatically calculated.

Line 6) 2010-11 Net Assessment to the Regional School District

This amount will be automatically filled, based upon data submitted by your secondary regional school district.

Line 7) 2010-11 Total Appropriation/Assessment

This amount will be automatically calculated.

Line 8) Final 2011-12 Budgeted Appropriation Including Supplemental Appropriations

Report the final, total education appropriation for 2011-12. Follow the same guidance/direction for Line 1, above, regarding what should and should not be included in this amount.

Line 9) Net Assessment to the Regional School District

This amount will be automatically filled, based upon data submitted by your secondary regional school district.

Line 10) 2011-12 Total Appropriation/Assessment

This amount will be automatically calculated.

Line 11) Preliminary Resident Student MBR Deduction

This amount will be automatically calculated based upon your district's resident students. The Public School Information System (PSIS) data from October 2010 and October 2009 will be the basis for these calculations. Details are available by clicking on attached link.

Line 12) Maximum Resident Student Deduction

This amount will be automatically calculated. Per P.A. 11-234 Section 1, budget reductions will be limited to one-half of one percent of the prior year budgeted appropriation.

Line 13) Final Resident Student MBR Deduction

This amount will be automatically calculated.

Line 14) 2011-12 Total MBR

This amount will be automatically calculated.

Line 15) 2011-12 Total MBR Surplus

This amount will be automatically calculated.

Line 16) 2011-12 Appropriation MBR Surplus

This amount will be automatically determined.

Line 17) MBR Compliance

This will be automatically determined.

Certification

Prior to certifying your data, use the Print link (located at the left margin of the Main Menu) to print your report; review it for accuracy and completeness. Data corrections must be made prior to certification, after which revisions can only be processed if authorized by the Bureau of Grants Management.

Once you have reviewed your report, certify by clicking on the Certification link and entering the Superintendent's code.