



SOUTH KITSAP

SCHOOL DISTRICT

**2023-24 Budget
Hearing and Adoption August 2, 2023**

TABLE OF CONTENTS

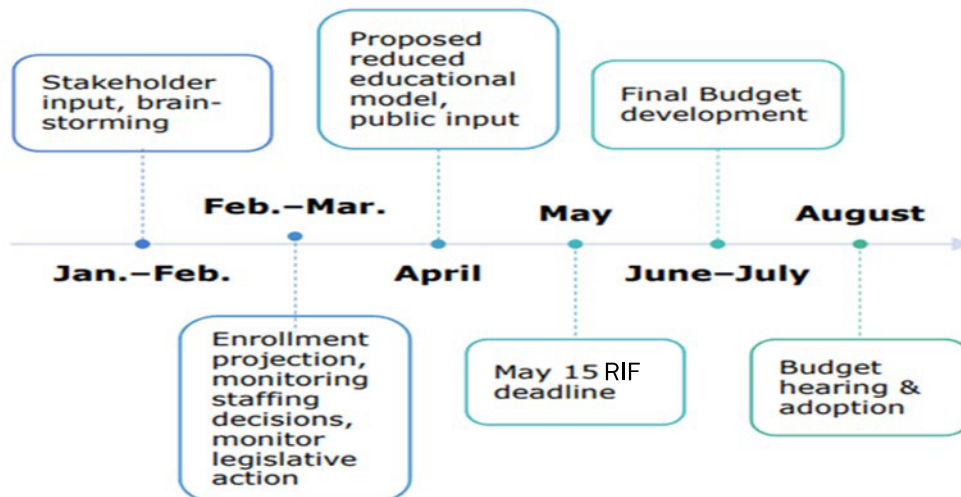
Executive Summary	3
Financial Budget Information	8
Summary of Funds	8
General Fund Summary Details	9
General Fund Revenue	10
General Fund Expenditures	12
General Fund Staffing	15
General Fund Balance	16
Budget Capacity	17
Other Funds	18
Glossary of Terms	20

EXECUTIVE SUMMARY

The budget is developed using the guidelines of the Washington State Office of Superintendent of Public Instruction. It is organized into a series of accounts called funds:

General Fund	State & local revenue and expense fund for school operations, may support other funds as needed
Capital Projects Fund	Capital Levy or bond proceeds, may only be expended on capital projects
Associated Student Body Fund	Student athletics/activities/clubs
Transportation Vehicle Fund	Solely for the purchase of yellow buses
Debt Service Fund	Service/retirement of long-term debt

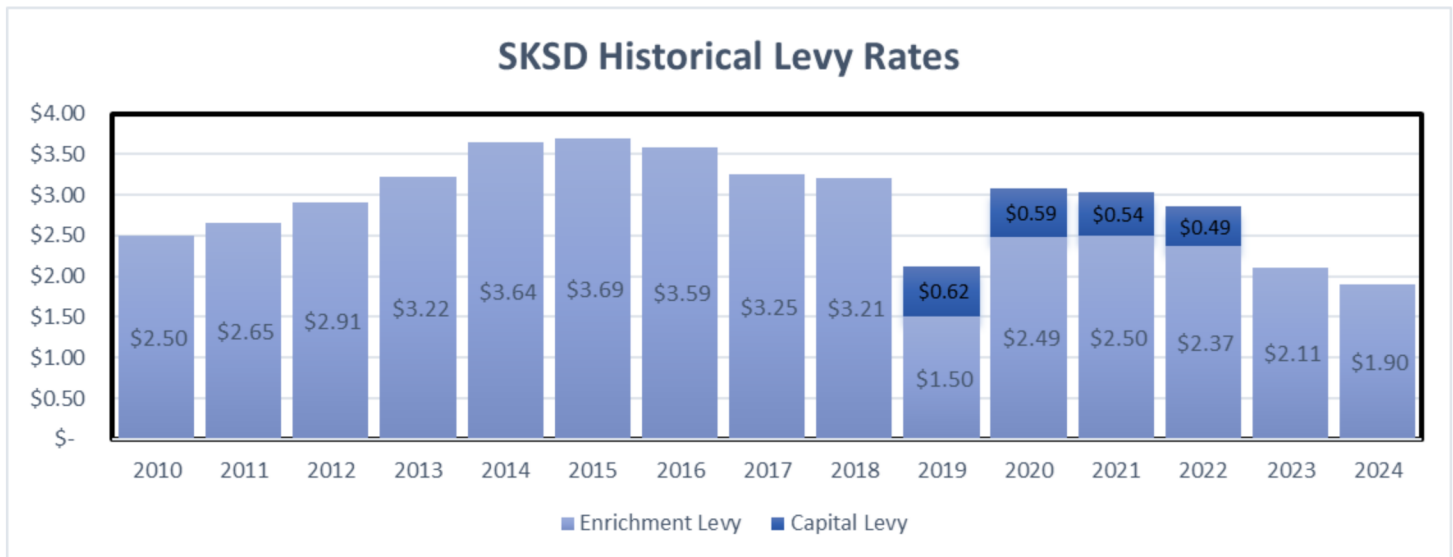
South Kitsap School District's budget is required to be adopted by August 31, 2023. A preliminary budget is due to the Educational Service District for review and available for the public by July 10, 2023. The following high-level timeline is used in our budget development process:



General Fund Changes

Legislative outcomes effect South Kitsap School District's budget planning. The following major changes are reflected in the 2023-24 budget.

- State Funded 3.7% IPD (cost of living increase) to funded positions. SK has provided a minimum of 3.7% increase to all staff, including unfunded positions which is a cost to the District.
- Certificated TRS Retirement rates decreased 5.01%. Less funding is received for funded positions, unfunded positions result in a cost savings to the District.
- SEBB Health benefits increase \$74/month per staff member.
- Increased staff funding for physical, social, emotional support staff. (counselors, nurses, social workers, psychologists)
- Increased funding for special education. (Funding increased from 13.5% to 15% and LRE % funding increased).
- Regionalization remains at 18%.
- ESSER Funding is fully expended, \$5.3M of General Fund expenses were coded to ESSER in 2022-23.
- The combination of funding changes and the sunset of ESSER funding resulted in the District making budget reductions for 2023-24.
- South Kitsap Enrichment Levy approved by voters for 2023 is \$30,386,678 and for 2024 is \$33,118,717. SK is now only able to collect based on a per pupil enrollment rate. In 2023, SK will only collect \$29,506,761 for 2023 and approximately \$28,207,975 for 2024.



Budget development, including reductions consider the South Kitsap School District Priority Plan and guiding criteria for planning:

- Direct Service to Students
- Safety and Health
- Return on Investment (ROI) – Will removal of the expense cause other expenses to rise? (i.e., delaying preventative maintenance may cause more expense later)
- Levy Funded (as advertised)
- Legally Required or Targeted Funds
- State Compliance (Class size, Social Emotional staffing)
- Fixed Costs (Legal, Audit, Utilities, etc.)
- Bargaining Agreement Compliance

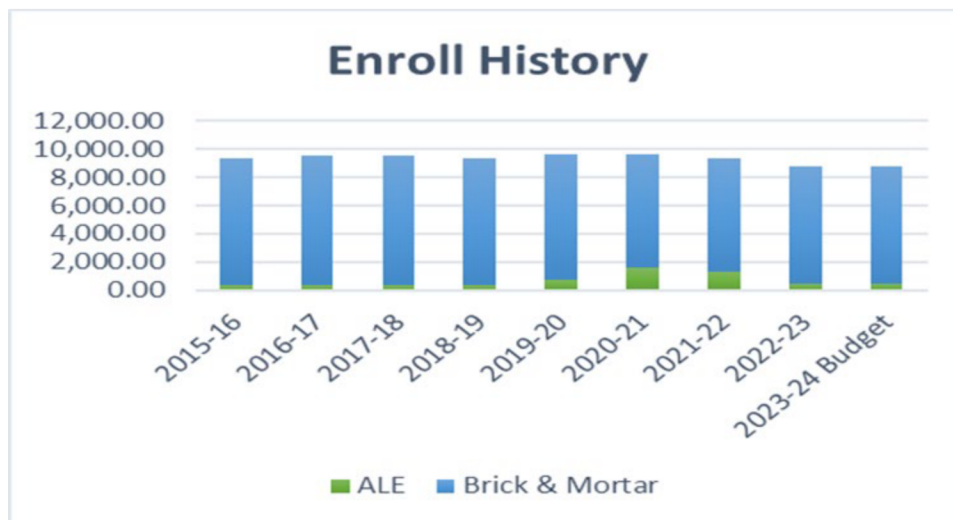


Enrollment is the primary driver of funding in the General Fund for school districts in Washington State. In South Kitsap SD, enrollment Full Time Equivalent (FTE) prior to COVID was at 9,645 and for the 22-23 school year, enrollment FTE is at 8,972. This change in enrollment represents a decline of 6.97% since 2018-19 SY. Districts across Washington

saw a decline in enrollment due to COVID. At SK, our brick and mortar (students attending in person, non-ALE) has increased since 2020-21. With new housing and birth rates, it is anticipated that enrollment will continue to grow or at least remain level.

South Kitsap School District								
Enrollment History								
	2018-19	2019-20	2020-21	2021-22	2022-23 ytd	2022-23 Budget	Budget versus YTD	2023-24 Budget
Half Day	0	0	0	0	0			
K	766.958	741.98	616.294	691.055	677.35	707	-29.65	667
1	730.814	785.3	626.857	666.52	727.02	694	33.02	699
2	767.202	726.4	692.364	653.219	707.12	672	35.12	745
3	761.43	758.22	667.446	708.008	678.89	659	19.89	727
4	784.2	759.48	679.563	674.448	731.47	719	12.47	681
5	774.827	789.57	692.412	686.639	677.56	679	-1.44	729
6	742.312	748.23	763.635	721.868	702.66	694	8.66	661
7	716.943	755.42	780.106	763.908	696.07	688	8.07	700
8	706.232	766.48	793.199	769.438	719.49	693	26.49	696
9	690.88	781.73	961.371	773.949	679.84	682	-2.16	685
10	706.69	764.42	918.711	837.639	680.51	700	-19.49	674
11	588.905	654.81	727.804	710.485	545.13	676.4	-131.27	557
12	643.75	610.8	692.933	733.084	537.02	593.6	-56.58	560
Total	9,381.14	9,642.84	9,612.70	9,390.26	8,760.13	8,857.00	-96.87	8,781.00
RS	264.05	223.15	243.34	221.89	212.70	223	-10.30	218.15
Total w/RS	9,645.19	9,865.99	9,856.04	9,612.15	8,972.83	9,080.00	-107.17	8,999.15
ALE	353.94	688.91	1588.11	1337.15	459.28	508	-48.72	409
Brick & Mortar	9,027.20	8,953.93	8,024.59	8,053.11	8,300.85	8,349.00	-48.15	8,372.00
Change from Prior Yr Brick & Mortar	-123.23	-73.27	-929.34	28.53	247.74			

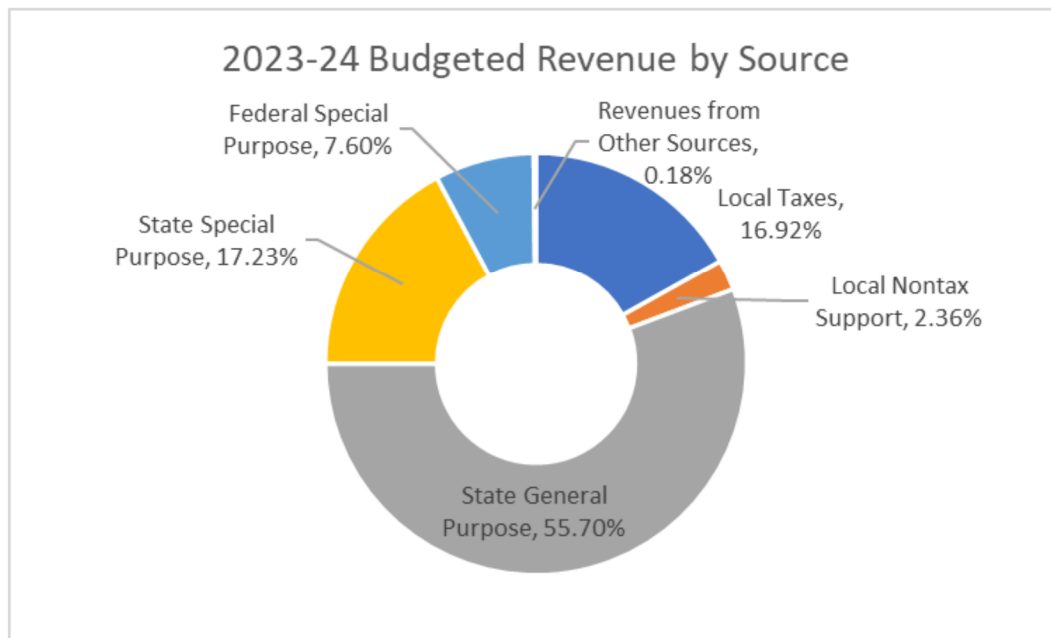
*RS = Running Start Enrollment



All Funds Summary

General Fund (GF)						
	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2023-24 Budget
Beginning Fund Balance	17,687,410	17,573,938	18,710,068	15,827,806	14,500,000	13,712,853
Revenues	146,720,048	153,536,735	159,179,623	172,235,291	175,838,957	175,960,216
Transfer In						
Expenditures (Appropriation)	144,810,980	152,271,648	162,061,885	172,595,235	175,761,616	175,633,665
Transfer Out	2,022,540	128,957		630,000		250,000
Revenues Over (Under) Exp.	(113,472)	1,136,130	(2,882,262)	(989,944)	77,341	76,551
Ending Fund Balance	\$ 17,573,938	\$ 18,710,068	\$ 15,827,806	\$ 14,837,862	\$ 14,577,341	\$ 13,789,404
Associated Student Body (ASB)						
	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2023-24 Budget
Beginning Fund Balance	734,667	748,616	780,618	704,963	790,375	735,459
Revenues	974,120	504,463	120,172	480,860	1,166,266	826,076
Transfer In						
Expenditures (Appropriation)	960,171	472,461	195,827	405,470	1,262,175	868,237
Transfer Out						
Revenues Over (Under) Exp.	13,949	32,002	(75,655)	75,390	(95,909)	(42,161)
Ending Fund Balance	\$ 748,616	\$ 780,618	\$ 704,963	\$ 780,353	\$ 694,466	\$ 693,298
Debt Service Fund (DSF)						
	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2023-24 Budget
Beginning Fund Balance	2,085	2,154	2,188	2,196	2,207	2,245
Revenues						
Transfer In	515,527	512,752	385,299	381,021	438,000	355,400
Expenditures (Appropriation)	515,458	512,718	385,290	381,009	440,000	355,400
Transfer Out						
Revenues Over (Under) Exp.	69	34	9	11	(2,000)	-
Ending Fund Balance	\$ 2,154	\$ 2,188	\$ 2,196	\$ 2,208	\$ (437,793)	\$ 2,245
Capital Projects Fund (CPF)						
	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2023-24 Budget
Beginning Fund Balance	1,295,139	1,712,497	3,279,957	4,882,795	4,852,155	5,200,000
Revenues	4,422,393	7,192,158	6,309,567	7,345,935	8,944,162	3,755,000
Transfer In						
Expenditures (Appropriation)	3,618,535	4,087,646	4,321,439	6,995,566	12,750,340	8,800,170
Transfer Out	386,500	1,537,052	385,290	381,009	530,000	105,400
Revenues Over (Under) Exp.	417,358	1,567,460	1,602,838	(30,641)	(4,336,178)	(5,150,570)
Ending Fund Balance	\$ 1,712,497	\$ 3,279,957	\$ 4,882,795	\$ 4,852,155	\$ 515,978	\$ 49,430
Transportation Vehicle Fund (TVF)						
	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2023-24 Budget
Beginning Fund Balance	625,086	622,069	68,817	570,453	367,261	1,240,000
Revenues	617,354	578,956	501,636	1,272,083	998,577	1,000,000
Transfer In	740,292					
Expenditures (Appropriation)	1,360,663	1,132,209	-	1,475,274	1,320,000	2,240,000
Transfer Out						
Revenues Over (Under) Exp.	(3,017)	(553,253)	501,636	(203,191)	(321,423)	(1,240,000)
Ending Fund Balance	\$ 622,069	\$ 68,816	\$ 570,453	\$ 367,262	\$ 45,838	\$ -

General Fund – Where Does the Money Come From?

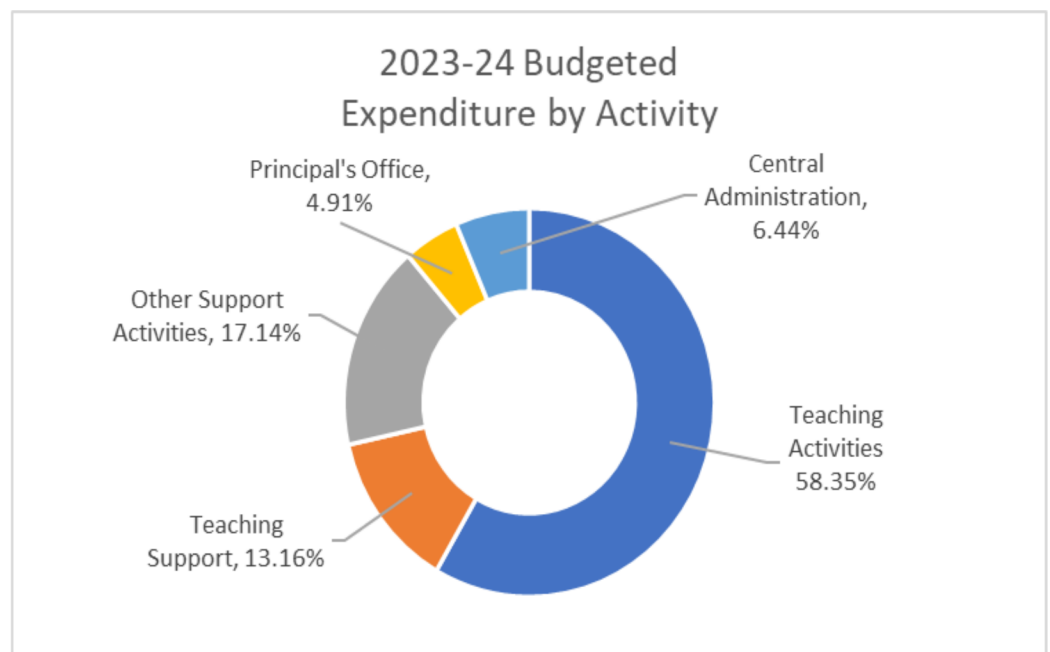


General fund total resources include district revenue and other financing sources.

General Fund – Where Does the Money Go?

71.51% of our budget is spent on the activity for Teaching and Teaching Support.

This includes teachers, nurses, librarians, counselors, instructional assistants, textbooks, and student supplies.



2023-24 FINANCIAL BUDGET INFORMATION

Budget Summary of Funds

2023-2024 Budget					
	General Fund	ASB	Debt Service	Capital Projects	Transportation
Beginning Fund Balance	13,712,853	735,459	2,245	5,200,000	1,240,000
Revenues	175,960,216	826,076	-	3,755,000	1,000,000
Transfer In			355,400		
Expenditures (Appropriation)	175,633,665	868,237	355,400	8,800,170	2,240,000
Transfer Out	250,000			105,400	
Revenues Over (Under) Exp.	76,551	(42,161)	-	(5,150,570)	(1,240,000)
Ending Fund Balance	13,789,404	693,298	2,245	49,430	0

General Fund Summary Details

The general fund is the largest fund in the district and accounts for the day-to-day operations. It provides funding for all schools and supporting departments. The following includes a detailed view of the general fund.

General Fund (GF)						
	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2023-24 Budget
Local Taxes	18,323,849	18,627,498	24,571,653	26,216,033	28,191,343	29,767,915
Local Non Tax Support	3,559,370	2,721,662	2,040,522	1,578,818	4,183,003	4,157,500
State, General Purpose	91,273,779	96,179,688	96,250,541	94,306,575	96,056,080	98,011,943
State, Special Purpose	26,037,467	27,676,739	24,324,066	25,417,876	25,058,536	30,322,104
Federal, General Purpose	458,661	131,990	326,070	996,443	385,000	-
Federal, Special Purpose	7,051,581	7,042,584	11,662,267	23,340,557	21,734,995	13,380,754
Other Revenue Sources	15,341	1,156,574	4,504	378,989	230,000	320,000
Total Revenues	146,720,048	153,536,735	159,179,623	172,235,291	175,838,957	175,960,216
Expenditures (Appropriation)						
Regular Instruction	80,286,339	81,171,255	90,132,051	81,978,690	78,071,072	85,509,186
Federal Special Purpose - Stimulus	-	-	2,385,798	12,086,849	11,966,726	-
Special Education Instruction	20,749,472	24,148,000	24,531,220	26,955,650	27,208,079	27,788,044
Vocational Education Instruction	7,636,088	7,635,130	8,831,926	8,981,379	8,518,223	10,125,256
Compensatory Education	5,622,302	5,744,546	6,431,418	7,593,733	6,443,788	7,125,492
Other Instructional Programs	768,576	1,607,275	549,904	632,772	6,963,331	6,892,146
Community Services	619,412	2,497,789	3,575,985	401,552	1,213,936	1,579,662
Support Services	29,128,791	29,467,656	25,623,585	33,964,610	35,376,461	36,613,879
Transfer Out	2,022,540	128,957	-	630,000	-	250,000
Total Expenditures	146,833,520	152,400,608	162,061,887	173,225,235	175,761,616	175,883,665
Revenues Over (Under) Exp.	(113,472)	1,136,127	(2,882,264)	(989,944)	77,341	76,551
Beginning Fund Balance						
Restricted for State Revenue Carryover	182,392	367,637	367,637	1,522,101	500,000	817,748
Restricted for Food Service	0	657,285	452,869	572,294	300,000	250,000
Restricted for Debt Service	0	130,000	130,000	0	0	250,000
Nonspendable Fund Balance- Inventory and Prepaid	1,039,833	967,702	1,172,118	1,157,486	1,000,000	1,382,537
Restricted for Self Insurance	0	60,000	60,000	0	0	0
Assigned to Contingencies	4,272,360	6,770,054	1,610,000	200,000	200,000	200,000
Assigned to Other Purposes - Carryover	0	2,310,100	0	0	0	2,014,191
Unassigned Fund Balance	5,349,583	71,160	8,677,444	3,306,741	3,708,052	0
Minimum Fund Balance Policy	6,843,242	6,240,000	6,240,000	9,069,184	8,791,948	8,798,377
Total Beginning Fund Balance	17,687,410	17,573,938	18,710,068	15,827,806	14,500,000	13,712,853
Ending Fund Balance						
Restricted for State Revenue Carryover	367,637	367,637	1,522,101	871,898	1,500,000	975,846
Restricted for Food Service	657,285	657,285	452,869	572,294	300,000	125,000
Restricted for Debt Service	130,000	130,000	0	0	0	250,000
Nonspendable Fund Balance- Inventory and Prepaid	967,702	967,702	1,157,486	1,529,084	1,000,000	1,466,863
Restricted for Self Insurance	60,000	60,000	0	0	0	0
Assigned to Contingencies	6,770,054	1,610,000	200,000	200,000	200,000	200,000
Assigned to Other Purposes - Carryover	2,310,100	0	0	0	0	1,764,703
Unassigned Fund Balance	71,160	8,677,444	3,306,741	2,872,636	2,830,163	208,615
Minimum Fund Balance Policy	6,240,000	6,240,000	9,188,609	8,791,948	8,747,178	8,798,377
Total Ending Fund Balance	17,573,938	18,710,068	15,827,806	14,837,860	14,577,341	13,789,404

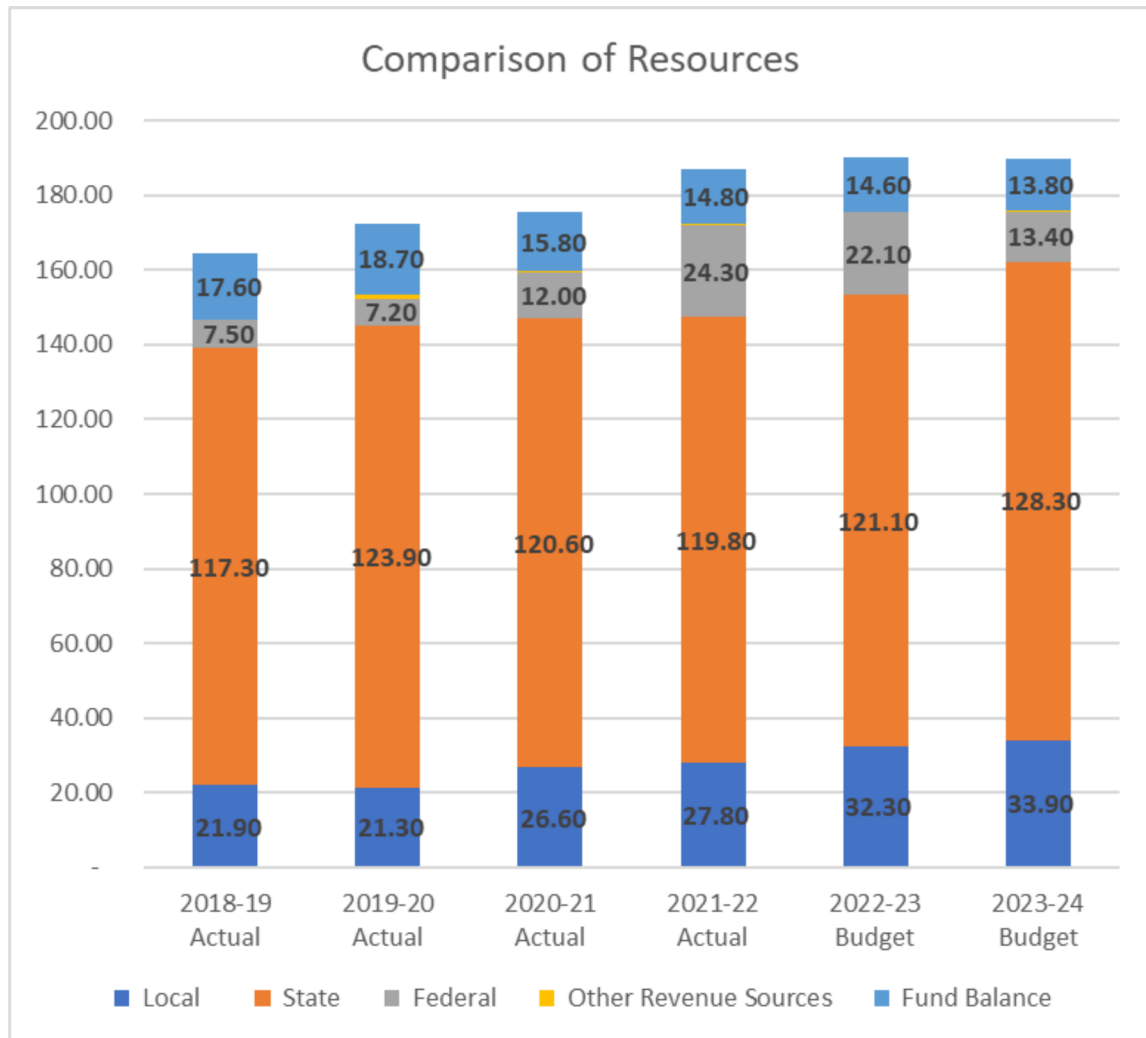
General Fund Revenue

		General Fund Revenue					
		2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
		Actual	Actual	Actual	Actual	Budget	Budget
1100	Local Property Tax	18,304,383	18,596,804	24,544,851	26,185,234	28,166,344	29,751,049
1300	Sale of Tax Title Property	254	8	1,611	1,331	-	1,866
1500	Timber excise Tax	19,211	30,686	25,191	29,468	25,000	15,000
	Total Tax	18,323,849	18,627,498	24,571,653	26,216,033	28,191,344	29,767,915
2100	Tuition and Fees	372,689	237,045	63,863	115,613	342,500	50,000
2173	Summer School Tuition						
2131	Secondary Voc Ed Tuition	93,964	57,490			3	
2173	Summer School Tuition and Fees	20,160	2,550	-	-	-	-
2200	Sale of Goods, Supplies and Services	39,858	17,759	48,413	140,829	92,500	120,000
2231	Secondary Voc Ed Sales of Goods	115,439	94,912				
2289	Other Community Services	163,341	139,761	3,254	109,616	1,555,000	1,269,500
2298	School food Services - Sales of Good	1,403,340	980,291	4,348	156,640	1,390,000	1,527,500
2300	Investment Earnings	357,087	223,097	64,330	54,943	100,000	225,000
2400	Interfund Loan Interest Earnings		23,239				
2450	Other Interest Earnings				994		1,000
2500	Gifts and Donations	703,591	362,834	395,298	556,611	263,000	739,500
2600	Fines and Damages	26,063	16,806	21,499	31,813	25,000	
2700	Rentals	119,934	95,222	45,857	69,206	100,000	75,000
2800	Insurance recoveries		161,633	1,163,868	142,683	-	
2900	Local Support, Non-Tax	92,677	73,072	147,331	115,075	235,000	70,000
2910	E-Rate	51,227	235,950	82,462	84,795	80,000	80,000
	Total Local, Non-Tax	3,559,370	2,721,662	2,040,522	1,578,818	4,183,003	4,157,500
3100	State Apportionment	86,323,767	91,755,483	92,103,566	90,989,132	92,570,431	94,413,372
3121	State Special Ed Apportionment	2,672,671	2,995,573	3,255,410	3,109,326	3,485,649	3,598,572
3300	Local Effort Assistance	2,277,341	1,428,632	891,565	208,118	-	-
	Total State, General Purpose	91,273,779	96,179,688	96,250,541	94,306,575	96,056,080	98,011,943
4100	State Special Purpose, Unassigned	54,598	64,956		1,080		120,000
4121	Special Education	13,761,505	15,211,964	14,779,774	14,868,543	14,615,801	18,144,132
4122	Special Education - Infants and Todd	1,090,528	1,064,268				
4155	Learning Assistance Program	2,882,519	2,741,011	2,810,051	2,376,840	2,790,292	3,202,188
4158	Special Pilot Programs	756,935	1,046,403	1,513,131	1,622,637	563,000	1,134,000
4165	Transitional Bilingual	307,316	345,715	352,687	403,932	385,822	502,260
4174	Highly Capable	293,662	313,668	319,947	279,981	313,182	311,362
4198	School Food Service	54,944	53,293	61,868	86,393	92,169	38,162
4199	Transportation	6,835,461	6,835,461	4,486,608	5,778,470	6,298,270	6,870,000
	Total State, Special Purpose	26,037,467	27,676,739	24,324,066	25,417,876	25,058,536	30,322,104
5300	Federal Impact Aid	393,152	113,564	230,304	127,067	285,000	-
5329	Federal Impact Aid - Special Ed	65,510	18,426	95,766	869,376	100,000	-
	Total Federal, General Purpose	458,661	131,990	326,070	996,443	385,000	-
6100	Special Purpose OSPI Unassigned	4,000	7,157			6,500,000	5,500,000
6111	Fed Special Purpose GEER			214,608	1,976,818	319,799	
6112	Fed Special Purpose ESSER II			1,193,188	3,378,746	-	
6113	Fed Special Purpose ESSER III				3,990,421	-	
6114	Fed Special Purpose ESSER IIII				2,636,835	-	
6123	Special Ed - ARP, IDEA				495,764	-	
6124	Special Ed Supplemental	2,132,440	2,342,968	2,149,762	2,251,488	2,170,007	2,224,591
6138	Secondary Vocational Education	83,376	68,068	72,876	72,642	75,000	75,000
6151	Disadvantaged, Title I Part A	1,795,866	1,455,212	1,765,182	2,422,102	2,520,365	2,025,464
6152	Other Title, School Improvement	175,379	151,207	356,681	835,864	709,429	421,124
6164	Title III LEP	8,954		7,537	44,374	80,395	40,570
6167	Indian Ed - JOM		24,149				
6176	ESSER I			1,549,861		6,620,000	
6189	Other Community Services	23,066	968,531	3,391,396			
6198	School Food Service	1,912,140	1,240,248	4,818	4,564,313	2,205,000	2,539,515
6200	Direct Special Purpose Grants	86,797	89,684	84,023	96,091	100,000	108,500
6261	Head Start	19,245	21,011	2,547	21,194	15,000	15,000
6268	Indian Ed	41,384	37,197	49,126	33,089	40,000	50,990
6278	Youth Training - Direct Grants				7,090		
6300	Federal Grants Through Other Agenc	338,215	314,177	203,153	181,481		
6310	Medicaid Administrative Match	89,139	84,984	71,742	42,557	80,000	80,000
6321	Special Ed Medicaid Match	12,209	3,191	-	-	-	-
6361	Head Start		2,547	(2,547)			
6376	Targeted Assistance - ESSER I			310,000			
6378	Youth Training			10,413			
6998	USDA Commodities	329,370	232,254	227,903	289,687	300,000	300,000
	Total Federal, Special Purpose	7,051,581	7,042,584	11,662,267	23,340,557	21,734,995	13,380,754
8200	Private Foundations	1,852	-	-	-	-	-
	Total Revenues From Other Entities	1,852	-	-	-	-	-
9300	Sale of Surplus Equipment	13,489	3,283	4,504	85,020	80,000	20,000
9500	Long-Term Financing				293,969		300,000
9900	Transfers	-	1,153,291	-	-	150,000	-
	Total Other Financing Sources	13,489	1,156,574	4,504	378,989	230,000	320,000
	GRAND TOTALS	146,720,048	153,536,735	159,179,623	172,235,292	175,838,958	175,960,216

Comparison of Total Resources (including Fund Balance)

General Fund (GF)						
	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2023-24 Budget
Local	21.90	21.30	26.60	27.80	32.30	33.90
State	117.30	123.90	120.60	119.80	121.10	128.30
Federal	7.50	7.20	12.00	24.30	22.10	13.40
Other Revenue Sources	0.15	1.20	0.45	0.38	0.23	0.32
Total Revenue	146.85	153.60	159.65	172.28	175.73	175.92
Fund Balance	17.60	18.70	15.80	14.80	14.60	13.80
Total Resources	164.45	172.30	175.45	187.08	190.33	189.72

(Numbers are in Millions and may not total exactly due to rounding)



General Fund Expenditures

General Fund	Summary of Expenditures by Program	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Program	Title	Actual	Actual	Actual	Actual	Budget	Budget
01	BASIC EDUCATION	77,016,069	74,297,876	75,852,908	69,984,027	74,395,904	81,613,883
02	ALTERNATIVE LEARNING	3,270,269	6,869,059	14,348,507	11,998,609	3,675,168	3,895,303
11	SLFRF Enrollment Stabilization	-	0	0	1,976,818	0	0
12	ESSER II Federal	-	0	1,193,188	3,382,788	7,061,490	0
13	ESSER III Federal Spcl Purpose	-	0	46,562	3,990,054	2,374,988	0
14	ESSER III Federal Learning Loss	-	0	0	2,737,190	2,530,248	0
21	SPECIAL EDUCATION	17,589,437	20,759,199	22,286,002	23,339,021	23,072,172	25,563,453
22	SPED 0-2 STATE	918,331	1,027,407	0	0	0	0
23	SPED IDEA ARP 611	-	0	0	495,764	0	0
24	SPED IDEA GRANT	2,132,440	2,342,968	2,149,452	2,251,488	4,135,907	2,224,591
29	SPED FED IMPACT AID	109,264	18,426	95,766	869,376	0	0
31	CTE HIGH SCHOOL	5,537,489	5,368,962	6,434,442	6,493,653	5,794,274	6,678,278
34	CTE MIDDLE SCHOOL	2,017,890	2,201,259	2,330,888	2,422,080	2,659,284	3,375,015
38	CTE PERKINS GRANT	80,709	66,195	70,006	69,408	64,666	71,963
51	TITLE I GRANT	1,723,829	1,415,596	1,686,260	2,314,209	2,183,276	1,943,450
52	TITLE II GRANT	161,868	147,045	329,955	814,052	599,959	404,072
55	LEARNING ASSISTANT PROG	2,649,330	2,664,152	2,691,138	2,382,509	2,551,438	3,072,528
58	SPECIAL & PILOT PROGRAMS	703,202	1,139,785	1,334,083	1,546,664	544,839	1,119,667
61	HEAD START, FEDERAL	20,725	20,505	0	21,167	15,511	15,000
64	LIMITED ENGLISH PROFICIENCY	11,729	23,485	7,240	42,666	64,962	38,927
65	TRANSITIONAL BILINGUAL	307,217	296,780	327,995	425,631	430,504	482,923
68	INDIAN ED	44,402	37,197	54,746	46,835	53,299	48,925
73	SUMMER SCHOOL	57,068	3,683	12,752	38,777	44,773	0
74	HIGHLY CAPABLE	293,662	1,259,458	250,125	296,497	345,173	298,755
79	INSTRUCTIONAL PROG, OTH	417,846	344,134	287,027	297,498	6,573,385	6,593,391
86	COMMUNITY SCHOOLS	5,197	2,694	0	862	2,500	0
89	OTHER COMMUNITY SERVICES	614,215	2,495,092	3,575,985	400,691	1,211,436	1,579,662
97	DISTRICTWIDE SUPPORT	18,341,974	20,563,737	20,889,758	21,999,649	22,350,532	22,865,699
98	FOOD AND NUTRITION SVCS	3,544,696	1,672,285	463,478	4,175,058	4,016,549	4,405,207
99	TRANSPORTATION	7,242,121	7,234,668	5,343,622	7,782,196	9,009,379	9,342,973
*****	GRAND TOTAL	\$ 144,810,980	\$ 152,271,648	\$ 162,061,885	\$ 172,595,235	\$ 175,761,616	175,633,665

General Fund	Summary of Expenditures by Activity	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Activity	Title	Actual	Actual	Actual	Actual	Budget	Budget
27	TEACHING	83,378,225	87,260,852	95,918,202	98,425,729	102,639,874	100,230,107
28	EXTRA CURRICULAR	1,650,612	1,401,171	1,152,797	1,607,325	1,665,755	2,147,893
29	PAYMENTS TO SCH DISTRICTS	145,570	101,778	61,999	50,162	0	105,000
Subtotal		85,174,407	88,763,802	97,132,998	100,083,216	104,305,629	102,483,000
22	LEARNING RESOURCES	1,412,440	1,432,855	1,470,106	1,487,481	1,339,579	1,500,204
24	GUIDANCE - COUNSELING	3,788,625	3,914,157	4,106,680	4,165,966	4,344,162	4,402,465
25	PUPIL MANAGEMENT & SAFETY	2,906,257	3,084,511	2,965,808	3,531,619	3,449,716	3,488,965
26	HEALTH SERVICES	6,032,448	7,112,964	7,675,769	8,659,025	8,308,631	8,842,608
31	INSTRUCTIONAL PROF DEVEL	3,177,610	2,683,617	3,363,695	4,450,461	3,706,304	4,397,084
32	INSTRUCTIONAL TECHNOLOGY	785,357	1,099,401	814,442	638,533	254,830	321,295
33	CURRICULUM DEV/INSTR SVS	996,771	859,443	1,075,959	818,727	751,000	155,000
34	PROFESSIONAL DEV-STATE PD DAYS	241,576	485,198	650,689	963,522	0	
Subtotal		19,341,084	20,672,147	22,123,148	24,715,333	22,154,222	23,107,621
42	FNS FOOD	1,269,344	1,282,643	1,291,698	1,554,125	1,494,091	1,567,500
44	FNS OPERATIONS	1,634,632	1,801,302	1,740,297	2,019,643	2,248,234	2,400,213
49	FNS CREDIT TRANSFERS	(90,885)	-1,062,341	-3,334,230	-72,111	-135,150	0
52	OPERATIONS	4,307,593	4,733,920	3,473,109	5,571,158	6,367,863	6,858,668
53	MAINT. OF SCHOOL BUSES	2,028,419	1,645,717	1,214,662	1,344,315	1,496,754	1,524,737
56	INSURANCE - TRANSPORTATN	168,620	186,118	116,900	196,044	225,000	225,000
59	TRANSFERS	(379,341)	-170,012	-180,379	-162,938	0	(180,000)
62	GROUNDS MAINTENANCE	1,115,109	860,379	1,067,656	1,458,939	1,123,656	1,088,097
63	OPERATION OF BUILDINGS Custodi	3,731,682	4,432,235	4,441,357	4,717,621	5,279,817	5,365,573
64	BLDG MAINTENANCE/UPGRADES	2,047,943	4,107,634	3,541,274	2,550,759	2,235,935	2,221,859
65	UTILITIES	2,521,439	2,482,355	2,519,684	2,972,026	2,923,200	3,345,674
67	BLDG & PROP SECURITY	116,111	68,465	69,287	82,135	93,426	67,100
68	INSURANCE - General Liability	1,094,721	1,001,655	1,215,322	1,412,535	1,582,667	1,899,200
72	INFORMATION SYSTEMS	2,348,025	2,581,995	3,578,822	3,098,044	3,223,142	3,207,441
74	WAREHOUSING & DISTRIBUTN	230,311	296,931	267,964	423,792	269,286	276,749
75	MOTOR POOL	(4,324)	-2,973	-59	-10,831	-20,950	(21,050)
83	OTHER INTEREST	-	0	0	6,234	0	0
84	PRINCIPAL	-	0	0	126,991	0	0
85	DEBT-RELATED EXPENDITURES	-	0	0	160,744	0	0
91	COMMUNITY SERVICE	461,231	1,416,076	3,514,571	236,774	269,460	264,155
Subtotal		22,600,629	25,662,098	24,537,934	27,685,999	28,676,431	30,110,916
23	PRINCIPAL'S OFFICE	7,237,358	7,626,360	7,860,180	8,656,909	8,619,144	8,617,738
Subtotal		7,237,358	7,626,360	7,860,180	8,656,909	8,619,144	8,617,738
11	BOARD OF DIRECTORS	491,574	323,491	482,436	408,362	375,627	436,427
12	SUPERINTENDENT'S OFFICE	726,595	584,505	590,226	650,953	755,420	681,155
13	BUSINESS OFFICE	1,493,594	1,553,323	1,589,429	1,917,171	2,064,692	1,667,335
14	HUMAN RESOURCES	1,171,032	1,208,559	1,191,641	1,192,319	1,388,081	1,274,359
15	PUBLIC RELATIONS	374,320	320,180	336,822	365,738	394,512	438,417
21	SUPERVISION - INSTRUCTION	3,547,308	3,338,113	4,161,677	4,529,239	4,877,066	4,742,882
41	FNS SUPERVISION	362,862	391,287	547,360	417,220	409,374	437,494
43	FNS COMMODITIES	368,743	227,925	220,875	300,292	0	0
51	SUPERVISION - TRANSPORT	1,116,831	838,777	781,212	868,853	919,762	914,568
61	SUPERVISION - PLANT	804,643	761,082	505,946	803,631	821,656	721,753
Subtotal		10,457,501	9,547,241	10,407,625	11,453,778	12,006,190	11,314,390
****	GRAND TOTAL	\$ 144,810,980	\$ 152,271,648	\$ 162,061,885	\$ 172,595,235	\$ 175,761,616	175,633,665

Summary of Expenditures by Object		2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	
General Fund	Object	Actual	Actual	Actual	Actual	Budget	Budget	
	Object							
	Title							
	2000	CERTIFICATED SALARIES	66,010,343	66,163,533.58	67,275,867.05	71,823,545	70,757,619	76,299,345
	3000	CLASSIFIED SALARIES	22,185,701	24,584,097.74	23,132,448.93	27,670,515	30,277,984	31,698,457
	4000	EMPLOYEE BENEFITS	33,240,427	35,009,935.21	36,604,410.80	37,234,178	38,664,298	36,850,193
	5000	SUPPLIES	7,772,199	7,514,762.41	8,838,466.87	10,636,666	21,535,643	14,842,934
	7000	CONTRACTUAL SERVICES	13,837,014	17,888,425.66	24,956,967.36	23,773,787	13,774,271	14,987,773
	8000	TRAVEL	501,781	349,976.78	28,838.76	447,615	174,896	228,858
	9000	CAPITAL OUTLAY	1,263,515	760,916.37	1,224,884.98	1,008,929	576,905	726,105
	****	GRAND TOTAL	\$ 144,810,980	\$ 152,271,648	\$ 162,061,885	\$ 172,595,235	\$ 175,761,616	175,633,665

Program Codes

Program codes describe the direct expenses using state defined programs (e.g. basic education, special education, school food services, etc.). State defined activity codes label expenses by the activities accomplished with the expense (e.g. teaching, counseling, maintenance, utilities, etc.). Certain activity codes, such as teaching, may be used with many programs, while other activities are restricted to a limited number of programs.

Activity Codes

Activity codes are divided amongst five activity group categories of operating expenditures and include the following description and summary detail of district expenditures within these categories.

Teaching – Teaching includes expenditures for teachers, educational assistants, extracurricular activities, and teaching supplies.

Teaching Support – Teaching support includes librarians, counselors, psychologists, health services, security officers, playground and lunch supervisors, coaches, and student safety personnel. Also included are textbooks, curriculum, instructional technology, professional development, assessment, and curriculum development.

Principal's Office – Principal's office (also called unit administration) includes principals, assistant principals, school office support, and school office supplies.

Other Support Activities – Other support activities include the cost of building operations, including grounds, building maintenance, custodial services, utilities, property management, property and liability insurance, technology services, printing, mailroom services, procurement, and warehouse services. This group also includes the expenses for school buses, Metro bus passes, and the food and operations of the district lunch and breakfast program.

Central Administration – Central administration includes the Superintendent, Deputy Superintendent and the Board of Directors. Also included are business and human resource services, communications, legal costs, and the supervision of the central departments mentioned above in Other Support Activities.

Object Codes

Object codes represent expenses in a way that describes the item or service that was purchased or performed such as salaries and benefits, supplies and materials (MSOCs), contract services, etc. Objects may be used in combination with nearly all program and activity codes. As anticipated expenditures change, the budget by object is reviewed annually for alignment of expectations. Budget changes do not necessarily reflect a plan to spend more or less in these areas from the prior year but rather an effort to budget more accurately in the proportions of anticipated expenditures.

General Fund Staffing

Staffing at the schools starts with enrollment projections. Enrollment drives teaching staffing. Once teaching staff is determined, classified staffing is based upon established staffing models and varies between Elementary, Middle and High School. District staffing is reviewed annually. Staffing for categorical and grant programs are staffed within revenue whenever feasible.

Salary and benefits are budgeted based upon legislative IPD and bargaining agreements. In some years bargaining may not be complete (2022-23) in time for budget and an estimate is used. For 23-24, bargaining was completed in time to reflect all adjustments to salaries. Salary and Benefits account for 82.47% of budget.

The staffing budget is a plan and will change. The following are some example of staffing adjustments that occur throughout a fiscal year:

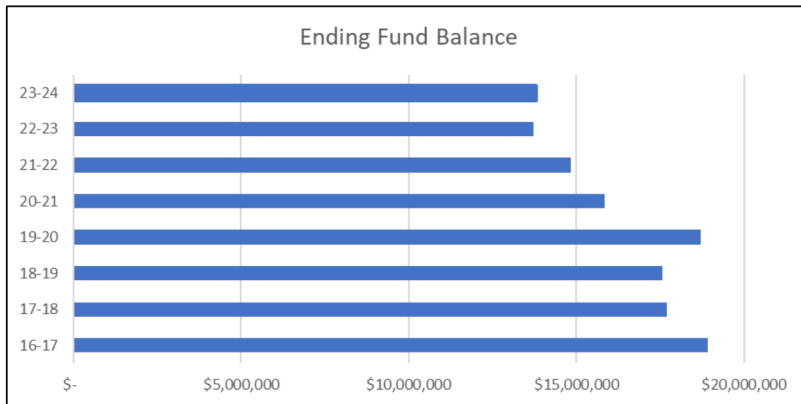
- Staff leave and are replaced resulting in a different cost for salary and benefits.
- Enrollment doesn't come in as projected, either in total or by school. We may anticipate a grade at a particular school will have 23 students in a class but 30 students may show up resulting in the need to hire an additional teacher.
- District needs change – there are many instances that occur – COVID is a good example of a change. Another example is a high needs student that enrolls that was unplanned which requires additional supports beyond what is budgeted.

		23-24 Budget		22-23 Budget		22-23 State Reported Staffing		23-24 Budget vs 22-23 Budget		23-24 Budget vs 22-23 State Reported	
Program		Cert	Class	Cert	Class	Cert	Class	Cert	Class	Cert	Class
1	BASIC EDUCATION	464.942	88.578	421.173	96.883	423.824	90.394	43.769	-8.305	41.118	-1.816
97	DISTRICTWIDE SUPPORT	3	120.263	3	124.471	3	124.44	0	-4.208	0	-4.177
Subtotal	BASIC EDUCATION	467.942	208.841	424.173	221.354	426.824	214.834	43.769	-12.513	41.118	-5.993
	STATE FUNDED	463.66	130.52	449.519	128.615						
Subtotal 2	ALTERNATIVE LEARNING	20.8	3.9	21.36	4.343	21.3	3.965	-0.56	-0.443	-0.5	-0.065
12	ESSER II Federal			2	1	0.169		-2	-1	-0.169	0
13	ESSER III Federal Spcl Purpose			17.09		19.089		-17.09	0	-19.089	0
14	ESSER III Federal Learning Loss			19		14		-19	0	-14	0
Subtotal	ESSER	0	0	38.09	1	33.258	0	-38.09	-1	-33.258	0
21	SPECIAL EDUCATION	108.533	117.998	96.964	113.76	87.864	103.598	11.569	4.238	20.669	14.4
24	SPED IDEA GRANT	16.7	0	33.1		33.149	0	-16.4	0	-16.449	0
Subtotal	SPECIAL EDUCATION	125.233	117.998	130.064	113.76	121.013	103.598	-4.831	4.238	4.22	14.4
31	CTE HIGH SCHOOL	34.55	5.37	33.384	4.029	34.55	4.121	1.166	1.341	0	1.249
34	CTE MIDDLE SCHOOL	16.65	0.863	12.033	0.863	15.85	0.863	4.617	0	0.8	0
Subtotal	CAREER TECH EDUCATION	51.2	6.233	45.417	4.892	50.4	4.984	5.783	1.341	0.8	1.249
51	TITLE I GRANT	11.182	0.384	13.76	0.449	11.68	0.45	-2.578	-0.065	-0.498	-0.066
52	TITLE II GRANT	2		2		1		0	0	1	0
55	LEARNING ASSISTANT PROG	15.4	1.746	14.58	1.051	14.733	1.05	0.82	0.695	0.667	0.696
58	SPECIAL & PILOT PROGRAMS	0	1		1	0	1	0	0	0	0
61	HEAD START, FEDERAL		0.123		0.147		0.147	0	-0.024	0	-0.024
64	LIMITED ENGLISH PROFICIENCY		0.184		0		0.184	0	0.184	0	0
65	TRANSITIONAL BILINGUAL	1.482	2.809	0.95	3.867	1.53	2.236	0.532	-1.058	-0.048	0.573
68	INDIAN ED		0.551		0.735	1	0.551	0	-0.184	-1	0
74	HIGHLY CAPABLE	1.5	0.588	1	0.588	0.7	0.588	0.5	0	0.8	0
79	INSTRUCTIONAL PROG, OTH	0.7		0.7		3.413		0	0	-2.713	0
89	COMMUNITY SCHOOLS	5.167	6.809	2.667	4.809	3.413	3.809	2.5	2	1.754	3
98	FOOD AND NUTRITION SVCS		26.526		26.2		24.172	0	0.326	0	2.354
99	TRANSPORTATION		67.502		65.781		60.348	0	1.721	0	7.154
Subtotal	GRANT & CATEGORICAL	37.431	108.222	35.657	104.627	37.469	94.535	1.774	3.595	-0.038	13.687
	GRAND TOTAL	702.606	445.194	694.761	449.976	690.264	421.916	7.845	-4.782	12.342	23.278

General Fund Balance

Board policy requires 5% of budgeted revenue for a minimum fund balance. In addition to the minimum fund balance, the fund balance consists of other funds that are assigned or restricted. In some years there may be an unassigned or undesignated balance in the fund balance. An unassigned or undesignated balance may be used for any expenditures the District/Board believe are pertinent. Having a healthy fund balance allows for sufficient cash flow since funding received is different each month. The schedule of apportionment payments is to the right. In addition to these payments, taxes are received in two installments – Fall and Spring.

Month	Final Date of Revisions * Received at OSPI	Date Documentation Transmitted to ESDs and SDs	Electronic Moneys Transfer Date	Apportionment Payment Percentage
September 2022	20	26	September 30	9.0
October	19	25	October 31	8.0
November	16	22	November 30	5.0
December	19	23	December 30	9.0
January 2023	19	25	January 31	8.5
February	15	22	February 28	9.0
March	21	27	March 31	9.0
April	18	24	April 28	9.0
May	18	24	May 31	5.0
June	20	26	June 30	6.0
July	19	25	July 31	12.5
August	21	25	August 31	10.0
			Total	100.0



Year	Ending Fund Balance	
16-17	\$ 18,911,886	
17-18	\$ 17,687,410	
18-19	\$ 17,573,938	
19-20	\$ 18,710,068	
20-21	\$ 15,827,806	
21-22	\$ 14,837,860	
22-23	\$ 13,712,853	*Projected
23-24	\$ 13,789,404	*Budgeted

Ending Fund Balance						
Restricted for State Revenue Carryover	367,637	367,637	1,522,101	871,898	1,500,000	975,846
Restricted for Food Service	657,285	657,285	452,869	572,294	300,000	125,000
Restricted for Debt Service	130,000	130,000	0	0	0	250,000
Nonspendable Fund Balance- Inventory and Prepaid	967,702	967,702	1,157,486	1,529,084	1,000,000	1,466,863
Restricted for Self Insurance	60,000	60,000	0	0	0	0
Assigned to Contingencies	6,770,054	1,610,000	200,000	200,000	200,000	200,000
Assigned to Other Purposes - Carryover	2,310,100	0	0	0	0	1,764,703
Unassigned Fund Balance	71,160	8,677,444	3,306,741	2,872,636	2,830,163	208,615
Minimum Fund Balance Policy	6,240,000	6,240,000	9,188,609	8,791,948	8,747,178	8,798,377
Total Ending Fund Balance	17,573,938	18,710,068	15,827,806	14,837,860	14,577,341	13,789,404

Budget Capacity

The adoption of the budget limits the total spending of the district to a set amount. It is necessary to build room in the budget for potential unknown revenues called budget capacity. Included in the \$175.6 million 2023-24 general fund budget is \$6.5 million of budget capacity. Capacity is added in local taxes since the final amount allowable to collect (inflation factor) is not known until October of 2023 after the budget is adopted.

Without this capacity, the district would need to go through the expensive and time-consuming process of formally requesting and filing a budget extension with the Washington State Office of Superintendent of Public Instruction (OSPI) each time one of the following events occurs:

- A need arises to use unanticipated prior year carryover (carryover is currently held in the fund balance and can be expended. If expended, the fund balance in this area may go down)
- New funds are received such as new or increased grant awards, or added state funds for additional enrollment

To allow the school board and staff to focus on educational issues, the district adds capacity to the budget, based on history and future estimates. The \$6.5 million of budget capacity for 2023-24 is included above. Budget capacity funds in 2023-24 are released for expenditures only when the final amounts from 2022-23 are known or if new funds are received in 2023-24.

Budgeted Revenue Capacity	
Local Taxes	\$ 1,000,000
Federal	\$ 5,500,000
Total Capacity	\$ 6,500,000
Budgeted Expenditure Capacity	
Other Instructional Programs	\$ 6,500,000
Total Capacity	\$ 6,500,000

Materials, Supplies and Operating Cost Disclosure

	State Funding	General Fund District Expenses
Total	\$ 11,410,599	\$ 14,538,348
Less capacity for Running Start		\$ 12,738,348
State Underfunding of District MSOC Expenses		(\$1,327,749)
<small>State funding amount is Sum of MSOC amounts on F203 1191 MSOC report for Regular Instruction and grades 9-12 additional. GF Dist Expenses is all OBBB 5000's-9000's from F195 Program summary by Object for Programs 1, 2 and 97</small>		

Other Funds

Associated Student Body Fund is student monies. Revenue in this fund is collected through ASB fees, donations, and fundraising. Expenditures are for Cultural, Athletic, Recreational or Social activities. The ASB officers (students) determine the budgets and approve all expenditures with oversight of an ASB advisor.

Associated Student Body (ASB)						
	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2023-24 Budget
Beginning Fund Balance	734,667	748,616	780,618	704,963	790,375	735,459
Revenues	974,120	504,463	120,172	480,860	1,166,266	826,076
Transfer In						
Expenditures (Appropriation)	960,171	472,461	195,827	405,470	1,262,175	868,237
Transfer Out						
Revenues Over (Under) Exp.	13,949	32,002	(75,655)	75,390	(95,909)	(42,161)
Ending Fund Balance	\$ 748,616	\$ 780,618	\$ 704,963	\$ 780,353	\$ 694,466	\$ 693,298

The Debt Service Fund is for voted and non-voted debt processing. Currently South Kitsap School District has no voted debt. For the 23-24 budget, there is two non-voted loans that are paid from this fund. The turf field at the high school has \$207,685 owing and will be fully paid in 2024-25. This debt is paid from capital project impact fees. The second non-voted debt is for the high school chiller project which was approved in 22-23 SY. The chiller debt has \$2.5M owing and will be fully paid in 2032-33. This debt is paid from the general fund and there is money set aside in the general fund budget fund balance reserved for the annual debt payment.

Debt Service Fund (DSF)						
	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2023-24 Budget
Beginning Fund Balance	2,085	2,154	2,188	2,196	2,207	2,245
Revenues						
Transfer In	515,527	512,752	385,299	381,021	438,000	355,400
Expenditures (Appropriation)	515,458	512,718	385,290	381,009	440,000	355,400
Transfer Out						
Revenues Over (Under) Exp.	69	34	9	11	(2,000)	-
Ending Fund Balance	\$ 2,154	\$ 2,188	\$ 2,196	\$ 2,208	\$ (437,793)	\$ 2,245

The Capital Projects Fund is for projects that are capital in nature. South Kitsap School District had a Capital Projects Levy which funded many projects during the life of the levy. This levy expired in 2022 and no further collections will be made. This expiration resulted in a drop in the tax rates for taxpayers in 2023. There are only two outstanding projects: Middle School Tracks and Pool Modernization. We are budgeting \$8.8M in expenses but that may be less if we receive invoices in 22-23. The timing of invoices and payment effects the expenditures.

Capital Projects Fund (CPF)						
	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2023-24 Budget
Beginning Fund Balance	1,295,139	1,712,497	3,279,957	4,882,795	4,852,155	5,200,000
Revenues	4,422,393	7,192,158	6,309,567	7,345,935	8,944,162	3,755,000
Transfer In						
Expenditures (Appropriation)	3,618,535	4,087,646	4,321,439	6,995,566	12,750,340	8,800,170
Transfer Out	386,500	1,537,052	385,290	381,009	530,000	105,400
Revenues Over (Under) Exp.	417,358	1,567,460	1,602,838	(30,641)	(4,336,178)	(5,150,570)
Ending Fund Balance	\$ 1,712,497	\$ 3,279,957	\$ 4,882,795	\$ 4,852,155	\$ 515,978	\$ 49,430

The Transportation Vehicle Fund is solely for the purchase of buses. We receive funding from the state based on the depreciation value of the buses we have. This funding is used to buy newer buses. To maximize funding it is our goal to use all the funds we receive when we receive them, however purchasing can be a challenge with supply chain issues.

Transportation Vehicle Fund (TVF)						
	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Budget	2023-24 Budget
Beginning Fund Balance	625,086	622,069	68,817	570,453	367,261	1,240,000
Revenues	617,354	578,956	501,636	1,272,083	998,577	1,000,000
Transfer In	740,292					
Expenditures (Appropriation)	1,360,663	1,132,209	-	1,475,274	1,320,000	2,240,000
Transfer Out						
Revenues Over (Under) Exp.	(3,017)	(553,253)	501,636	(203,191)	(321,423)	(1,240,000)
Ending Fund Balance	\$ 622,069	\$ 68,816	\$ 570,453	\$ 367,262	\$ 45,838	\$ -

Glossary of Terms & Acronyms

Generally Accepted Accounting Principles (GAAP) –

Uniform minimum standards of and guidelines to financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP includes not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides the standard by which to measure financial presentations. The primary authoritative statement on the application of GAAP to state and local governments is GASB Statement 1.

Governmental Funds – These funds track the finances of a district’s basic services and are reported in the district wide financial statements; they are reported using the current financial resources measurement focus and modified accrual basis of accounting, and include the general, special revenue, debt service, capital projects, and permanent funds.

Improvements – An addition made to, or change made in, a capital asset, other than maintenance, to prolong its life or to increase its efficiency or capacity. The cost of the improvement is added to the book value of the asset. Improvements are charged to Object 9 in expenditure coding or are accounted for in the capital projects fund.

Individualized Education Program (IEP) – A written plan that includes (1) a statement of the student’s present level of functioning, (2) a statement of annual goals and short-term objectives for achieving those goals, (3) a statement of services to be provided and the extent of regular instruction, (4) the starting date and expected duration of services, and (5) evaluation procedures and criteria for monitoring progress.

Instruction – Instruction includes the activities administered or supervised by a certified teacher dealing directly with the teaching of students. Teaching may be provided for pupils in a classroom in another location such as a home or hospital, and other learning situations such as those involving co-curricular activities. It may also be provided through some other approved medium such as the internet, telephone, and/or other media.

Instructional Material – Any devices, content materials, methods, or experiences used for teaching and learning purposes. These include printed and non-printed materials.

Internal Control – A process, adopted by a school district’s board of directors, management, and other personnel, designed to provide reasonable assurance regarding the achievement of objectives in the following categories: effectiveness and efficiency in operations, reliability of financial reporting, and compliance with applicable laws and regulations.

Level of Effort Requirements – Requirement that a grant recipient not use grant resources to reduce its own local resources in a given program or activity.

Levy – (1) To impose taxes or special assessments, or (2) the total of taxes or special assessments imposed by a governmental unit. There are four types of school district levies: excess general fund levies (known as maintenance and operations levies); debt service fund levies; transportation vehicle fund levies; and capital project fund levies.

Maintenance – The act of keeping capital assets in a state of good repair and/or condition. It includes preventive maintenance, normal periodic repairs, replacement of parts and/or structural components, and other activities necessary to maintain the asset.

Modified Accrual Basis – The accrual basis of accounting adapted to the governmental fund-type measurement focus. Under this basis, revenues and other resources are recognized when they “measurable” and “available to finance expenditures of the current period.” “Available” means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the liability is incurred except for (1) inventories that may be considered expenditures either when purchased or used, and (2) pre-paid items that may be considered expenditures either when paid or when consumed.

Original Budget – First complete appropriated budget. It may include the effects of adjustments adopted *before* the beginning of the fiscal year.

Other Financing Sources – The face value of the governmental fund general long-term debt. Amount equal to the present value of minimum lease payments arising from capital leases, sales of general fixed assets, and operating transfers in. Such amounts are classified separately from revenues on the governmental operating statement.

Other Financing Uses – Governmental fund transfers to other funds and the amount of refunding bond proceeds deposited with the escrow agent. Such amounts are classified separately from expenditures on the governmental operating statement.

Personnel – Administrative – Employees whose activities include development, coordination and evaluation of instructional programs that are organization-wide. For example, superintendent, directors, associate directors and building administrators.

Personnel – Certificated – Employees such as teachers, counselors, librarians and others who serve in positions covered under the continuing contract law that hold a professional education certificate issued by OSPI and are employed by a school district in positions for which such certificate is required by statute, rule of the State Board of Education, or written policy or practice of the employing district.

Personnel – Classified – Employees such as educational assistants, office support, trades and other supervisory, professional/technical, and other positions who do not hold a professional education certificate issued by OSPI or are employed by the district in positions not requiring such a certificate.

Personnel – Full-Time – Certificated employees who work the full number of days under local standard contract (assuming state minimum length of contract) or classified employees who work 2,080 hours or more per year.

Program – A plan of activities designed to accomplish a set of objectives. Educational programs consist of activities of a school district that are directly involved in the instruction and education of students.

Purchase Order – A document that authorizes a vendor to deliver described merchandise or render services at a specified price.

Refunding Bonds – Bonds issued to retire bonds already outstanding. The refunding bonds may be used to provide the resources for redeeming outstanding bonds, or the refunding bonds may be exchanged with the holders of the outstanding bonds.

Regionalization – Additional state % added to allocation for salaries. For SKSD, we receive 18% regionalization. Some districts receive \$0. Amounts range from 6-22%

Resolution – A special or temporary order of the school board; an order of the school board requiring less legal formality than an ordinance or statute.

Running Start – A program option allowing students in grades 11 and 12 to simultaneously earn high school and college credit. Running Start students do not pay tuition, but are responsible for the payment of college fees, books, transportation, etc. By earning both high school and college credit, students are able to accelerate their progress through the education system.

Special Education – Specially designed instruction provided to an eligible student as defined in Chapter 392- 172A WAC. Specially designed instruction shall be provided at no cost to the parents, in conformance with the student's individualized education program (IEP), and designed to meet the unique needs of the student.

Statute – A written law enacted by a duly organized and constituted legislative body.

Student Body Activities – Direct and personal services for public school pupils, such as interscholastic athletics, entertainments, publications, clubs, bands, and orchestras, that are managed or operated by the student body under the guidance and direction of adults and are not part of the regular instructional program.

Tax Rate – The amount of tax stated in terms of a unit of the tax base; for example, \$1.90 per thousand dollars of assessed valuation.

Tax Rate Limit – The maximum rate or amount of general property tax that a local government may levy.

Unassigned Fund Balance – Fund balance of not less than five percent of the projected revenue in the General Fund for use in the event of an emergency or other economic impact.

Warrant – A written order drawn by the school board or its authorized officer directing the county treasurer to pay a specific amount to a designated payee.

Warrants Outstanding – The total amount of unpaid warrants. Also referred to as warrants payable.

Acronym Reference

AAFTE	Annual Average Full Time Equivalent
ADA	Americans with Disabilities Act
AP	Advanced Placement
ASB	Associated Student Body
ASBO	Association of School Business Officials
AV	Assessed valuation.
CFP	Capital Facilities Plan
COLA	Cost of Living Adjustment
CPI	Consumer Price Index
CTE	Career and Technical Education
DRS	Department of Retirement Systems
EL	English Learner
ESD	Educational Service District
ESEA	Elementary and Secondary Education Act
FRL	Free and Reduced Lunch
FTE	Full Time Equivalent

GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
HSPE	High School Proficiency Exam
HCA	Health Care Authority
IDEA	Individuals with Disabilities Education Act
IEP	Individual Educational Program
IPD	Implicit Price Deflator – new term for Cost of Living Adjustment
MSOC	Materials, Supplies and Operating Costs
NBPTS	National Board for Professional Teaching Standards
OSPI	Office of Superintendent of Public Instruction
OPEB	Other Post-Employment Benefits
RCW	Revised Code of Washington
SBA	Smarter Balanced Assessment
SKSD	South Kitsap School District
SPED	Special Education
USDA	US Department of Agriculture
WAC	Washington Administrative Code
WSSDA	Washington State School Directors Association