

# **BUDGET PREPARATION—INTRODUCTION**

## **PURPOSE**

This chapter provides guidance for school district revenue forecasting and budget preparation. Information about state apportionment procedures and requirements is also provided.

## **F-203 ESTIMATES FOR STATE REVENUES**

Districts must complete Form F-203 Estimates for State Revenues as part of the budget process. OSPI will use F-203 data submitted with the district's final adopted budget to determine 2008-09 state apportionment payments beginning in September 2008. Failure to properly complete Form F-203 may result in delay or miscalculation of apportionment payments to the district.

After budget adoption, a district may request revisions to F-203 estimates used for apportionment. The request should be in the form of a letter addressed to Steve Shish, OSPI, School Apportionment and Financial Services, PO Box 47200, Olympia, WA 98504-7200.

Beginning in January 2009, OSPI apportionment calculations will use actual year-to-date enrollment, staff mix factor, staff ratio, and other funding assumptions in lieu of F-203 estimates.

## **ADDITIONAL BUDGET INFORMATION AVAILABLE**

### **2008–09 Budget Updates Webpage**

School Apportionment and Financial Services (SAFS) is posting useful budget information to our "2008-09 Budget Preparations" webpage. The page contains links to the text of the 2008-09 State Operating Budget for K–12 education, levy authority and local effort assistance estimates, current projections of LAP funding, and various other documents to assist districts preparing 2008-09 budgets. Budget information that becomes available after the publication of this handbook will be posted to this site.

The SAFS website is <http://www.k12.wa.us/safs/>. Select the link titled "2008-09 Budget Preparations." ESDs and school districts are encouraged to check this page periodically for new information. (Refresh your browser links to get the most current postings.)

### **iGrants Form Packages**

iGrants is the OSPI web-based application for School Districts and ESDs to use when applying for grants administered through OSPI. Districts may use iGrants to apply for the grants or program approval for most programs including the following:

### **Federal Entitlement Programs:**

- Title I Part A Improving Basic Programs
- Title I Part B Even Start Family Literacy
- Title I Part C Education for Migrant Children
- Title I Part D Subpart 1 State Agency
- Title I Part D Subpart 2 Local Agency
- Title II Part A Teacher and Principal Quality
- Title II Part D Enhancing Education Through Technology
- Title III Language for Limited English Proficiency
- Title IV Part A Safe and Drug Free

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- Title V Innovative Programs
- Title VI Flexibility and Accountability
- Title X Education for Homeless Children and Youths
- 21<sup>st</sup> Century Community Learning Centers
- Carl Perkins Vocational and Technical
- Comprehensive School Reform
- District Improvement Assistance
- Emergency Immigrant
- Learn and Serve America
- Reading First
- Rural Low Income Schools
- School Improvement Assistance
- Special Education IDEA B
- Special Education Preschool Sec 619
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### **State Funded Programs:**

- Civil Liberties Public Education Program
- Educational Leadership Program
- Highly Capable
- Learning Assistance Program (LAP)
- Promoting Academic Success (PAS)
- Math Helping Corps Cadre
- Natural Science, Wildlife and Environmental Education Grant Program
- Readiness To Learn
- School Improvement Assistance
- Second Grade Oral Reading Assessment
- State Transitional Bilingual
- Teachers Assistance Program (TAP)
- Washington Reading Core
- Full Day Kindergarten
- Middle School Vocational

### **School Construction Funding Information**

Assistance in planning and budgeting for school construction and other capital projects is available through OSPI's School Facilities and Organization section at (360) 725-6265, or PO Box 47200, Olympia, WA 98504-7200. Three regional coordinators are available to help with planning for school construction and remodeling.

### **Resources People**

The directory at the end of this chapter provides names, e-mail addresses, and telephone numbers of OSPI staff who are available to answer school finance questions.

### **F-203 X OPTION**

Beginning in October of each year, OSPI provides the F-203 "X" option to allow districts to estimate the revenue impact of various funding formula assumptions. Districts are given access to change many of the state funding variables.

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The F-203 X option will be available in the fall of 2008. In the spring of 2009, OSPI will post preliminary funding formula factors to assist districts in preparing 2009–10 school year revenue estimates using the F-203 X option.