



Minimum Expenditure Requirement Procedure (BUD-P511)

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

- 1.1 This procedure applies to the Business Department's calculation and monitoring of the District's Minimum Expenditure Requirement (MER).

2.0 RESPONSIBILITY:

- 2.1 Chief Financial Officer

3.0 APPROVAL AUTHORITY:

- 3.1 Senior Budget Analyst

(Approval signature on file)

Signature

Date

4.0 DEFINITIONS:

- 4.1 DOE – Department of Education
- 4.2 DSA – Distributive School Account
- 4.3 MER – Minimum Expenditure Requirement. A pre-determined fiscal year dollar amount per student established by the DOE and required to be spent by the district for textbooks, instructional supplies and instructional hardware.
- 4.4 PPA A – Public Policy, Assessment and Accountability Department

5.0 PROCEDURE:

- 5.1 The 2003 legislature approved \$50 per pupil additional funding to be spent on textbooks, instructional supplies and instructional hardware. A requirement for the funding was that the District's had to maintain their average amount of expenditure for these lines items in addition to this extra funding.
- 5.2 The DOE provides the per pupil minimum amount for each fiscal year. This is used as the starting point to determine what the total dollar amount for the District's MER will be.
- 5.3 Some departmental and a portion of school budgets constitute the budgets available for the District to meet the MER. The instructional object codes within these budgets that qualify for MER are; 6610 - General Supplies, 6612 - Warehouse Supplies, 6640 - Professional Books, 6641 – Textbooks, 6650 - Audio Visual Supplies, 6660 - Instructional Kits, 6684 – Equipment of Value, 6689 - Computer Hardware of Value and 6732 - Computer Hardware.
- 5.4 The departmental budgets that will qualify for MER are totaled. This total is subtracted from the overall requirement to arrive at the amount the school budgets will have to apply towards the MER.
- 5.5 The school portion is then broken down as an amount per pupil at the elementary, middle and high school levels. The above calculations are performed on the \$50 per pupil requirement.xls worksheet.
- 5.6 When the budget forms are sent to the schools they are informed that a certain portion of their overall school operating budget will be separated into a MER budget. They are also informed



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- 5.7 that they must spend this budget by March 31 of the fiscal year to ensure that the District meets the overall MER.
- 5.8 School compliance with MER is monitored throughout the year. Significant issues are discussed with the Assistant Superintendents to implement necessary changes.
- 5.9 Other District-wide purchases that qualify for MER are reviewed throughout the year as they can reduce the school per pupil amount.
- 5.10 Throughout the fiscal year the DOE sends monitoring forms. These are completed and returned.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 DOE Monitoring Worksheet
- 6.2 \$50 per pupil requirement.xls
- 6.3 Budget Instructions

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Budget File	Warehouse	6 Years	Discard as desired	Standard file cabinet in secured office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/28/05	A	Initial Release
4/24/07	B	Updated Record Retention Table

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