



MAEFAIRS Budget Instructions

Table of Contents

Section 1 Introduction and Overview.....	3
Who Completes the Budget Report	3
Questions can be sent to OPISchoolFinance@mt.gov	3
Blank Forms	3
Special Education Cooperatives	3
Districts That Will Become K-12 Next Year	3
Non-Operating Districts Verify	3
Where to Send Completed Reports:	4
Section 2 Guidelines for Completing the Budget Report (Budget Completion Checklist).....	5
1. Prepare to complete the Budget Report	5
2. Gather the necessary materials	5
3. Check Non-Levy Revenues	5
4. Check General Fund (01) Budget Voted Levy Amount	5
5. Check reserves General Fund (01) and Debt Service Fund Reserves	5
Section 3 Complete the Budget Steps	6
Step 1: Taxable Valuation	6
Step 2: Taxing Jurisdiction (Debt Service Only)	6
Step 3: Bus Depreciation (Buses/ Communication System and/or Safety Devices)	6
Step 4: Building Reserve (Elections)	7
Step 5: Debt Service (SIDs).....	7
Step 6: Debt Service (Bonds)	8
Step 7: Technology Election Levy	8
Step 8: Budget	8
General Budget Instructions.....	9
01 - General Fund Budget.....	10
10 - Transportation Fund Budget	16
11 - Bus Depreciation Reserve Fund Budget	19
13 - Tuition Fund Budget.....	20
14 - Retirement Fund Budget.....	22
17 – Adult Education Fund Budget	23
19 – Non-Operating Fund Budget	24
28 - Technology Fund Budget.....	24
29 – Flexibility Fund Budget.....	26
50 – Debt Service Fund Budget	26
61 – Building Reserve Fund Budget	28
Step 9: Validation	30
Step 10: Submit to the OPI	30
Budget Timeline	31

Section 1 Introduction and Overview

Who Completes the Budget Report

Each elementary, high school, K-12, special education cooperative, and public charter district must file an annual Budget Report. All elementary, high school, K-12, and public charter districts must complete each step shown in MAEFAIRS on the Budget screen under the Data Entry tab.

MAEFAIRS Budget Assistance Contacts:

Questions can be emailed to OPISchoolFinance@mt.gov

Alivia Skeslien-Jenkins	(406) 444-1964
Andrea Mohammadi	(406) 444-1960
Autumn Belmont	(406) 444-9852
Enly Kovis	(406) 444-1579
Laci Novark	(406) 444-4401
Barb Quinn	(406) 444-3249

Blank Forms

To print out a blank Budget form, log in to MAEFAIRS, hover on the Reports tab, slide the cursor down to Budget, then click Budget. In the screen, choose the Blank Report option under the Select Report Type heading. Click in the boxes to select district and use the Select or Unselect All Funds buttons to choose one or all funds.

NOTE: Only one district may be printed at a time.

Special Education Cooperatives

Special Education Cooperatives do not complete the Budget Form.

Districts That Will Become K-12 Next Year

Districts that will become K-12 in a subsequent year must report **separately** for the elementary and the high school for the current fiscal year-end on the Trustees Financial Summary (TFS). The K-12 district is created effective July 1, so the K-12 district will complete the budget report beginning July 1; however, the fund balances for the budget year will roll together from the EL/HS balance sheet entries.

Non-Operating Districts Verify

First Year Non-Operating Fund (19) - Establish the Non-Operating Fund

1. The district must send a letter to the county treasurer requesting the Non-Operating Fund (19) be opened effective June 30. Opening the fund effective for July 1, allows the district to record residual equity transfers from operating funds into the Non-Operating Fund (19) at the end of the fiscal year.

2. For the ensuing year, prepare budgets for the Non-Operating Fund (19) and Debt Service Fund (50) if applicable. The Non-Operating Fund (19) budget may be used to budget for such items as tuition obligations to other districts, transportation of resident pupils, maintenance of district-owned property, and any other non-operating school function considered necessary by the trustees or required by law.

Second and Third Year of Non-Operating Status:

Budgets are required in the second and third year for non-operating districts. If the school district becomes operating in the second or third year, contact Alivia Skeslien-Jenkins at (406) 444-1964 or Andrea Mohammadi at (406) 444-1960 for specific instructions.

Where to Send Completed Reports – Electronic Submission:

Districts must electronically submit the budget to the OPI (through MAEFAIRS) **on or before September 15th each year**. [§20-9-134, MCA](#), [§20-9-501\(11\), MCA](#), and [§20-10-146\(4\), MCA](#). Districts must complete the TFS in MAEFAIRS by August 15th. However, the Budget and TFS need to be submitted together on or before September 15th. If you need a copy of the TFS for your County Treasurer prior to submission of the budget go to MAEFAIRS>Reports>TFS>TFS and download or print a copy of the report.

Section 2 Guidelines for Completing the Budget Report (Budget Completion Checklist)

1. Prepare to complete the Budget Report

- Read the Budget Instructions thoroughly.
- Finish the Trustees' Financial Summary (TFS) **FIRST** as the budget uses the TFS data entered when establishing budgets in the ensuing years.
 - The balance sheet entries are used to establish the fund balances for each budgeted fund including the allowed operating reserves.
 - Interest earnings are carried over into the budgets for General Fund (01).
 - The fund balance in the General Fund (01) is used to calculate the operating reserve, fund balance reappropriated, and excess reserves, if applicable.
 - Verify the Indian Education for All revenues and expenditures along with non-fiscal requirements have been completed as per §20-9-329, MCA (see the OPI website guidance).

2. Gather the Necessary Materials

- Budget Report from the prior year.
- County Treasurer reports, Investment Accounts, and Student Activity reconciliations.
- Budgeted "Revenues and Expenditures to Actual" report as of June 30.
- TFS MAEFAIRS blank form for current year, if desired.

3. Check Non-Levy Revenues

- Non-levy revenues on the TFS should match the treasurer's report for the fiscal year, adjusted for receivables.
- Some non-levy revenues for the General Fund (01) budget must match the non-levy revenues reported on the previous year's TFS for the General Fund (01) (the OPI pre-fills these revenues on the budget).
- Budgeted non-levy revenues for all funds should be reasonably estimated for the district.
- The amount of Guaranteed Tax Base (GTB) aid to districts who receive oil and natural gas revenue and do not meet certain exemptions is limited in certain situations. If a district estimated oil and natural gas in an amount to its BASE budget that is less than 12.5% of its prior year receipts of oil and natural gas production taxes, the district must levy permissive mills to make up the difference between 12.5% of its prior year receipts and the amount allocated to its BASE budget. This portion of the BASE levy will not be matched by GTB aid (§20-9-310, MCA).
- Unreserved fund balance reappropriated is limited to 15% of the maximum General Fund (01) budget [§20-9-104, MCA](#).

4. Check General Fund (01) Budget Voted Levy Amount

- Voted amount on the budget matches the amount voted on the ballot.
- The amount levied must not exceed the amount authorized. [§20-9-353\(3\), MCA](#).

5. Check reserves General Fund (01) and Debt Service Fund (50) Reserves.

- Verify the General Fund (01) operating reserves are not more than 10% of the adopted budget, or \$10,000, whichever is greater. Smaller districts may want to identify up to \$10,000 in General Fund (01) operating reserves, rather than reappropriate amounts above 10% of adopted budget.
- Verify the Debt Service Fund (50) operating reserve is in accordance with [§20-9-438, MCA](#). The district may have a reserve equal to the estimated payments due between July 1st and November 30th of the ensuing year. However, payments due July 1st should be included in the prior year budget and should not be reserved. There should be no operating reserve in the final year in which the bonds are paid.

Section 3 Complete the Budget Steps

Step 1: Taxable Valuation

- Taxable valuation entered on budget should match the amount reported to the county and district by the Department of Revenue (DOR) the first Monday of August, or any revised reports that were submitted by the DOR.
- Taxable valuation should seem reasonable. If changes from the prior year are extreme, either up or down, a reason should be available.
- If a district is a joint district (a district that spans the land area of 2 or more counties), verify that taxable values split between counties agree to the values reported on the county FP8a report.
- If a joint district, check ANB split between counties to confirm that ANB reported here matches ANB used to calculate county retirement GTB entitlement (refer to the county FP8a report).

Step 2: Taxing Jurisdiction (Debt Service Only)

- Enter only if the district has an active debt payment usually in the form of a bond approved by the voters of the district.
- Add New Taxing Jurisdiction Allocation and select the Taxing Jurisdiction.
- Enter Taxing jurisdiction taxable values per county DOR assessor.
 - Jurisdiction: A taxing jurisdiction is an area in the district that is taxed for a purpose, such as a bond payment or SID/RID.
 - Taxing jurisdictions are established and identified by the county assessor.
 - A district may have several SIDs/RIDs outstanding in one or more taxing jurisdictions.
 - Contact the OPI to expire or add a new taxing jurisdiction.
 - New taxing jurisdictions may be added each year.
- Enter the fund balance for each Jurisdiction.
- The total fund balance must match the balance sheet Debt Service Fund (50) amounts.
- Enter the TIF Fund Balance for Jurisdiction, if applicable, otherwise must enter 0.

Note: The amount entered for each fund on Line TFS48 of the Budget must equal the amount on the balance sheet, Line 48 Fund Balance for Budget for Debt Service Fund (50).

Step 3: Bus Depreciation (Buses/Communication System and/or Safety Devices)

Asset Setup Page:

- MAEFAIRS stores information about each bus (as defined per §20-10-101(5)(a)), communication system or safety device and calculates the levy limit for the budget year. Indicate any new bus or communication system purchases here.
- First Year of Purchase (FYOP): Fiscal year of purchase for the bus, communication system safety device.
- Value to District: Enter the value to the district for the bus, communication system or safety device.
- Identifying Description: Unique description of the bus, communication system or safety device.
- Vehicle Identification Number (VIN): All active buses must have a 17-digit VIN number before the budget may be submitted.
- If the asset has been sold or disposed of, check the box. To add a new asset for new buses or remove disposed assets, go to the setup assets page.

- Levy Amount: Enter the amount to be depreciated this year. This year's levy may not exceed 20% of the purchase amount. This amount will be levied and/or collected through receipt of non-levy revenues in this budget year.
 - Total Depreciated: Recalculates when the Levy Amount is entered, showing total amount depreciated to date for the asset. This amount may not exceed 150% multiplied by the cost to the district for the bus, communication system or safety device. Add an amount up to the allowed limit, up to 150% of the original value.
 - Not required to levy for every, or any, bus each year, or the maximum amount. Entering a Levy Amount less than 20% of the cost to the district lowers the amount depreciated during the budget year.
 - There is no time constraint for full depreciation unless the asset is no longer owned by the district.
-

Step 4: Building Reserve (Elections)

- This screen is for voted levies in the Building Reserve Fund (61).
- Election Date: Date voters approved the building reserve levy (MM/DD/YYYY).
- Years Authorized: Number of years the building reserve levy is authorized for (maximum six (6) years for transition levy, twenty (20) years for a voted levy, and a voted safety levy may be up to perpetual).
 - Districts are required to designate existing levies into the following levy type categories:
 - 611 Voted Safety Levy (enter "0" in the Years Authorized field if perpetual)
 - 612 Voted Building Reserve Levy
 - 614 Voted Transition Levy
- Total Authorized: Total levy amount authorized by voters, unless this is a voted safety perpetual levy, then list the yearly authorized amount. If the amount approved was actual mills and approximate dollars contact School Finance at OPISchoolFinance@mt.gov to change the authorized amount for the current fiscal year.
- Levy Amount: Amount levied for the ensuing fiscal year.
- The district may enter a 'Levy Amount' which is less than 'Maximum Allowed Levy' and/or the district can use non-levy revenues to lower the amount levied. Levy Authority cannot be carried over to future years.

Note: After the user saves the levy amount for the ensuing year, the Total Levied to Date is the total amount levied in all years, including the amount for the current year.

Step 5: Debt Service (SIDs)

- Complete Taxing Jurisdictions before entering Debt Service (SID).
- Establishes a levy for Special Improvement District (SID) or a Rural Improvement District (RID) in Debt Service Fund (50).
- SID/RID Type: Enter elementary or high school assessments; K12 districts will have program areas (EL or HS) levied.
- Districts who have a SID/RID are notified of assessments from the county treasurer in the form of a statement.
- Taxing jurisdictions are established and identified by the county assessor. A district may have several SIDs/RIDs outstanding in one or more taxing jurisdictions.
- Contact the OPI at OPISchoolFinance@mt.gov to expire or add a new taxing jurisdiction. New taxing jurisdictions may be added each year.
- Enter the taxable value for the fiscal year as provided by the taxing authority.

Note: Please use caution when entering information to ensure accuracy. The County Treasurer can help identify separate taxing jurisdictions.

Step 6: Debt Service (Bonds)

- Complete Taxing Jurisdictions before Debt Service (Bonds) for each taxing jurisdiction, then complete the Debt Service Fund (50) Budget Report.
 - Each taxing jurisdiction may have one or more outstanding bonds. Except for agent fees, the OPI prefills the bond information with schedule data provided by the district or issuer.
 - Districts must enter agent fees and save the annual records.
 - Contact the OPI at OPISchoolFinance@mt.gov to add a new taxing jurisdiction.
 - Original Bond Issue: This information is pre-filled by the OPI from the debt schedules provided by the district or issuer.
 - Verify the pre-filled information and enter agent fees for each bond issue.
 - Accept (Save) the annual record, check Debt Service Fund (50) Budget, and verify the accuracy of the MAEFAIRS scheduled amounts.
 - Verify the bond types are accurate (e.g., elementary general obligation bond is "BE").
 - Verify the issue date is accurate, per the legal bond schedule.
 - Principal, interest, and agent fee amounts must accurately represent obligations of the fiscal year.
 - Check taxing jurisdictions for correct taxable valuation and fund balance distributions.
 - Annual bond expenditures (principal, interest, and agent fees) are budgeted for each year scheduled.
 - Total: Total of Interest, Principal, and Agent Fees for all issues in this taxing jurisdiction due this budget year under Budget Uses, included on Line 0002-Expenditure Budget.
 - When funding is provided by the legislature, eligible districts receiving Facilities Debt Service Assistance may also qualify for an advance payment in the first budget year. No subsidy payments are paid in the final scheduled year.
-

Step 7: Technology Election Levy

- This screen allows districts with a voted technology levy to set up the levy and adopt a budget.
 - Each levy requires an Election Date, Authorized Annual Amount, and Years Authorized per the ballot.
 - Election Date: Date voters approved the technology levy (MM/DD/YYYY).
 - Authorized Annual Amount: Total levy amount authorized by voters.
 - Years Authorized: The number of years for which the levy is authorized.
 - Enter the Levy Amount: Amount levied for the ensuing fiscal year.
 - After a levy amount is entered the system will show the historical data including:
 - Years Remaining: The years outstanding on the levy; however, if the levy is perpetual the system will show 0.
 - Total Amount Levied to Date: Amount levied in prior years.
 - Important notes about tech levies:
 - Levies approved on or after 7/1/2013 are limited to a duration of 10 years.
 - Levies approved before 7/1/2013 may be durational or perpetual.
- Note:** If the district passes a new levy, the old levy is limited to no more than 10 years (or is expired) as stated on the ballot.
-

Step 8: Budget

- Each fund has specific Fund Instructions, which should be reviewed when entering each budget area. The instructions are listed below and located on the MAEFAIRS screen.
 - Each fund has its own set of on-screen links in MAEFAIRS which toggles to other parts of the Budget.
-

- Each fund has a link in MAEFAIRS to the Validation Report and Budget Report.
- The TFS must be fully completed before the budget screens are entered.

General Budget Instructions

TABS: Each fund will have several tabs within that fund. Ensure all tabs and entries are reviewed for completeness.

ADOPTED BUDGET: Some funds require the district to enter a 0001-Adopted Budget and some funds calculate the adopted budget based on other data entered. Please read the instructions carefully for each fund.

Budget Options:

Some funds allow the district to enter Line 0003-Add to Fund Balance. For management purposes, the district may select and enter an amount under 0003-Add to Fund Balance. This action sets aside a portion of the budget to be spent (0002-Expenditure Budget) and a portion of the budget NOT to be spent (0003-Add to Fund Balance). This does not legally restrict spending but offers a way to document the trustees' intention to underspend the adopted budget to build reserves, (e.g., cover expected tax protests, eliminate a negative fund balance, and/or to allow for a forecasted shortfall in revenues). Entering an amount on Line 0003-Add to Fund Balance does not alter the legally adopted spending limitation (Budget Authority), which is the Line 0001-Adopted Budget amount.

This tab will also include the 0002-Expenditure Budget which will equal Line 0001-Adopted Budget, unless an amount is entered on Line 0003-Add to Fund Balance.

RESERVES: Funds not already designated as a reserve fund, such as the Bus Depreciation Reserve Fund (11) and the Building Reserve Fund (61), have different statutory allowances for reserves. The reserve allows the district to set aside fund balance, or cash, to account for tax protests, eliminate a negative fund balance, and/or to allow for a forecasted shortfall in revenues. Districts may adopt an operating reserve in each fund except for the tuition fund (13). Use Budget Code 0961 Operating Reserve. Operating reserve allowances are indicated in each fund instruction and on the screen.

REVENUES: Each fund will allow the district to enter non-levy revenues. The following is a general list of available revenues. Use the drop-down box in each fund to determine the allowable revenues in each fund. If the revenue is not in the list, then that fund will not allow that revenue source to be anticipated. (This is not a comprehensive list of non-levy revenues for all funds)

District (or OPI) Entered Revenues:

- | | |
|---|---|
| <input type="checkbox"/> 1123 Coal Gross Proceeds (pre-filled by the OPI using information provided by the Department of Revenue each June) | <input type="checkbox"/> 1920 Contributions/Donations |
| <input type="checkbox"/> 1130 Tax Title/Property Sales | <input type="checkbox"/> 1940 Textbook Sale/Rental |
| <input type="checkbox"/> 1510 Investment Earnings | <input type="checkbox"/> 1945 Resale of Supplies/Materials |
| <input type="checkbox"/> 1800 Community Service Activities | <input type="checkbox"/> 1950 Services to Other Schools |
| <input type="checkbox"/> 1900 Other Revenue | <input type="checkbox"/> 1960 Services to Other Governments |
| <input type="checkbox"/> 1910 Rentals-Buildings and Equipment | <input type="checkbox"/> 1981 Summer School Revenues |
| <input type="checkbox"/> 1915 Dormitory Charges | <input type="checkbox"/> 3302 State PLT, FWP |
| | <input type="checkbox"/> 3460 Montana Oil and Gas Tax |

System Calculated Revenues:

1110 District Tax Levy

- 0971 Remaining Fund Balance Available – unless reserved, the remaining fund balance will be reappropriated.

Actual Non-Levy Revenues:

These revenues are required by law to be anticipated on the budget using the prior year actual receipts. *MAEFAIRS automatically records* these revenue estimates using actual amounts reported on the TFS.

These revenue codes include:

- 1130 Tax Title/Property Sales
- 1510 Investment Earnings
- 1800 Community Service Activities
- 1900 Other Revenue
- 1910 Rentals-Buildings and Equipment
- 1915 Dormitory Charges
- 1920 Contributions/Donations
- 1945 Fees - Users/Resale of Supplies
- 1950 Services Provided Other School Districts or Coops
- 1960 Services Provided Other Local Governmental Units
- 1970 Services Provided Other Funds
- 1981 Summer School Fees
- 3302 State - Payment in Lieu of Taxes - FWP

SUMMARY: Each fund will have a summary screen where the district will want to verify the mill calculation and adopted budget is correct. The general formula for mill calculation is as follows:

Mills are calculated as follows:

Adopted budget

Minus: Unreserved Fund Balance Reappropriated

Minus: Estimated non-levy revenues

Equals: Taxes Needed to Fund Budget

Divided by: District Mill Value (Taxable Valuation X 0.001)

Equals: Number of Mills

Each summary tab may vary however, the mill calculation remains the same. The screen will show the detail included in the data entry screen to show the district the information included in this fund’s budget.

PRINT BUDGET REPORT: Each fund has the option to Print the Budget Report for that fund only.

PRINT VALIDATION REPORT: Each fund has the option to Print the Validation Report for the budget submission. This will include validations for every budgeted fund, not just the selected fund.

- Read through each fund instruction to ensure the information entered is correct. It is highly recommended to review the previous year’s budget as a comparison. Errors can be spotted easily when comparing to prior year’s information.

01 - General Fund Budget

PURPOSE: This fund is used for the instructional programs and general operations of the school district. Budget Limits are established per [§20-9-308, MCA](#). State law establishes a BASE (minimum budget) and a Maximum General Fund (01) budget limit for each district.

General Fund (01) budget limits are statutorily calculated values.

The "BASE budget" (minimum) is calculated using:

1. 80% of the Basic Entitlement
2. 80% of the Per-Student Entitlement
3. 100% of the Quality Educator Payment
4. 100% of the At-Risk Student Payment
5. 100% of the Indian Education for All Payment
6. 100% of the American Indian Achievement Gap Payment
7. 100% of the Data for Achievement Payment
8. 100% of the State Special Ed Allowable Cost Payment (special education block grants to the district and reimbursement for disproportionate costs) and
9. 40% times Special Ed Allowable Cost - Payment plus the state special education payments made to the district's Special Ed Cooperative

The "Maximum budget" is calculated using:

1. 100% of the Basic Entitlement
2. 100% of the Per-Student Entitlement
3. 100% of the Quality Educator Payment
4. 100% of the At-Risk Student Payment
5. 100% of the Indian Education for All Payment
6. 100% of the American Indian Achievement Gap Payment
7. 100% of the Data for Achievement Payment
8. 100% of the State Special Ed Allowable Cost - Payments (special education block grants to the district and reimbursement for disproportionate costs) and
9. Between 75% and 100% times State Special Ed Allowable Cost - Payments plus the state special education payments to the district's special education cooperative, depending on the ratio of actual special education allowable costs compared to the state special education funding for 2 years prior

VOTING REQUIREMENTS: Voter approval is necessary for a district to increase Over-BASE taxes from the prior year, as referenced in [§20-9-308, MCA](#), and [§20-9-353, MCA](#), unless Non-Voted Levy Authority is transferred to the General Fund (01) from the Transportation Fund (10), Bus Depreciation Reserve Fund (11), Tuition Fund (13), Adult Education Fund (17), or Premissive SubFund of the Building Reserve Fund (61).

Voting requirements vary depending on:

- The district's prior year adopted budget compared to the ensuing year BASE budget and Maximum budget
- The amount of district taxes budgeted to fund the Over-BASE budget authorized or imposed for the prior five years and
- Other revenues, available to fund the Over-BASE budget.

BUDGET LIMITS Tab:

1. The district should estimate any non-levy revenues before the adopted budget is entered. In some situations, non-levy revenues can change the highest budget without a vote limitation. Enter non-levy revenues on the revenue tab.

2. 0151 Amount Approved on Ballot by Voters: Enter the amount submitted to and approved by voters, if any. Enter ONLY THE PORTION VOTED AND APPROVED, not the entire adopted budget. Revenues paid by the state are calculated and automatically included. If the election failed, do not enter an amount.
3. 0001 Adopted Budget: Enter the district's General Fund (01) budget as adopted by the district trustees. The budget must fall between the "BASE Budget" and the "Highest Budget" shown on the Budget Limits tab.
4. 0002 Expenditure Budget: This field will equal Line 0001-Adopted Budget unless an amount is entered on Line 0003-Add to Fund Balance.

RESERVES Tab:

The TFS must be completed before beginning the General Fund (01) Budget entry: The "Fund Balance for Budget (TFS48)" is the amount as reported on line 48 of the balance sheet on the TFS. The district must enter the amount of the fund balance to be reserved, if any. Unless reserved, the remaining fund balance will be reappropriated, and is subject to a 15% limitation as per [§20-9-104, MCA](#), (TIF Fund Balance is exempt from this rule). Select and enter 0961 Operating Reserve. The General Fund (01) reserve limit is 10% of the ensuing year's adopted budget or \$10,000, whichever is greater. When possible, setting maximum reserves is recommended. The amount reserved cannot exceed "Fund Balance for Budget (TFS48)". The TIF Fund balance may be reserved similarly and is considered as part of the 10% limit. [§20-9-104, MCA](#)(Optional) If "Fund Balance for Budget (TFS48)" exceeds the operating reserve maximum amount; the district may hold excess reserves in limited cases. To set aside valid excess reserves, select and enter 0963 Reserve for Unused Protested/Delinquent Taxes or 0964 Reserve for Tax Audit Receipts. [§20-9-104, MCA](#)

If excess reserves were held on the prior year budget, or if revenues that could potentially be held in excess reserves were reported on the TFS, the screen will display an amount in the Ending Excess Reserves Limit amount.

Note: To reserve excess funds in 0963 Reserve for Unused Protested/Delinquent Taxes and 0964 Reserve for Tax Audit, the 0961 Operating Reserve must be at the maximum allowed by [§20-9-104, MCA](#).

After reserves are entered, 0970 Unreserved Fund Balance displays the amount of fund balance remaining to be reappropriated. That amount will reduce BASE levies and GTB Aid, unless the district specified that a portion of excess reserves from last year's budget will be used to fund the Over-BASE. Pursuant to [§20-9-104, MCA](#), the unreserved fund balance reappropriated may not exceed 15% of the ensuing year's maximum General Fund (01) budget.

REVENUES Tab:

The following state paid revenues will be prefilled and include the following:

1. 3110 Direct State Aid: *Prefilled by the OPI.*
2. 3111 Quality Educator: *Prefilled by the OPI.*
3. 3112 At Risk Student: *Prefilled by the OPI.*
4. 3113 Indian Education for All: *Prefilled by the OPI.*
5. 3114 American Indian Achievement Gap: *Prefilled by the OPI.*
6. 3115 State Special Education Allowable Cost Payment to Districts: *Prefilled by the OPI.*
7. 3116 Data for Achievement: *Prefilled by the OPI.*

8. 3120 State Guaranteed Tax Base Aid (as calculated on General Fund (01) Worksheet Line (V-LI): *Prefilled by the OPI.*

Actual Non-Levy Revenue

These revenues are required by law to be anticipated on the budget using the prior year actual receipts. MAEFAIRS automatically records these revenue estimates using actual amounts reported on the TFS.

These revenue codes include:

- 1130 Tax Title/Property Sales
- 1510 Investment Earnings
- 1800 Community Service Activities
- 1900 Other Revenue
- 1910 Rentals-Buildings and Equipment
- 1915 Dormitory Charges
- 1920 Contributions/Donations
- 1940 Textbook Sale/Rental
- 1945 Resale of Supplies/Materials
- 1950 Services to Other Schools
- 1960 Services to Other Governments
- 1970 Services Provided Other Funds
- 1981 Summer School Revenues
- 3302 State PLT, FWP

Anticipated Non-Levy Revenue- BASE

These are revenues that should be anticipated on the budget using the best information available.

The revenue codes include:

- 1123 Coal Gross Proceeds: The OPI prefills this data based on section [§15-23-703, MCA](#) from data provided by the Department of Revenue (DOR).
- Montana Oil and Gas Tax: In the General Fund (01) estimate the oil & gas revenue to the BASE using 0171 Oil & Gas Revenues – BASE Budget and estimate the oil & gas revenue to the Over-BASE using 0172 Oil & Gas Revenues – Over-BASE Budget.
 - Pursuant to [§20-9-310, MCA](#), allows a school district to deposit its oil and natural gas production tax revenues in any budgeted fund of the district. If a district allocates an amount to its BASE budget that is less than 12.5 percent of its prior year receipts of oil and natural gas production taxes received in all funds, the district must levy permissive mills to make up the difference between 12.5 percent of its prior year receipts and the amount allocated to its BASE budget. This portion of the BASE levy will not be matched by guaranteed tax base aid.
 - Exceptions to limitations on GTB subsidy related to estimating oil and gas revenue to the General Fund (01) BASE budget include:
 - If the prior year oil and gas receipts deposited to all funds + current year adopted General Fund (01) budget is <=105% of the current year maximum budget.
 - If the current year maximum budget is <\$1 million
 - If the district has an oil and gas revenue bond (O&G must be applied toward debt service payment first)
 - If the district had a significant enrollment increase related to the current budget.If any of these exceptions apply, the GTB subsidy will not be limited by not estimating 12.5% to the BASE budget.
- 9100 Other Revenue: Used to anticipate revenue types that do not fit an Anticipated Non-Levy Revenue source as shown on the list.

AND

- 9710 Residual Equity Transfers In: Used to anticipate the receipt of a transfer from the closure of another fund; closure of a district; or annexation of a district.

Other Non-Levy Revenue

These are revenues the district may anticipate. Due to the ability to hold these receipts as Excess Reserves, these sources are rarely anticipated, and it is not recommended to anticipate them.

Types of revenue the district might want to include (not recommended):

- 1117 Prior Year Taxes
- 1118 Tax Audit Receipts
- 1190 Penalties and Interest on Taxes

Anticipated Non-Levy Revenue- Over-BASE

Estimated tuition receipts can be used to fund the Over-BASE budget area. MAEFAIRS automatically applies these revenue sources to the Over-BASE budget area.

The revenue codes include:

- 0172 Montana Oil and Gas Production revenues estimated to the Over-BASE
- 1310 Tuition from Individuals
- 1320 Tuition from In-State Schools
- 1330 Tuition from Out-of-State Schools
- 3117 State Tuition: for students placed in a group home, foster care, or by a state agency/court.

Note: TIF Fund Balance Reappropriated must be accounted for on the budget as Operating Reserves or on the revenue tab as 0174 TIF Applied to BASE Budget or 0175 TIF Applied to the Over-BASE Budget.

Estimated Funding Sources (Lines 0970-3120)

- 0970 Unreserved Fund Balance Reappropriated: This amount equals total General Fund (01) Balance for Budget (TFS48), minus 0961 Operating Reserves, minus 0963 Reserve for Protested / Delinquent Taxes, minus 0964 Reserve for Tax Audit Receipts. *MAEFAIRS calculates.*

Note: Fund Balance Reappropriated cannot exceed 15% of the ensuing year maximum General Fund (01) budget.

Levies

- 1110(a) Mandatory Non-Isolated Levy: This levy applies only to elementary districts with fewer than 10 budget limitation ANB for two or more consecutive years and does not meet criteria for isolation status. *Prefilled by the OPI.*
- 1110(b) BASE Levy: Calculated by MAEFAIRS as follows:

BASE Budget Limitation

Minus: Estimated state revenues

Minus: Unreserved Fund Balance Reappropriated to fund BASE

Minus: Estimated non-levy revenues (except tuition and other revenues estimated to the Over-BASE)

Minus: Guaranteed Tax Base Aid

Minus: TIF remittance distributed to fund the BASE

Equals: Base Levy

This can be estimated by (Taxable Valuation X .001) X BASE Mills.

- 1110(c) Over-BASE Levy: Calculated by MAEFAIRS as follows:

Adopted budget **minus** base budget

Minus: Unreserved Fund Balance Reappropriated and Non-Levy Revenue (If any is left after funding BASE, resulting in BASE mills = 0. Limited to 15% of the maximum budget)

Minus: Excess Reserves used to fund the Over-BASE

Minus: Tuition (estimated revenue for ensuing year)

Minus: Flexible Non-Voted Levy Authority

Minus: TIF remittance distributed to fund the Over-BASE

Minus: Oil & Gas to fund the Over-BASE

Equals: Over Base Levy

This can be estimated by (Taxable Valuation X .001) X Over-BASE Mills.

- 1110 District Tax Levy: Equals the sum of 1110(a), 1110(b) plus 1110(c). *MAEFAIRS calculates.*
- 0004 Total Estimated Revenues to Fund Adopted Budget: *MAEFAIRS calculates.*

Equals the sum of Estimated Funding Sources (Lines 0970-3120)

Plus: Actual Non-levy Revenue (Lines 1130-3302)

Plus: Anticipated Non-levy Revenue BASE (Lines 1123-4800),

Plus: Anticipated Non-levy Revenue the Over-BASE (Lines 1310-3117)

Plus: Other Non-levy Revenue (Lines 1117-9710)

Plus: District Tax levy (Line 1110)

Plus: State Funding Sources

Plus: Unreserved Fund Balance Reappropriated

- 0004a Estimated Revenues Exceeding Adopted Budget: *MAEFAIRS calculates.*

If the amount of:

0004 Total Estimated Revenues to Fund the Adopted Budget

EXCEEDS Line 0001: Adopted Budget

AND Line 1110-District Tax Levy equals zero.

THEN Line 0004 is reduced to equal Line 0001

AND the excess revenue is reported here.

Note: If Estimated Funding Sources (Lines 0970-3120) and revenues [Actual Non-Levy Revenue (Lines 1130-3302); Anticipated Non-Levy Revenue BASE (Lines 1123-4800); and Anticipated Non-Levy Revenue Over-BASE (Lines 1310-3117) and Other Non-Levy Revenue (Lines 1117-9710)] do not exceed Line 0001- Adopted Budget, this line will be zero.

FLEXIBLE NON-VOTED LEVY AUTHORITY (FNVLA) Tab:

- Non-voted (permissive) levy authority in the Transportation Fund (10), Bus Depreciation Reserve Fund (11), Tuition Fund (13), and Adult Education Fund (17) may be transferred to the General Fund (01) to increase the Over-BASE budget levy without a vote.
- MAEFAIRS will calculate the accumulated total of non-voted levy authority for each allowable fund.

- MAEFAIRS calculates the Ending Levy Authority Balance for each of the four funds above. This will be the Beginning Levy Authority minus any transfers.
- The Flexible Non-Voted Levy Authority amount is transferred to the Budget Limits tab and increase the Highest Budget Without a Vote if the Highest Budget limit has not been met.

SUMMARY Tab:

No input required. Verify the number of mills shown here.

BASE Mills are calculated as follows:

BASE budget limit

Minus: Estimated state revenues

Minus: Unreserved Fund Balance Reappropriated to fund the BASE

(Pursuant to, [§20-9-104](#), MCA, Fund Balance Reappropriated is limited to 15% of the maximum General Fund (01) budget. Any unreserved fund balance exceeding 15% of the maximum General Fund (01) budget must be remitted to the state).

Minus: TIF remittance distributed to fund the BASE

Minus: Estimated BASE non-levy revenues

Equals: Taxes/GTB Needed to fund the BASE Budget

Divided by: District Mill Value **plus** GTB subsidy per mill, where District Mill Value **equals** Taxable valuation * 0.001

Equals: Number of BASE Mills

Over-BASE Mills are calculated as follows:

Adopted Budget

Minus: BASE Budget Limit

Minus: Excess Reserves used to fund the Over-BASE

Minus: Estimated Over-BASE Non-Levy Revenues

Minus: Flexible Non-Voted levy Authority

Minus: TIF remittance distributed to fund the Over-BASE

Equals: Taxes Needed to Fund the Over-BASE budget

Divided by: District Mill Value (Taxable valuation X 0.001)

Equals: Number of Over-BASE Mills

See the 'Checklist for Final Budget Report'.

10 - Transportation Fund Budget

PURPOSE: The Transportation Fund may be used to support the costs of transporting students between home and school, including:

- Costs of school bus purchase, repair, maintenance, and operations
- Safety activities related to bus driver training, crosswalk attendants, etc.
- Bus barn facilities and maintenance, and
- Payments to parents for individual transportation contracts

Costs of field trips, travel costs related to extracurricular activities and athletics, and staff travel costs are NOT ALLOWABLE costs of the Transportation Fund (10).

Transportation Funding:

State transportation reimbursements are paid to school districts providing school bus transportation or individual transportation contracts for eligible students. The state transportation reimbursement is one-half of the reimbursement amounts or one-half of the district's transportation fund budget, whichever is smaller, and must be computed based on the number of days the transportation services were actually provided to transport eligible students.

Requests for the state transportation reimbursements must be electronically submitted to the OPI Pupil Transportation System by school districts semiannually during the school fiscal year.

The state transportation reimbursements are disbursed to school districts in accordance with the following schedule:

- By September 1 of each year, the Office of Public Instruction shall make a payment equal to 50% of the state transportation reimbursement paid to school districts in the previous school year.
- By March 31 of each year, the Office of Public Instruction shall make a payment to school districts equal to the approved amount of state reimbursement for first semester transportation claims less the prepayment amount distributed to school districts.
- By June 30 of each year, the Office of Public Instruction shall make a payment to school districts to pay the remaining balance of the approved claims for first and second semester transportation reimbursements. [§20-10-145](#), MCA.

VOTING REQUIREMENTS: The Transportation Fund (10) tax levy is permissive. Consequently, it is not subject to voter approval. However, projected mill increases in this fund are subject to voter notification by March 31st per [§20-9-116](#), MCA. This fund budget includes the On-Schedule costs of bus routes, individual contracts, and any 'Over-Schedule' amounts for operation of the transportation program.

BUDGET & RESERVES Tab:

1. Select and enter 0001 Adopted Budget. The budget is limited to the amount needed to operate the pupil transportation program. The adopted budget includes:
 - a. 0005 On-Schedule: Enter the sum of estimated individual transportation contract reimbursements (daily contract rates X number of days transported) plus the sum of estimated bus route reimbursements (bus mileage rate X miles X number of days to be transported). The On-Schedule amount should include the 2220 County On-Schedule plus the 3210 State On-Schedule amounts summed together or the full cost of the bus routes plus individual contracts.

Note: Total days covers the actual number of days transportation services were actually operated for students to participate in the minimum aggregate hours of instruction required for the school year.
 - b. 0006 Contingency: A Contingency of 10% of the On-Schedule amount or \$100, whichever is greater, may be budgeted. If \$100 is greater than 10%, total regular contingency plus special education contingency cannot exceed \$100. On-Schedule funding for the contingency budget may be paid only if additional contracts, bus routes, or bus route extensions are established after the budget is set for students who become eligible transportees after the beginning of the year.

- c. 0011 Over-Schedule: The sum of Line 0005-On-Schedule and Line 0006-Contingency subtracted from Line 0001-Adopted Budget. This is the district's local responsibility (financed by a permissive district tax levy). *MAEFAIRS calculates by using the adopted budget less the On-Schedule amount and less the Contingency entered by the district.*
2. Select and enter Operating Reserves. A reserve of up to 20% of the adopted budget or up to the available fund balance from the TFS balance sheet.
3. After designating a reserve up to 20%, the unreserved fund balance reappropriated, and any estimated revenues must be used to lower the district levy.
4. If a district tax levy is not needed, the remaining amounts of fund balance available for reappropriation and estimated non-levy revenue are used next to lower the county's share of the On-Schedule funding. Any amount remaining will be used to lower the state's share of On-Schedule funding.

ON-SCHEDULE Tab:

1. This tab is used to enter the On-Schedule portion of the budget for district costs related to individual contracts, bus routes, and any Over-Schedule costs for operation of the transportation program.
2. 0005 On-Schedule: On-Schedule costs are reimbursed by the state in August, March, and June and by the county in March and June. The state and county normally each pay up to 50% of On-Schedule costs.
3. 0011 Over-Schedule: Over-Schedule costs are the responsibility of the district and funded by a district tax levy and non-levy revenues.
 - a. Select Add a New Budget Record, select On-Schedule, and enter an Amount. Enter the total estimated On-Schedule funding for bus routes and individual transportation contracts for the district. The Transportation Budgeting Worksheet can be found on the OPI Website at: <http://opi.mt.gov/Leadership/Finance-Grants/School-Finance/Pupil-Transportation>.
 - b. Select and enter 0006-Contingency, up to 10% of the On-Schedule amount or \$100, whichever is greater. The OPI recommends adding the full contingency amount to provide adequate budget authority and funding to accommodate late individual contracts and bus route extensions without budget amendments. If a contingency is entered, include it in the adopted budget amount. This funding will only be available if the district processes additional contracts or bus route extensions.
4. MAEFAIRS calculates the Over-Schedule funding, which is funded with district fund balance, non-levy revenue and the local permissive levy.

REVENUES Tab:

The Transportation Fund (10) includes the following revenues:

1. 3210 State On-Schedule Transportation Reimbursement *MAEFAIRS calculates*
2. 2220 County On-Schedule Transportation Reimbursement *MAEFAIRS calculates*
3. Estimated Non-levy Revenue; Entered by the district
4. Unreserved Fund Balance Reappropriated; *MAEFAIRS calculates*
5. Tax Levies. *MAEFAIRS calculates*

Non-levy revenue sources should be ESTIMATED by the district and include: 1123, 1410, 1420, 1430, 1440, 1510, 1900, 3302, 3117, 3460, 9100, and 9710.

- Estimated 1123 Coal Gross Proceeds: *Pre-filled by the OPI* using information provided by the Department of Revenue each June.

Note: If levy authority was transferred to the General Fund (01) from any allowable fund, the 1110 District Tax Levy will be limited to the Ending Levy Authority Balance for all funds listed on the General Fund (01) Flexible Non-Voted Levy Authority tab.

SUMMARY Tab: No input required.

Verify the information on the screen including the number of mills.

11 - Bus Depreciation Reserve Fund Budget

PURPOSE: This fund is a reserve fund used to levy taxes for the following:

- Replace, remodel or convert yellow school buses and activities/athletics buses owned by the district
- Replace or purchase communication and safety devices used in the transportation program
- Purchase additional yellow school buses to be operated on home to school bus routes, and
- Purchase and install video cameras for security on buses.

The district can accumulate ("depreciate") a reserve to purchase:

- Yellow school buses owned by the school district or vehicles meeting the legal definition of a school bus (such as a Type E bus) and used as a school bus
- Replace Motor Coach buses (like a Greyhound-type) used for athletics/activities, and
- Communication and safety devices used in the transportation program

The fund cannot be used:

- To purchase or replace vehicles which are not school buses. ([§20-10-147, MCA](#), and [ARM 10.10.311](#)), or
- To purchase Motor Coach buses (like Greyhound-type)
- To purchase or replace cell phones, which do not qualify as communication devices
- Since this is a reserve fund, there is traditionally no purpose in holding an operating reserve

VOTING REQUIREMENTS: The Bus Depreciation Reserve Fund (11) tax levy is permissive up to the statutory limits. Consequently, it is not subject to voter approval. However, projected mill increases in this fund are subject to voter notification by March 31st per [§20-9-116, MCA](#).

USE NON-LEVY REVENUE Tab:

The district must choose either to use non-levy revenue to lower the tax levy for "depreciation" of buses and radios OR to use the non-levy revenues to add to budget authority. Regardless of how the district chooses to use non-levy revenues, estimates under 9100 Other Revenues and 9710 Residual Equity Transfer In are used to add budget authority (not to reduce the tax levy).

BUDGET & RESERVES Tab:

1. The district may levy up to 20% of each asset's value per year and up to a maximum of 150% of the assets value. An asset can be fully depreciated in 8 (7.5) years, as a minimum. However, a district may levy less than the 20% per year maximum to extend the period of the "depreciation" up until the asset is disposed. The annual levy amount may be lowered using estimated non-levy revenues.
2. MAEFAIRS calculates the budget from the information entered in Step 3: Bus Depreciation. Generally, the budget may include:
 - Fund balance reappropriated (includes the amount of the balance accumulated in the fund to date)
 - Plus:** Any amount entered as an estimate under 9100 or 9710 revenue

Plus: Amounts to be levied (as district specified under "Levy Amount")

Minus: Non-Levy Revenues & TIF fund balance (1123 through 3460 & 0973) -- If the option selected is "Use non-levy revenue to reduce the tax amount"
- OR -

Plus: Non-Levy Revenues (1123 through 3460) – If the option selected is "Use non-levy revenue to add budget authority and not reduce the levy amount."

3. The Bus Depreciation Reserve Fund (11) is a reserve fund; therefore, there is not an operating reserve unless the district wishes to set aside cash or fund balance without budget authority to spend it.

REVENUES Tab:

Bus Depreciation Reserve Fund (11) includes the following revenues:

1. Non-levy Revenues are entered by the district and should be ESTIMATED.
 - Non-levy revenue sources include: 1123, 1510, 1900, 3302, 3460, 9100, and 9710.
 - Estimated 1123 Coal Gross Proceeds: Pre-filled by the OPI using information provided by the Department of Revenue (DOR) each June.
2. Unreserved Fund Balance Reappropriated; *MAEFAIRS calculates.*
3. Tax Levies; *MAEFAIRS calculates.*

Note: If levy authority was transferred to the General Fund (01) from any allowable fund, the 1110 District Tax Levy will be limited to the Ending Levy Authority Balance for all funds listed on the General Fund (01) Flexible Non-Voted Levy Authority tab.

Also, the Total Amount Levied for All Buses on the Asset Depreciation page cannot exceed the Ending Levy Authority Balance on the Flexible Non-Voted Levy Authority Tab in the General Fund (01).

SUMMARY Tab: No input required.

Verify the information on the screen including the number of mills.

13 - Tuition Fund Budget

PURPOSE: This fund is used to pay tuition costs for resident students attending a school outside the resident district, for resident students attending private, non-sectarian day treatment programs, for special education costs for resident students, and to pay tuition obligations for foster, group home or students confined to a children's psychiatric hospital or residential treatment facility. Tuition payments are not credited to the Tuition Fund (13). These payments are required by law to be deposited into the General Fund (01), or, in exceptional circumstances, the Miscellaneous Programs Fund (15) ([§20-5-324 \(6\), MCA](#)). An operating reserve is not permitted in the Tuition Fund (13).

VOTING REQUIREMENTS: The Tuition Fund (13) is a permissively levied fund. Consequently, it is not subject to voter approval. However, projected mill increases in this fund are subject to voter notification by March 31st per [§20-9-116, MCA](#). The permissive levy may be calculated using the following:

- The district may calculate the estimated need for in district special education students using the cost calculator provided on the OPI [School Finance Tuition and Attendance webpage](#).
- The district may levy actual costs from the prior fiscal year.
- The district may levy for the amount of tuition due to other districts or to state facilities based on invoices received or an estimate using Views in MAEFAIRS (Views>Tuition).

BUDGET Tab

1. Click Add a New Budget Record and select 0001 Adopted Budget. The budget should include tuition the district must pay during the ensuing year for resident students who attended other school districts during the prior year, payments to youth detention centers under [§20-9-130, MCA](#), tuition for resident students attending day-treatment programs under approved individualized education programs at private, nonsectarian schools per, [§20-5-324 \(5\)\(a\)\(i\), MCA](#), for resident students with a disability per [§20-5-324 \(5\)\(a\)\(iii\), MCA](#), for foster and group home students per [§20-5-324 \(2\)\(b\), MCA](#) and for eligible children in an in-state qualified facility per [§20-7-435 \(3\)\(c\), MCA](#).
2. No operating reserves are allowed in the Tuition Fund (13). All fund balance must be reappropriated.

In District Special Education Tuition Levy - In addition to the use of a tuition levy to pay tuition for out-of-district attendance of a resident pupil, [§20-5-324, MCA](#) has been amended to allow a school district to include in its tuition levy an amount necessary to pay for the full costs of providing a free appropriate public education, as defined in [§20-7-401, MCA](#), to any child with a disability who lives in the district. The amount of the levy imposed for the costs associated with educating each child with a disability under this subsection is limited to the actual cost of service under the child's individualized education program minus:

- A. The student's state special education payment
- B. The student's federal special education payment
- C. The student's per-ANB amount
- D. The prorated portion of the district's basic entitlement for each qualifying student, and
- E. The prorated portion of the district's General Fund (01) payments in [§20-9-327, MCA](#) §20-9-328, MCA and [§20-9-330, MCA](#) for each qualifying student.

Use the In District Special Education Permissive Tuition Levy Calculator to calculate the allowed per-student levy located on the OPI [School Finance Tuition and Attendance webpage](#).

Foster and Group Home Obligations - Resident districts are responsible for a portion of their student's education costs while enrolled as a foster student or residing in a group home, in accordance with [§20-5-324 \(2\)\(b\), MCA](#). The amount of the obligation may be permissively levied from the Tuition Fund (13) or paid from any other legally available fund.

Qualified In State Treatment Facility Obligations – Resident districts are responsible for a portion of their student's education costs while enrolled in a children's psychiatric hospitals, residential treatment facilities, therapeutic group homes, and public schools, in accordance with [§20-7-435, MCA](#). The amount of the obligation may be permissively levied from the Tuition Fund (13) or paid from any other legally available fund.

REVENUES Tab:

The Tuition Fund (13) includes the following revenues:

1. Non-levy Revenues are entered by the district and should be ESTIMATED.
 - Non-levy revenue sources include: 1123, 1510, 1900, 3110, 3302, 3460, 9100, and 9710.
 - Estimated 1123 Coal Gross Proceeds: *Pre-filled by the OPI* using information provided by the Department of Revenue each June.
 - 3110 - Direct State Aid: Estimate if the district will receive direct state aid to reimburse for tuition paid out-of-state or for resident students attending day-treatment programs under approved individualized education programs at private, nonsectarian schools.
2. Unreserved Fund Balance Reappropriated; *MAEFAIRS calculates.*
3. Tax Levies; *MAEFAIRS calculates.*

Note: If levy authority was transferred to the General Fund (01) from any allowable fund, the 1110 District Tax Levy will be limited to the Ending Levy Authority Balance for all funds listed on the General Fund (01) Flexible Non-Voted Levy Authority tab.

SUMMARY Tab: No input required.

Verify the information on the screen including the number of mills.

14 - Retirement Fund Budget

PURPOSE: This fund is used to pay the employer contributions to the Teachers' Retirement System (TRS), Public Employees' Retirement System (PERS), unemployment insurance, social security (FICA), and Medicare for the following:

1. District employees whose salary and health-related benefits, if any, are paid from state or local funding sources
2. Cooperative employees whose salary and health-related benefits, if any, are paid from the cooperative's interlocal agreement fund if the fund is supported solely from district's General Fund (01) and state special education allowable cost payments (or are paid from the Miscellaneous Programs Fund (15) with money received from the Medicaid program)
3. District employees whose salary and health-related benefits, if any, are paid from the district's School Food Services Fund (12)
4. District employees whose salary and health-related benefits, if any, are provided to the employee, and are paid from the district's Impact Aid Fund (26).

The Retirement fund CANNOT be used to pay:

1. Retirement incentives
2. Any portion of a retirement fund contribution on behalf of an employee (only the employer's contributions may be paid from the Retirement fund), or
3. Any amount paid to an employee directly (only payments to TRS, PERS, FICA, and unemployment insurance carriers are allowable). ([§20-9-501, MCA](#))

VOTING REQUIREMENTS: The Retirement Fund (14) is supported by a countywide levy and does not require the district to notice or vote to levy in this fund.

BUDGET & RESERVES Tab:

1. Select and enter 0001 Adopted Budget. This fund is supported by a countywide retirement levy. To allow the county to accurately determine the levy, districts must submit a list of all employment positions and their salaries to the county superintendent when submitting the adopted budget. ([§20-9-132, MCA](#)).
2. Operating Reserve: An operating reserve of up to 20% of the adopted budget is permitted and recommended, as shortfalls can present significant problems to both the district and county.
3. If the county needs to recover from a negative balance, include the shortfall amount to the adopted budget.
4. This amount is calculated by the OPI and appears on the Budget Report for the Retirement Fund (14).

REVENUES Tab:

This fund is not supported by a district tax levy. The Retirement Fund (14) receives the following revenues:

1. Non-levy Revenues are entered by the district and should be ESTIMATED.
 - o Non-levy revenue sources include: 1510, 1900, 9100, and 9710.

2. Unreserved Fund Balance Reappropriated; *MAEFAIRS calculates.*
3. Countywide Distribution 2240. *MAEFAIRS calculates.*

SUMMARY Tab: No input required.

Verify the budget shown here.

17 – Adult Education Fund Budget

PURPOSE: A district that operates an adult education program must use this fund. This fund is financed from adult education fees and a district mill levy [§20-7-705, MCA](#). Additionally districts receiving funding through the Montana Advanced Opportunity Aid program may match expenditures from the adopted adult education budget, not to exceed 25% of the district’s advanced opportunity aid [§20-7-1506 \(6\), MCA](#).

VOTING REQUIREMENTS: The Adult Education Fund (17) is a permissively levied fund. Consequently, it is not subject to voter approval. However, projected mill increases in this fund are subject to voter notification by March 31st per [§20-9-116, MCA](#).

BUDGET & RESERVES Tab:

1. 0001 Adopted Budget: Enter the amount that includes adult education programs to be funded using fees collected from individuals participating in adult education programs, a district tax levy, non-levy revenues, unreserved fund balance reappropriated, and matched expenditures for advanced opportunities aid (not to exceed 25% of the grant award).
2. If a district collects fees for courses and needs to have budget authority to spend the fees, the district must add the estimated fees in this screen to adopt the higher budget.
3. Operating Reserve is limited to 35% of the Adopted Budget, or the available fund balance from the balance sheet [§20-7-713, MCA](#).
4. Do not budget for the Adult Basic & Literacy Education grant in this fund. It is deposited in the Miscellaneous Programs Fund (15) instead [§20-7-705, MCA](#).

REVENUES Tab:

The Adult Education Fund (17) includes the following revenue:

1. Non-levy Revenues are entered by the district and should be ESTIMATED.
 - o Non-levy revenue sources include: 1123, 1340, 1510, 1900, 3302, 3460, 9100, and 9710.
 - o Estimated 1123 Coal Gross Proceeds: Pre-filled by the OPI using information provided by the Department of Revenue each June.
2. Unreserved Fund Balance Reappropriated; *MAEFAIRS calculates.*
3. Tax Levies. *MAEFAIRS calculates.*

Note: If levy authority was transferred to the General Fund (01) from any allowable fund, the 1110 District Tax Levy will be limited to the Ending Levy Authority Balance for all funds listed on the General Fund (01) Flexible Non-Voted Levy Authority tab.

SUMMARY Tab: No input required.

Verify the information on the screen including the number of mills.

19 – Non-Operating Fund Budget

PURPOSE: This fund is used by non-operating districts only. Per [§20-9-505, MCA](#), non-operating districts should budget necessary costs for the ensuing year, including but not limited to, clerk's salaries and benefits, board costs, transportation costs, tuition, building maintenance, repairs, insurance, and publication costs.

REVENUE SOURCES: The district may budget state and county On-Schedule transportation reimbursements used to transport students to another school. The state does not pay Direct State Aid (basic and per-student funding), other state funding components, or guaranteed tax base aid (GTB) to non-operating districts.

RESERVES: For the first year of non-operating status, the district may reserve the amount authorized as their General Fund (01) operating reserve in the previous year. For the second year of non-operating status, no reserve is allowed by law. If a non-operating district does not re-open in the 3rd year, the district must abandon and attach to another operating district [§20-9-505](#) and [§20-9-506, MCA](#).

VOTING REQUIREMENTS: When necessary, the Non-Operating Fund (19) is a permissively levied fund. Consequently, it is not subject to voter approval.

BUDGET AND RESERVES Tab:

1. Select and enter an Adopted Budget. The budget should include the necessary costs for the year.
2. If in the first year of non-operating status, enter a reserve amount no greater than the General Fund (01) operating reserve in the previous year. If in the second or third year of non-operating status, no operating reserve limit is allowed by law.

ON-SCHEDULE Tab:

1. Select and enter an On-Schedule amount. Enter the sum of anticipated individual contract reimbursements (daily contract rates X number of days to be transported). Total days transported may not exceed 180 for the year.
2. Select and enter a Contingency amount up to 10% of the On-Schedule amount or \$100 whichever is greater. Be sure this amount is included in the amount entered for the Adopted Budget.

REVENUES Tab:

The Non-Operating Fund (19) includes the following revenue:

1. Non-levy Revenues are entered by the district and should be ESTIMATED.
 - Non-levy revenue sources include: 1123, 1510, 1900, 3302, 3460, 9100, and 9710.
 - Estimated 1123 Coal Gross Proceeds: Pre-filled by the OPI using information provided by the Department of Revenue each June.
2. Unreserved Fund Balance Reappropriated; *MAEFAIRS calculates.*
3. District tax levy; *MAEFAIRS calculates.*

SUMMARY Tab: No input required.

Verify the information on the screen including the number of mills.

28 - Technology Fund Budget

PURPOSE: This fund is used to establish a technology acquisition and depreciation fund authorized by [§20-9-533, MCA](#).

1. Levies approved prior to FY2014: This fund is used for the purchase, rental, repair, and maintenance of technology equipment and computer network access. It can be funded by a levy of up to 20% of the cost of computer equipment and computer network access, not to exceed 150% of the cost over time. The fund may also be used for state, federal and private grants and donations received for technology.
2. Levies approved from FY2014 to current: The levy can be based on the cost of equipment AND the cost of providing the technologies listed; cloud computing services for technology infrastructure, platform, software, network, storage, security, data, database, test environment, curriculum, or desktop virtualization purposes, including any subscription or any license-based or pay-per-use service that is accessed over the internet or other remote network to meet the district's information technology and other needs. The technology levy cannot exceed 10 years. The duration of perpetual levies authorized prior to July 1, 2013, must be revised not to exceed 10 years in situations where a new election has been approved.

VOTING REQUIREMENTS: The Technology Fund (28) tax levy requires voter approval by the qualified electors of the district.

USE NON-LEVY REVENUE Tab:

The district must choose either to use non-levy revenue to lower the tax levy for an approved technology levy OR to use the non-levy revenues to add to budget authority. Regardless of how the district chooses to use non-levy revenues, estimates under 9100 Other Revenues and 9710 Residual Equity Transfer In are used to add budget authority, not to reduce the tax levy.

BUDGET AND RESERVES Tab:

1. 0001 Adopted Budget is calculated as follows:
 - Step 7: Technology Election Levy: The voted tax levy entered in 1110 - District Tax Levy (prior to FY 2014: up to 20% of the cost for district's technology equipment and computer network access, up to 150% of the district's original costs; or FY 2014 and later, 100% of the cost of equipment and associated technology, subject to the limit of the annual levy)
 - Minus:** Non-Levy Revenues (1123 through 3460 & 0973) -- If the option selected is "Use non-levy revenue to reduce the tax amount"
- OR -
 - Plus:** Non-Levy Revenues (1123 through 3460) – If the option selected is "Use non-levy revenue to add budget authority and not reduce the levy amount."
 - Plus:** Other revenues entered under 9100 - Other Revenue and planned transfers entered under 9710 -Residual Equity Transfers In
 - Plus:** Unreserved fund balance reappropriated
 - Minus:** TIF Unreserved fund balance reappropriated.
2. Operating Reserve: There is no legal reserve limit in this fund. Any amount received from the State Technology Grant and associated tax levies may either be reserved or may be spent in any budget year.

REVENUES Tab:

The Technology Fund (28) includes the following revenue:

1. Non-levy Revenues are entered by the district and should be ESTIMATED.
 - Non-levy revenue sources include: 1123, 1510, 1900, 3302, 3460, 9100, and 9710.
 - Estimated 1123 Coal Gross Proceeds: Pre-filled by the OPI using information provided by the Department of Revenue each June.
2. State-Technology Aid 3281 *MAEFAIRS calculates.*

3. Unreserved Fund Balance Reappropriated *MAEFAIRS calculates.*
4. Tax Levies *MAEFAIRS calculates.*

SUMMARY Tab: No input required.

Verify the information on the screen including the number of mills.

29 – Flexibility Fund Budget

PURPOSE: The Flexibility Fund (29) is to be used for purposes listed in [§20-9-543, MCA](#). The following programs are accounted for in this fund: Transformational Learning Aid Program provided for in [§20-7-1602, MCA](#) and the Advanced Opportunity Act program provided for in [§20-7-1506, MCA](#).

VOTING REQUIREMENTS: If the district is awarded a Transformational Learning Aid grant, the district may permissively levy up to 100% of the grant award in the given year. The district is required to notice any projected mill increases in this fund by March 31st per [§20-9-116, MCA](#).

BUDGET & RESERVES Tab:

1. 0001 Adopted Budget is calculated from as follows:
 - a. State paid funding for Advance Opportunities Aid ([§20-7-1506, MCA](#)) *MAEFAIRS calculates.*
 - b. **Plus:** State paid funding for Transformational Learning Aid ([§20-7-1602, MCA](#)) *MAEFAIRS calculates.*
 - c. **Plus:** Permissive levy amount for Transformational Learning (1110) ([§20-7-1602, MCA](#)) not to exceed 100% of the state funds distributed as Transformational Learning Aid
 - d. **Plus:** The amount of estimated non-levy revenues
 - e. **Plus:** Transfers entered under 9710 -Residual Equity Transfers or Transfers made for Transformational Learning (5304)
 - f. **Plus:** Unreserved fund balance reappropriated.
2. Operating Reserve: There is no legal reserve limit on reserves in the Flexibility Fund (29). The district may reserve or reappropriate (and budget) the ending fund balance from the prior year.

REVENUES Tab:

The Flexibility Fund (29) includes the following revenue:

1. Non-levy Revenues are entered by the district and should be ESTIMATED.
 - Non-levy revenue sources include: 1100, 1123, 1510, 1900, 3302, 3460, 9100, 9710 and 5304 transfers.
 - Estimated 1123 Coal Gross Proceeds: Pre-filled by the OPI using information provided by the Department of Revenue each June.
2. Unreserved Fund Balance Reappropriated; *MAEFAIRS calculates.*
3. Tax Levies, if applicable; *MAEFAIRS calculates.*
4. Transformational Learning (3760), if applicable; **Pre-filled by the OPI**
5. Advanced Opportunities (3770), if applicable; **Pre-filled by the OPI**

SUMMARY Tab: No input required.

Verify the information on the screen including the number of mills.

50 – Debt Service Fund Budget

PURPOSE: This fund is used to pay debt service payments for principal and interest on bonds and Special Improvement Districts or Rural Improvement Districts (SIDs/RIDs). The expenditure budget of the fund should include both principal and interest payments due on bonds for each fiscal year of the bond term. The OPI recommends that a district budget and pay the obligations due January 1st and July 1st in the same budget year. Payments due January 1st and July 1st should be budgeted and paid in the budget year. In other words, if a payment is due 7/1/2025, the OPI recommends including this payment in the budget of the year just ended 6/30/2025.

Taxing Jurisdiction is an area in the district that is taxed for a purpose, such as a bond payment. Taxing jurisdictions are established and identified by the county assessor. A district may have several bonds SIDs/RIDs outstanding in one or more taxing jurisdictions. Each taxing jurisdiction is kept separate for budget purposes. The debt service fund adopted budget must be sufficient to pay SIDs/RIDs and bonds for all taxing jurisdictions.

Debt Service Assistance Reimbursements and Advances ("Debt Service GTB"): If the district qualifies to receive Debt Service Assistance Reimbursements and an Advance, the OPI will send a single annual payment to the district in May. The payment should be combined with the fund balance of the appropriate taxing jurisdiction account and any balance remaining used to lower the debt service levy for the jurisdiction for the ensuing year.

VOTING REQUIREMENTS: The Debt Service Fund (50) is a voter approved district tax levy fund. This fund requires approval from the qualified electors of the school district.

BUDGET & RESERVES Tab:

1. 0001 Adopted Budget is calculated BY TAXING JURISDICTION. The budget includes:
 - Principal, interest, and agent fees entered for each bond and/or SIDs/RIDs for the jurisdiction (see NOTE below);
 - Plus: 0003 Add to Fund Balance, if entered for the jurisdiction.

NOTE: Currently all general obligation bonds are eligible for consideration to receive the debt service assistance payment. MAEFAIRS automatically refers to the bond repayment schedule established when the bond was issued for the principal and interest (P&I) payments due in the ensuing budget period. If the payments shown are incorrect, notify the OPI to correct and reissue the MAEFAIRS data files.

2. Optional: Enter an amount under Add to Fund Balance to recover a deficit fund balance in the taxing jurisdiction. This amount will increase the 1110 District Tax Levy.
3. NEGATIVE FUND BALANCES: If a negative fund balance exists because of debt obligations paid in previous years, the negative fund balance amount may be added to the budget for the ensuing year for the appropriate taxing jurisdiction to recover the deficit with taxes in the ensuing year. Enter the deficit under Add to Fund Balance in the appropriate jurisdiction budget screen.
4. Operating Reserves: A limited reserve may be held for cash-flow purposes. A reserve is allowable within [§20-9-438\(3\), MCA](#). The statute allows a reserve approximating the payments due between July 1 and November 30 of the ensuing year. However, payments due July 1 should be included in the budget of the prior year and should not have to be reserved.
5. The available fund balance must be reappropriated to fund the budget.
6. Be sure to reserve zero for the final year in which bonds are paid.

REVENUES Tab:

The Debt Service Fund (50) includes the following revenue:

1. Non-levy Revenues are entered by the district and should be ESTIMATED
 - Non-levy revenue sources include: 1123, 1510, 1900, 3302, 3460, 9100, and 9710.
 - Estimated 1123 Coal Gross Proceeds: Pre-filled by the OPI using information provided by the Department of Revenue each June.
2. Districts that receive a Facilities Debt Service Assistance Payment in the first year of the bond obligation should include the anticipated advance amount on Line 9100-Other Revenue
3. Fund Balance Reappropriated; *MAEFAIRS calculates.*
4. Tax Levies, if applicable; *MAEFAIRS calculates.*

SUMMARY Tab: (No input required.)

Verify the information on the screen including the number of mills.

61 – Building Reserve Fund Budget

PURPOSE: The purposes and authorization of the Building Reserve Fund (61) is provided for through [§20-9-502, MCA](#) and allows for four sub-funds. These are:

1. **School Safety Sub-fund (611)** – This sub-fund in the Building Reserve Fund (61) must be created for funds transferred for school and student safety and security. Any revenue transfers that are not spent or encumbered within 2 full fiscal years after the funds are transferred must be transferred back to the originating fund. In addition, with the approval of the qualified electors of the district, the district may impose a voted levy (up to perpetual) for the purposes of providing funding for improvements to school and student safety and security pursuant to [§20-9-236, MCA](#)
2. **Voted Levy Sub-fund (612)** – The sub-fund is authorized through [§20-9-502, MCA\(2\)](#) and provides for the imposition of a levy with the approval of the qualified electors of the district for raising money for the future construction, equipping, or enlarging of school buildings, for purchasing land needed for school purposes in the district, or funding of INTERCAP loans. The duration of the levy for transition costs may not exceed 20 years.
3. **Permissive Sub-fund (613)** – The sub-fund is authorized through [§20-9-502, MCA\(3\)](#). The trustees of a district may authorize and impose a levy of no more than 10 mills (20 mills for K-12 districts) for the purposes of raising revenue for identified school major maintenance identified in [§20-9-525, MCA](#).
4. **Transition Sub-fund (614)** – This sub-fund is authorized through [§20-9-502, MCA\(4\)](#) and allows the Trustees of a district to impose a voted levy with the approval of the qualified electors of the district to provide funding for transition costs incurred when the trustees: (i) open a new school under the provisions of Title 20, chapter 6; (ii) close a school; (iii) replace a school building; or (iv) consolidate with or annex another district under the provisions of [MCA, Title 20, chapter 6](#). The duration of the levy for transition costs may not exceed 6 years.

VOTING REQUIREMENTS: The Building Reserve Fund (61) allows for a permissive sub fund levy that is consequently not subject to voter approval, but does require the district to notice any projected mill increases along with other requirements by March 31st per [20-9-502\(3\)\(a\), MCA](#) and [§20-9-116, MCA](#). In addition, the fund may have multiple voted levies including: the Safety Sub-fund (611), Voted Sub-fund (612), and Transition Sub-fund (614) all requiring a vote with the approval of the qualified electors of the district.

USE NON-LEVY REVENUE Tab:

The district must choose either to use non-levy revenue to lower the tax levy for an approved voted levy OR to use the non-levy revenues to add to budget authority. Regardless of how the district chooses to use non-levy revenues, estimates under 9100 Other Revenues and 9710 Residual Equity Transfer In are used to add budget authority.

BUDGET AND RESERVES Tab:

1. This tab includes the 0001 Adopted Budget which is calculated by MAEFAIRS by using:
 - Amounts to be levied (as specified under Levy Amount associated with a voted levy(s) to the voted or transition sub-funds entered through the “Go to Levies Page” tab.)
 - Plus:** Permissive Levy Amount entered through the “Permissive Revenue” tab
 - Plus:** Unreserved fund balance reappropriated (any amount of the balance accumulated in the fund to date)
 - Minus:** TIF fund balance (0973)
 - Plus:** State Major Maintenance Aid (SMMA)
 - Minus:** Non-Levy Revenues (1123 through 3460 & 0973) -- If the option selected is "Use non-levy revenue to reduce the tax amount"

- OR -

 - Plus:** Non-Levy Revenues (1123 through 3460) – If the option selected is "Use non-levy revenue to add budget authority and not reduce the levy amount.
2. The Building Reserve Fund (61) is a reserve fund; therefore, there is not an operating reserve unless the district wishes to set aside cash or fund balance without budget authority to spend it.

VOTED REVENUES Tab:

1. Estimated Non-Levy Revenues are entered by the district in support of the Voted Sub-fund.
 - a. Non-Levy revenue sources include: 1123, 1130, 1510, 1900, 3302, 3460, 9100, and 9710.
 - b. Estimated 1123 Coal Gross Proceeds: Pre-filled by the OPI using information provided by the Department of Revenue.
2. Unreserved Fund Balance Reappropriated is displayed on the page; *MAEFAIRS calculates*
3. The tab will display the 0117 Voted Sub-Fund District Tax Levy, which will include all sub-fund voted levies. Districts may have several voted levies: the voted safety levy (up to perpetual), the voted building reserve levy (up to 20 years), and a voted transition levy (up to 6 years) all entered through the “Go to Levies Page” tab.
4. The total of the 1110 Total District Tax Levy displayed is the sum of budget code 0118 Permissive Sub-Fund District Tax Levy plus 0117 Voted Sub-Fund District Tax Levy. *MAEFAIRS calculates*

PERMISSIVE REVENUES Tab:

1. A permissive levy may be assessed not to exceed 10.00 mills for elementary or high school districts and not to exceed 20.00 mills for K-12 districts. The dollar amount calculated from the total number of mills is not to exceed the total size of the school major maintenance amount defined in section [20-9-525\(7\)\(b\), MCA](#) as \$15,000 plus the product of \$110 multiplied by the district's budgeted ANB for the prior fiscal year.

2. Permissive sub-fund Non-Levy Revenues are entered by the district and may be estimated only if the full 10.00 mills (20.00 mills if a K-12) are levied and are still less than the available school major maintenance amount and the district intends to increase the amount of local effort.
 - a. Non-Levy revenue sources include: 1125, 1131, 1511, 1901, 3303, 3461, 5302, and 9101.
3. The total of the 1110 Total District Tax Levy displayed is the sum of budget code 0118 Permissive Sub-Fund District Tax Levy plus 0117 Voted Sub-Fund District Tax Levy. *MAEFAIRS calculates*
4. The State Major Maintenance Aid (3283) amount is included in the permissive sub-fund and will calculate based on the permissive levy amount entered, plus any estimated permissive sub-fund non-levy revenues or transfers. *MAEFAIRS calculates*

GO TO LEVY PAGE:

Districts with approved voted levies may enter those levy amounts to the MAEFAIRS system using this series of tabs.

1. For a district with a previously entered voted levy and the levy continues to have remaining years associated, select the levy, and enter the intended levy amount for the budget year and save.
2. Districts with a newly issued voted levy select Go to Levies Page, Go to Building Reserve Setup Page, Add a New Building Reserve, complete the required information, and save. After the setup is complete return to the Go to Building Reserve Levy Page, enter the levy amount for the budget year, and click the Go to Budget page to finish your budget.

SUMMARY Tab: No input required.

Verify the information on the screen, including the number of mills.

Step 9: Validation

1. Select validation
 - All: Both Corrective and Red Warning/Information - Warning below
 - Corrective: Must be fixed before the district can submit
 - Red Warning/Informational - Warning: Alert the user to possible errors (may submit with warning errors)
2. Before submission, a district should understand all warning validations. Please call the OPI if there are questions about validations.

Step 10: Submit to the OPI

- Once both the TFS and Budget are complete, and all validations have been reviewed and/or corrected, the district may submit. Select the district and click submit to OPI.
- If the district finds there is an error after submission, the district may request the OPI to un-submit the district. This option may be granted should other circumstances not be in conflict (such as county mill setting, etc.). Unsubmitting may require the approval of the county superintendent.

- The district must complete all steps in MAEFAIRS by September 15th, [§20-3-209, MCA](#) and [§20-9-134, MCA](#).
 - Retain a copy for the district.
-

Budget Timeline

- The budget timeline may be found here: [Budget Timeline](#)
-