

MEMORANDUM

Christine Thomas-Hill

Executive Director
Finance and Operations

Michele Greenan
Executive Assistant

TO:

Paul Soma, Superintendent

FROM:

Christine Thomas-Hill, Executive Director

DATE:

June 26, 2017

RE:

2017/2018 ORIGINAL BUDGETS

Attached please find the 2017/2018 original budget resolution and itemized preliminary budget detail, presented in accordance with the Uniform Budgeting and Accounting Act. The budgets presented represent our preliminary estimates of revenues and expenditures for the General Fund and our Special Revenue Fund (Food Services and Community Services programs). Major revenue assumptions are detailed on the budget resolution (page 5.3) and budget detail (page 6.2). Budget amendments will be brought before the Board for approval as more information becomes available.

An appropriate moti	on would be.				
Moved by HARZ to approve the or Special Revenue F	iginal 2017/2018 G	Seneral Fund	Budget and	_, to adopt a the original	resolution 2017/2018

An appropriate motion would be:



RESOLUTION FOR ADOPTION June 26, 2017

FOR ACTION:

TOPIC: 2017/2018 Preliminary Budgets for Traverse City Area Public Schools (Appropriations Act)

RECOMMENDATION:

It is recommended that the Board of Education adopt the resolution appropriating funds for the 2017/2018 fiscal year (Preliminary Budgets). The Uniform Budgeting and Accounting Act requires that the appropriations for the General Operations and Special Service Funds of the School District be approved by the Board of Education. The tentative budgets for these funds are attached. These budgets are only preliminary, to permit the beginning revenue disposition and expenditure appropriations until such time that the District has the necessary information to provide the final budget to the public and to the Board of Education.

Major revenue data is based upon the following:

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Estimated Taxable Value (ad valorem)	4,698,602,179
Homestead Taxable Value	2,842,539,405
Non-Principal Residence Exemption	
Taxable Value	1,856,062,774*
Operating Millage Levy	
(Non-principal residence exemption only)	18 mills
Operating Local Property Tax Revenue	
(Non-principal residence exemption only)	33,409,130
Estimated State Aid (foundation allowance) Formula:	
Foundation Allowance per Pupil	7,631
Local Tax Support per Pupil (Est. Pupils: 9,804)	3,408
State Aid per Pupil (Est. Pupils: 9,804)	4,223

^{*} Will be adjusted downward for Brownfield Development when numbers are available.

Emphasis is made that the data provided herein in no way indicates final revenue or expenditure levels; estimates are merely being provided to receive authorization to begin the 2017/2018 school year.

SOURCE PERSON: Christine Thomas-Hill, Executive Director of Finance and Operations

ATTACHMENTS:

Resolution to Adopt 2017/2018 Preliminary Budgets
Three (3) year budget reporting required by the State of Michigan (refer to Tab 6)



RESOLUTION TO ADOPT 2017/2018 PRELIMINARY BUDGETS

- **RESOLVED**, that this resolution shall be the general appropriations of the Traverse City Area Public Schools for the 2017/2018 fiscal year. A resolution to make appropriations, and to provide for the expenditure of the appropriations, and to provide for the disposition of all income received by the Traverse City Area Public Schools.
- **BE IT FURTHER RESOLVED,** that 18 mills of ad valorem property taxes will be levied for the purposes of General Operations. The levy will be against the taxable value of non-principal residence exemption and non-qualified agricultural property, and
- **WHEREAS**, the total revenues and un-appropriated fund balance estimated to be available for appropriations in the *General (Operating) Fund* of the Traverse City Area Public Schools for the fiscal year 2017/2018 are as follows:

Revenue

Local Sources	\$ 34,985,725
State Sources	53,523,835
Federal Sources	1,820,986
Incoming Transfers and Other Transactions	 2,144,023
Total Revenue	\$ 92,474,569
Total Revenue	\$ 92,474,569
Total Revenue Fund Balance (07/01/17 estimate)	\$ 92,474,569 4,050,039

Total Available to

Appropriate ~ General Fund \$ 96,524,608



RESOLUTION TO ADOPT 2017/2018 PRELIMINARY BUDGETS

BE IT FURTHER RESOLVED, that \$94,095,484 of the total available to appropriate in the *General Fund* is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures

Instruction:		
Basic Programs	\$	47,471,506
Added Needs	_	9,587,347
Total Instruction	\$	57,058,853
Support Services:		
Pupil Services	\$	3,549,868
Instructional Staff		4,468,243
General Administration		607,679
School Administration		6,775,546
Business Services		1,835,198
Operations & Maintenance		9,092,915
Pupil Transportation Services		5,333,444
Central Services		2,962,019
Other Support Services		1,999,655
Total Support Services	\$	36,624,567
Community Services	\$	80,743
Outgoing Transfers and Other Transactions	\$	331,321
Total Appropriated ~ General Fund	\$	94,095,484



RESOLUTION TO ADOPT 2017/2018 PRELIMINARY BUDGETS

BE IT FURTHER RESOLVED, the total projected revenues and expenditures for the **Special Revenue Fund - Food Services** of the Traverse City Area Public Schools for the fiscal year 2017/2018 are as follows:

Revenue

Local Sources *	\$	2,285,167
State Sources		303,031
Federal Sources		2,018,652
Incoming Transfers/Others		10,000
Total Revenue	\$	4,616,850
Expenditures		
Salaries	\$	1,399,211
Benefits		771,982
Purchased Services		143,517
Supplies & Other Expenses		2,252,140
Capital Outlay		50,000
Operating Transfer	_	0
Total Expenditures	\$	4,616,850
Excess of Revenues Over/(Under) Expenditures	\$	0
Beginning Fund Balance (07/01/17 estimate)	\$	696,728
Ending Fund Balance (06/30/18 estimate)	\$	696,728

^{*} The Local Revenue reflects a \$0.10 increase to elementary lunch and a \$0.15 increase to secondary lunch.



RESOLUTION TO ADOPT 2017/2018 PRELIMINARY BUDGETS

BE IT FURTHER RESOLVED, the total projected revenues and expenditures for the **Special Revenue Fund - Community Services** of the Traverse City Area Public Schools for the fiscal year 2017/2018 are as follows:

Revenue		
Local Sources	\$	3,484,400
Federal Sources		135,000
Intermediate Sources		0
Operating Transfers In	_	229,321
Total Revenue	\$	3,848,721
Expenditures		
Salaries	\$	1,779,818
Benefits		1,345,598
Purchased Services		241,540
Supplies and Other Expenses		338,057
Capital Outlay		29,937
Transfers to General Fund and Other	-	239,907
Total Expenditures	\$	3,974,857
Excess of Revenues Over/(Under) Expenditures	(\$	126,136)
Beginning Fund Balance (07/01/17 estimate)	\$	430,587
Ending Fund Balance (06/30/18 estimate)	\$	304,451



RESOLUTION TO ADOPT 2017/2018 PRELIMINARY BUDGETS

- **BE IT FURTHER RESOLVED**, that no Board of Education member or employee of the School District shall expend any funds or obligate the expenditures of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statements adopted by the Board. Changes in the amount appropriated by the Board shall require approval of the Board of Education.
- **BE IT FURTHER RESOLVED**, that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board of Education and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement adopted by the Board of Education.

This Appropriations Resolution is to take effect on July 1, 2017.

AYES:

CLARK, ELLERY, FALCONER, HARDY, KELLY, KLEGMAN

NAYS:

GEHT

Resolution adopted.

Doris E. Ellery, Secretary
Board of Education
Traverse City Area Public Schools

The undersigned duly qualified and acting Secretary of the Board of Education of Traverse City Area Public Schools, Traverse City, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education, Traverse City, Michigan at its study session meeting held on June 26, 2017, the original of which is part of the Board's minutes, and further certifies that notice of the meetings was given to the public under the Open Meetings Act, 1976 PA267, as amended.

Doris E. Ellery, Secretary
Board of Education
Traverse City Area Public Schools



TRAVERSE CITY AREA PUBLIC SCHOOLS 412 Webster Street Traverse City, MI 49686

ITEMIZED PRELIMINARY BUDGET 2017/2018

Presented June 26, 2017

The itemized portion of the 2017/2018 budgets is provided for informational purposes only and is broken down into more detail than the formal budget adopted by the Board of Education (presented in Tab 5). This section also includes the three-year budget reporting, as required by the State of Michigan.

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Traverse City Area Public Schools						
	General Fund Budget					
For the Fisca	I Years Ending	June 30				
	2014-2015	2015-2016	2016-2017	2017-2018		
Revenue	Actual	Actual	Amended	Original		
Local Unrestricted	33,851,957	34,337,848	36,070,008	34,985,725		
State Unrestricted	42,812,048	42,289,114	43,430,521	44,948,929		
State Restricted	8,252,349	9,715,667	9,572,903	8,574,906		
Federal Restricted	1,802,471	1,780,560	2,506,442	1,820,986		
Incoming Transfers/Other	3,332,332	3,109,917	3,015,552	2,144,023		
Total Revenues	90,051,157	91,233,106	94,595,426	92,474,569		
Expenditures	Ī					
Instruction						
Basic Instruction	46,137,620	47,505,690	48,725,557	47,471,506		
Added Needs	9,095,822	8,720,601	10,048,414	9,587,347		
Total Instruction	55,233,442	56,226,291	58,773,971	57,058,853		
Support	33,233,442	30,220,291	30,773,971	37,030,033		
Pupil	3,123,569	3,134,705	3,501,888	3,549,868		
Instructional Staff	4,302,350	4,440,545	4,830,642	4,468,243		
General Administration	529,320	563,647	595,341	607,679		
School Administration	6,419,606	6,705,847	6,622,008	6,775,546		
Business Services	1,413,471	1,453,181	1,624,348	1,835,198		
Operations and Maintenance	8,993,881	9,120,694	9,015,575	9,092,915		
Pupil Transportation	5,080,590	5,132,582	5,885,831	5,333,444		
Central Services	2,651,351	2,783,460	2,938,668	2,962,019		
Other Support Services	1,896,800	1,998,099	2,365,598	1,999,655		
Total Support Services	34,410,938	35,332,760	37,379,899	36,624,567		
Community Services	108,088	104,121	146,883	80,743		
Other Uses - Outgoing Transfers & Other	124,903	166,269	340,822	331,321		
Total Expenditures	89,877,371	91,829,441	96,641,575	94,095,484		
Excess Revenue/(Expenditures)	173,786	(596,335)	(2,046,149)	(1,620,915)		
Fund Balance - July 1	6,518,737	6,692,523	6,096,188	4,050,039		
Fund Balance - June 30	6,692,523	6,096,188	4,050,039	2,429,124		
Less Non-Spendable and Assigned	4,127,652	4,712,776	1,539,700	1,539,700		
Unassigned Fund Balance	2,564,871	1,383,412	2,510,339	889,424		
Fund Equity Non-Spendable and Assigned	Ī					
Non-Spendable for Inventories	61,370	75,601	50,000	50,000		
Non-Spendable for Prepaid	657,067	654,660	100,000	100,000		
Assigned for Building Carryover	480,535	690,503	489,700	489,700		
Assigned for Department Carryover	231,284	090,303	489,700	469,700		
Assigned for Building Staff Carryover	231,204	0	0	0		
Assigned for Severance Pay	1,212,467	1,188,002	900,000	900,000		
Assigned for subsequent year expenditures	1,484,929	2,104,010	0	000,000 N		
Total Fund Equity Non-Spendable and Assigned	4,127,652	4,712,776	1,539,700	1,539,700		
. J.a and Equity Hon Openidable and Assigned	7, 121,002	-,. 12,110	.,555,755	1,000,100		

NOTE: The numbers listed here represent estimates to establish the beginning funding levels. Subsequent budgets will more accurately reflect the direction of the General Fund.

Traverse City Area Public Schools Foundation Allowance Analysis June 30, 2017

Calculation of Projected FTE Students			2018	2017
February Student Count (actual 2017)	9,781	10%	978	972
October Student Count (estimate 2017)	9,807	90%	8,826	8,833
Total Fiscal year FTE			9,804	9,805

Total Foundation Allowance Calculation	2018	2017
Total Fiscal year FTE	9,804	9,805
Foundation Amount per Student	7,631	7,511
Total Foundation Allowance	74,814,324	73,645,355

State and Local Portion of Foundation	Current Year	Prior Year
non-Principal Residence Exemption	1,856,062,774	1,813,255,521
18 mills		
Local Portion of Foundation	33,409,130	32,638,599
State Portion of Foundation	41,405,194	41,006,756

Traverse City Area Public Schoo				
General Fund Budget - Unrestricted Re				
For the Fiscal Years Ending June				
	2016-2017	2017-2018		
Revenue	Amended	Original		
Local Unrestricted	35,997,201	34,985,725		
State Unrestricted	43,430,521	44,948,929		
State Restricted	6,073,387	6,073,387		
Federal Restricted	20,000	20,000		
Incoming Transfers/Other	2,824,220	2,021,023		
Total Revenues	88,345,329	88,049,064		
Expenditures				
Instruction				
Basic Instruction	47,583,256	16 501 700		
Added Needs	7,006,007	46,594,700 7,265,576		
Total Instruction				
	54,589,263	53,860,276		
Support Pupil	2 400 447	2 204 646		
l l	3,168,447	3,201,616		
Instructional Staff	3,602,589	3,856,051		
General Administration	595,341	607,679		
School Administration	6,622,008	6,775,546		
Business Services	1,624,348	1,835,198		
Operations and Maintenance	9,014,728	9,092,915		
Pupil Transportation	5,743,986	5,291,837		
Central Services	2,921,119	2,961,803		
Student Support Services	2,269,152	1,919,655		
Total Support Services	35,561,718	35,542,300		
Community Services	8,994	8,994		
Other Uses - Outgoing Transfers & Other	231,503	258,409		
Total Expenditures	90,391,478	89,669,979		
Excess Revenue/(Expenditures)	(2,046,149)	(1,620,915)		
Fund Balance - July 1	6,096,188	4,050,039		
Fund Balance - June 30	4,050,039	2,429,124		
Less Non-Spendable and Assigned	1,539,700	1,539,700		
Unassigned Fund Balance	2,510,339	889,424		
[Found Foundation New Construction of Assistance				
Fund Equity Non-Spendable and Assigned	50.000	50.000		
Non-Spendable for Inventories	50,000	50,000		
Non-Spendable for Prepaids	100,000	100,000		
Assigned for Building Carryover	489,700	489,700		
Assigned for Department Carryover	0	0		
Assigned for Building Staff Carryover	0	0		
Assigned for Severance Pay	900,000	900,000		
Total Fund Equity Non-Spendable and Assigned	1,539,700	1,539,700		

Traverse City Area Public Schools General Fund Budget - Restricted Local For the Fiscal Years Ending June 30

	2016-2017	2017-2018
Revenue	Amended	Original
Local Unrestricted	72,807	0
State Unrestricted		
State Restricted		
Federal Restricted		
Incoming Transfers/Other	191,332	123,000
Total Revenues	264,139	123,000

Expenditures		
Instruction		
Basic Instruction	13,931	0
Added Needs	154,711	116,088
Total Instruction	168,642	116,088
Support		
Pupil	3,186	0
Instructional Staff	27,558	1,775
General Administration	0	0
School Administration	0	0
Business Services	0	0
Operations and Maintenance	847	0
Pupil Transportation	0	0
Central Services	0	0
Student Support Services	16,446	0
Total Support Services	48,037	1,775
Community Services	34,380	500
Other Uses - Outgoing Transfers & Other	13,080	4,637
Total Expenditures	264,139	123,000
Excess Revenue/(Expenditures)	0	0
Fund Balance - July 1	0	0
Fund Balance - June 30	0	0
Less Non-Spendable and Assigned	0	0
Unassigned Fund Balance	0	0

Traverse City Area Public Schools General Fund Budget - Restricted State Funds For the Fiscal Years Ending June 30

	2016-2017	2017-2018
Revenue	Amended	Original
Local Unrestricted		
State Unrestricted		
State Restricted	3,499,516	2,501,519
Federal Restricted		
Incoming Transfers/Other		
Total Revenues	3,499,516	2,501,519

Expenditures		
Instruction		
Basic Instruction	1,003,656	876,806
Added Needs	1,810,481	1,305,627
Total Instruction	2,814,137	2,182,433
Support		
Pupil	245,706	218,053
Instructional Staff	240,769	11,033
General Administration	0	0
School Administration	0	0
Business Services	0	0
Operations and Maintenance	0	0
Pupil Transportation	78,000	0
Central Services	17,049	0
Student Support Services	80,000	80,000
Total Support Services	661,524	309,086
Community Services	5,031	0
Other Uses - Outgoing Transfers & Other	18,824	10,000
Total Expenditures	3,499,516	2,501,519
Excess Revenue/(Expenditures)	0	0
Fund Balance - July 1	0	0
Fund Balance - June 30	0	0
Less Reserves and Designations	0	0
Unreserved Fund Balance	0	0

Traverse City Area Public Schools General Fund Budget - Federal Funds For the Fiscal Years Ending June 30

	2016-2017	2017-2018
Revenue	Amended	Original
Local Unrestricted		
State Unrestricted		
State Restricted		
Federal Restricted	2,486,442	1,800,986
Incoming Transfers/Other		
Total Revenues	2,486,442	1,800,986

Expenditures		
Instruction		
Basic Instruction	124,714	0
Added Needs	1,077,215	900,056
Total Instruction	1,201,929	900,056
Support		
Pupil	84,549	130,199
Instructional Staff	959,726	599,384
General Administration	0	0
School Administration	0	0
Business Services	0	0
Operations and Maintenance	0	0
Pupil Transportation	63,845	41,607
Central Services	500	216
Student Support Services	0	0
Total Support Services	1,108,620	771,406
Community Services	98,478	71,249
Other Uses - Outgoing Transfers & Other	77,415	58,275
Total Expenditures	2,486,442	1,800,986
Excess Revenue/(Expenditures)	0	0
Fund Balance - July 1	0	0
Fund Balance - June 30	0	0
Less Non-Spendable and Assigned	0	0
Unassigned Fund Balance	0	0

Traverse City Public Schools School Service Fund - Food Services Program For the Fiscal Years Ending June 30

Revenue	Actual	Actual	Amended	Original
Local	2,405,557	2,348,156	2,322,862	2,285,167
State	268,760	280,006	351,563	303,031
Federal	2,333,532	2,321,635	2,327,700	2,018,652
Incoming Transfers and Other	31,670	13,502	14,000	10,000
Total Revenues	5,039,519	4,963,299	5,016,125	4,616,850
Expenditures				
Salaries and Wages	1,404,663	1,446,981	1,466,975	1,399,211
Employee Benefits	737,494	821,571	842,039	771,982
Purchased Services	130,884	162,109	144,019	143,517
Supplies and Other	2,670,727	2,502,952	2,465,692	2,252,140
Capital Outlay	13,145	48,366	72,400	50,000
Operating Transfer	0	0	0	0
Total Expenditures	4,956,913	4,981,979	4,991,125	4,616,850
Revenues Over/(Under) Expenditures	82,606	(18,680)	25,000	0
Beginning Fund Balance July 1	607,802	690,408	671,728	696,728
Ending Fund Balance June 30	690,408	671,728	696,728	696,728

NOTE: The numbers listed here represent estimates to establish the beginning funding levels. A subsequent final budget will more accurately reflect the direction of the programs listed. The Local Revenue reflects a \$0.10 increase to elementary lunch and a \$0.15 increase to secondary lunch.

Traverse City Area Public Schools School Service Fund - Community Services For the Fiscal Years Ending June 30

	2014-2015	2015-2016	2016-2017	2017-2018
Revenue	Actual	Actual	Amended	Original
Local	2,671,291	2,960,156	3,257,900	3,484,400
Federal	135,000	133,263	135,000	135,000
Intermediate School District	0	0	0	0
Incoming Transfers/Other	132,741	202,324	228,175	229,321
Total Revenues	2,939,032	3,295,743	3,621,075	3,848,721
Expenditures				
Salaries and Wages	1,351,728	1,526,807	1,727,048	1,779,818
Employee Benefits	921,472	1,092,827	1,279,532	1,345,598
Purchased Services	233,500	240,790	264,286	241,540
Supplies and Other	217,558	318,080	367,553	338,057
Capital Outlay	25,005	24,930	29,956	29,937
Transfer to General Fund and Other	111,574	135,595	140,256	239,907
Total Expenditures	2,860,837	3,339,029	3,808,631	3,974,857
Revenue Over/(Under) Expenditures	78,195	(43,286)	(187,556)	(126,136)
Beginning Fund Balance July 1	583,234	661,429	618,143	430,587
Ending Fund Balance June 30	661,429	618,143	430,587	304,451

NOTE: The TCAPS School Service Fund - Community Services is made up of three components: Childcare Programs, LEAP (Learning Enrichment and Athletic Program) and Restricted Federal Funds. A separate breakout of each of these components is included on the pages that follow. The numbers listed here represent estimates to establish the beginning funding levels. A subsequent final budget will more accurately reflect the direction of the programs listed.

Traverse City Area Public Schools School Service Fund - Community Services - Childcare Programs For the Fiscal Years Ending June 30

	2016-2017	2017-2018
Revenue	Amended	Original
Local	2,880,400	3,113,400
Federal		
Intermediate School District		
Incoming Transfers/Other	35,675	36,821
Total Revenues	2,916,075	3,150,221
Expenditures		
Salaries and Wages	1,485,730	1,539,169
Employee Benefits	1,116,850	1,182,103
Purchased Services	102,397	81,769
Supplies and Other	259,235	234,097
Capital Outlay	4,529	4,329
Transfer to General Fund and Other	134,890	234,890
Total Expenditures	3,103,631	3,276,357
Revenue Over/(Under) Expenditures	(187,556)	(126,136)
Beginning Fund Balance July 1	559,608	372,052
Ending Fund Balance June 30	372,052	245,916

Traverse City Area Public Schools School Service Fund - Community Services - Learning, Enrichment, and Athletic Program For the Fiscal Years Ending June 30

	2016-2017	2017-2018
Revenue	Amended	Original
Local	377,500	371,000
Federal		
Intermediate School District		
Incoming Transfers/Other	192,500	192,500
Total Revenues	570,000	563,500
Expenditures		
Salaries and Wages	182,234	182,234
Employee Benefits	123,986	123,986
Purchased Services	138,009	138,009
Supplies and Other	100,544	94,089
Capital Outlay	25,227	25,182
Transfer to General Fund and Other	0	0
Total Expenditures	570,000	563,500
Revenue Over/(Under) Expenditures	0	0
Beginning Fund Balance July 1	58,535	58,535
Ending Fund Balance June 30	58,535	58,535

NOTE: The numbers listed here represent estimates to establish the beginning funding levels. A subsequent final budget will more accurately reflect the direction of the programs listed. The Local Revenue reflects a \$15.00 increase to elementary offerings.

Traverse City Area Public Schools School Service Fund - Community Services - Restricted Federal Funds For the Fiscal Years Ending June 30

	2016-2017	2017-2018
Revenue	Amended	Original
Local		
Federal	135,000	135,000
Intermediate School District		
Incoming Transfers/Other		
Total Revenues	135,000	135,000
Expenditures		
Salaries and Wages	59,084	58,415
Employee Benefits	38,696	39,509
Purchased Services	23,880	21,762
Supplies and Other	7,774	9,871
Capital Outlay	200	426
Transfer to General Fund and Other	5,366	5,017
Total Expenditures	135,000	135,000
Povenue Over//Under) Expenditures		
Revenue Over/(Under) Expenditures	0	0
Beginning Fund Balance July 1	0	0
Ending Fund Balance June 30	0	0