F-33 (1998)

RETURN TO

U.S. Census Bureau ATTN: Governments Division Washington, DC 20233-0001 FORM **F-33** (10-14-98)

U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU

# 1998 ANNUAL SURVEY OF LOCAL GOVERNMENT FINANCES School Systems

In correspondence pertaining to this report, please refer to the Census File Number above your address.

(Please correct any error in name, address, and ZIP Code)

Please note that this is a national form that applies to governments with wide differences in the size of their service areas, the amount of population served, and the extent and complexity of their financial accounts. This form has been approved by the Office of Management and Budget (OMB) and has been given the number 0607-0700. Please note that we have displayed this number in the upper right hand corner of this form. Display of this number confirms that we have approval from OMB to conduct this survey. If this number was not displayed, we could not request your participation in this survey. We estimate public reporting burden for this collection of information to vary from 1.5 to 2.5 hours per response, with an average of 2 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Associate Director for Finance and Administration, Attn: Paperwork Reduction Project 0607-0700, Room 3104, Federal Building 3, U.S. Census Bureau, Washington, DC 20233.

**NOTE** — Please read the instructions on pages 6 through 8 before completing this form.

Reference numbers pertain to revenue, expenditure function and object codes contained in **Financial Accounting for Local and State School Systems**, National Center for Education Statistics, 1990.

Part I REVENUE	Amount <b>Omit cents</b>
Section A – FROM LOCAL SOURCES	TØ6
<b>1.</b> Property taxes (1110, 1140)	
2. General sales or gross receipts tax (1120)	TØ9
	T15
3. Public utility taxes (1190)	T4Ø
4. Individual and corporate income taxes (1130)	
5. All other taxes (1190)	T99
6. Parent government contributions (dependent school systems only – 1200)	TØ2
<b>7.</b> Revenue from cities and counties (1200, 1960, 2100, 2200, 2800)	D23
8. Revenue from other school systems (within state – 1320, 1420, 1951; out of state – 1330, 1430, 1952)	D11
9. Tuition fees from pupils and parents (1310, 1340)	AØ7
10. Transportation fees from pupils and parents (1410, 1440)	AØ8
11. Textbook sales and rentals (1940)	A11
12. School lunch revenues (1600)	AØ9
13. Student activity receipts (1700)	A13
Total Octation Country Total place (1700)	

Part I REVENUE - Continued	Amount <b>Omit cents</b>
Section A – FROM LOCAL SOURCES – Continued	A2Ø
14. Other sales and service revenues (1800)	
15. Interest earnings (1500)	U22
<b>16.</b> Miscellaneous other local revenue (1910, 1920, 1930, 1980, 1990)	U97
Section B – FROM STATE SOURCES (3100, 3200, 3800)	CØ1
1. General formula assistance	
2. Staff improvement programs	CØ4
3. Special education programs	CØ5
4. Compensatory and basic skills attainment programs	CØ6
	CØ7
5. Bilingual education programs	CØ8
6. Gifted and talented programs	CØ9
7. Vocational education programs	C1Ø
8. School lunch programs	C11
9. Capital outlay and debt service programs	
10. Transportation programs	C12
11. All other revenues from state sources	C13
Section C - FROM FEDERAL SOURCES THROUGH THE STATE GOVERNMENT (4200, 4500)	C14
1. Title I	C15
2. Children with disabilities	
3. Eisenhower math and science	C16
4. Drug free schools	C17
5. Title VI	C18
	C19
6. Vocational education	C25
7. Child nutrition act – exclude commodities	C2Ø
8. All other federal aid through the state  Section D - FROM FEDERAL SOURCES DIRECTLY (4100, 4300, 4700, 4800)	B1Ø
1. Impact aid (PL 815 and 874)	
	B11
2. Bilingual education	B12
3. Indian education	B13
4. All other direct federal aid	
CONTINUE WITH	PART II ON PAGE 3

#### **CURRENT OPERATION EXPENDITURE – All amounts paid excluding internal** Part II transfers and amounts reported in parts III, IV3-6, VIA3, and IX6-14. **Section A - ELEMENTARY-SECONDARY** Salaries only Employee benefits only TOTAL (ALL current **EDUCATION INSTRUCTIONAL** (Object 100) (Object 200) operation objects) **PROGRAMS - PREKINDERGARTEN** (1) (2) (3) **THROUGH GRADE 12** Z33 V1Ø E13 **1.** Instruction (1000) V11 V12 F17 2. Support services, pupils (2100) V13 V14 EØ7 **3.** Support services, instructional staff (2200) V15 V16 EØ8 4. Support services, general administration (2300) V18 V17 EØ9 **5.** Support services, school administration (2400) V21 V22 V4Ø 6. Support services, operation and maintenance of plant (2600) V23 V24 V45 7. Support services, student transportation V37 V38 V9Ø 8. Business/central/other support services (2500, 2800, and 2900) V29 V3Ø F11 Section B - ELEMENTARY-SECONDARY NON-INSTRUCTIONAL PROGRAMS 9. Food services (3100) V32 V6Ø 10. Enterprise operations (3200) V65 11. Other V7Ø Section C - NON-ELEMENTARY-SECONDARY **PROGRAMS** 12. Community services (3300) V75 13. Adult education V8Ø 14. Other V91 **Section D - EXHIBITS OF SELECTED ITEMS REPORTED ABOVE IN II-A AND II-B** 15. Payments to private schools (object 563) V92 16. Payments to public charter schools Part III **CAPITAL OUTLAY EXPENDITURES** Amount **Omit cents** F12 1. Construction (object code 450) G15 2. Land and existing structures (object codes 710, 720) KØ9 3. Instructional equipment (object code 730, function 1000) K1Ø 4. All other equipment (object code 730, functions 2000, 3000, 4000) Part IV OTHER EXPENDITURES BY LOCAL EDUCATION AGENCY Z32 1. Total salaries and wages (object 100 - ALL functions) 734 2. Total employee benefit payments (object 200 – ALL functions) CONTINUE WITH PART IV ON PAGE 4

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rt IV OTHER EXPENDITURES BY LO	OCAL EDUCATION AGE	NCY – Conti	nued	Amount Omit cents
				Q11
3. Payments to other school systems (objects 511, 512, 561, 562, 564, 565, 592, 593)			L12	
4. Payments to State governments (object code	e 569)			
5. Payments to local governments (object code	920)			M12
				186
6. Interest on school system indebtedness (objust V STATE PAYMENTS ON BEHAL		ATION ACE	NCV	C38
(Revenue source code 3900)	IF OF THE LOCAL EDUC	AIION AGE	NCT	
1. For employee benefits				
2. All other (textbooks, school bus purchase, et	rc.)			C39
rt VI DEBT	,			19H
ection A – LONG TERM – Term of more tha	n one year			
1. Outstanding at beginning of the fiscal year				
2. Issued during fiscal year (revenue code 5110	))			21F
	.,,			31F
3. Retired during fiscal year (object 910)				41F
<b>4.</b> Outstanding at end of fiscal year (1 plus 2 m	inus 3)			
Section B – SHORT TERM – Term of one year or less			61V	
Outstanding at beginning of fiscal year				
				66V
<ol> <li>Outstanding at beginning of fiscal year</li> <li>Outstanding at end of fiscal year</li> <li>CASH AND INVESTMENTS HE</li> </ol>	LD AT END OF FISCAL	YEAR		66V
2. Outstanding at end of fiscal year TOTAL CASH AND INVESTMENTS HE	LD AT END OF FISCAL	<b>YEAR</b>	ds	66V
2. Outstanding at end of fiscal year	Debt service			66V Other
2. Outstanding at end of fiscal year  TYPE TYPE OF ASSET	Debt service	Fun		
2. Outstanding at end of fiscal year  TYII CASH AND INVESTMENTS HE  Type of asset  sh and deposits (include CD's and security holdi	Debt service WØ1	Fun Bor		Other W61
2. Outstanding at end of fiscal year  TYPE TYPE OF ASSET	Debt service WØ1	Fun Bor		Other W61 Membership
2. Outstanding at end of fiscal year  TYII CASH AND INVESTMENTS HE  Type of asset  sh and deposits (include CD's and security holdi	Debt service WØ1 1997	Fun Bor		Other W61
2. Outstanding at end of fiscal year  TYII CASH AND INVESTMENTS HE  Type of asset  Type of asset  The and deposits (include CD's and security holding the content of the co	Debt service wø1  1997  by closest to October 1, 1997	Fun Bor		Other W61 Membership
2. Outstanding at end of fiscal year  TOTALL MEMBERSHIP - October  er the count of pupils enrolled on the school da	Debt service wø1  1997  by closest to October 1, 1997	Fun Bor		Other W61 Membership
2. Outstanding at end of fiscal year  TOTAL CASH AND INVESTMENTS HE  Type of asset  Type of asset  The and deposits (include CD's and security holding to the count of pupils enrolled on the school danger of the count of pupils enrolled on the school danger to the count of the coun	Debt service wø1  1997  by closest to October 1, 1997	Fun Bor	nd	Other W61  Membership V33
2. Outstanding at end of fiscal year  TYII CASH AND INVESTMENTS HE  Type of asset  Type of asset  The and deposits (include CD's and security holding the triangle of the triangle of the security holding the triangle of the security holding the triangle of the security holding triangle of the secu	Debt service wø1  1997  by closest to October 1, 1997	Fun Bor	Code	Other W61  Membership V33
2. Outstanding at end of fiscal year  TYII CASH AND INVESTMENTS HE  Type of asset	Debt service wø1  1997  by closest to October 1, 1997	Fun Bor	Code A15	Other W61  Membership V33
2. Outstanding at end of fiscal year  TYPE CASH AND INVESTMENTS HE  Type of asset  Type of asset  The and deposits (include CD's and security holding the count of pupils enrolled on the school day the count of pupils enrolled on the count of pupils enrolle	Debt service wø1  1997  by closest to October 1, 1997	Fun Bor	Code A15 TØ7	Other W61  Membership V33
2. Outstanding at end of fiscal year  TYII CASH AND INVESTMENTS HE  Type of asset  Type of asset	Debt service wø1  1997  by closest to October 1, 1997	Fun Bor	Code A15 TØ7 C24	Other W61  Membership V33
2. Outstanding at end of fiscal year  TYII CASH AND INVESTMENTS HE  Type of asset  Type of asset  The and deposits (include CD's and security holding the se	Debt service WØ1  1997  Ly closest to October 1, 1997	Fun Bor	Code A15 TØ7 C24 C35	Other W61  Membership V33
2. Outstanding at end of fiscal year  TYII CASH AND INVESTMENTS HE  Type of asset  Type of asset	Debt service WØ1  1997  Ty closest to October 1, 1997  The control of the control	Fun Bor	Code A15 TØ7 C24 C35 C36	Other W61  Membership V33
2. Outstanding at end of fiscal year  TYPE CASH AND INVESTMENTS HE  Type of asset  Type of asset	Debt service  WØ1  1997  Ty closest to October 1, 1997  The control of the contro	Fun Bor	Code A15 TØ7 C24 C35 C36 J13	Other W61  Membership V33

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Part IX SPECIAL PROCESSING ITEMS - Continued						
Item		Code	Amount			
10. State payment of behalf of the LEA, school administration				JØ9		
11. State payment on behalf of the LEA, operation and maintenance of plant			J4Ø			
12. State payment on behalf of the LEA, student transportation				J45		
13. State payment on behalf of the LEA, business/central/other				J9Ø		
14. State payment on behalf of the LEA, other			J1Ø			
15. Support services expenditures, nonspecified			V85			
16. Equipment expenditure, nonspecified			K11			
17. Own retirement system transfer, instruction			J12			
18. Federal revenue on behalf of school system			B23			
FOR CENSUS USE ONLY						
Remarks – Please i	ise this space for any e	explanation that may b	pe essential in understa	andina vo	ur reported	data. If

Remarks - Please use this space for any	y explanation that may be essential in	understanding your reported data. If
additional space is required,	please attach a separate sheet.	•

# Name Telephone Title Title

#### **BASIC INSTRUCTIONS AND SUGGESTIONS**

FINALLY AUDITED FIGURES ARE UNNECESSARY. If substantially accurate figures can be supplied on a preliminary basis, please do not delay submitting this report.

- 1. INCLUDE the unduplicated revenues and expenditures from all funds.
  - a. General fund
  - **b.** Special revenue funds
  - c. Federal projects funds
    d. Debt service fund
- e. Capital projects funds
- f. Food service fund
- g. Student activity funds
- **2.** EXCLUDE transfers of monies between funds, agency transactions, transactions of private trust funds, purchase of commodities, and purchase of securities for investment purposes.
- **3.** Please describe in the "Remarks" section the basis of any estimates or prorations used to report amounts requested on this form.
- 4. Please report "0" in cases of revenues not received, no expenditures made, or no debt or assets. Report "M" if there are values for these items but they cannot be determined because they are missing from your records.
- **5.** Contact the Elementary-Secondary Education Statistics Branch, Bureau of the Census at 1–800–622–6193 for help with questions.

#### Part I - REVENUE

#### Section A - FROM LOCAL SOURCES

- **Lines 1–5.** Independent school districts should report their tax receipts here. Line 1 (property taxes) will be applicable to most independent school districts. Lines 2 through 5 will be applicable to only a relatively small number of districts. Taxes reported here should be those which the district has the power to levy. State taxes and state property tax relief payments should be excluded here and reported instead in section B. Include current and delinquent tax revenues and penalties.
- **Line 6.** Dependent school systems should report their tax receipts and any other amounts appropriated by their parent government on line 6 (Census code T02).
- **Line 7.** Report taxes for education levied by separate county and city governments and transferred to the school system. Include debt issued in the name of a local (non-school system) government and transferred to the school system. Regional school systems should report assessments received from cities and towns here. Assessments received from independent school districts should be reported on line 8.
- **Line 8.** Report payments received from other school systems, both within and outside the state, for tuition, transportation, and other services (such as purchasing and data processing). Regional school systems should report assessments received from independent school districts here. Assessments received from cities and towns should be reported on line 7.
- **Lines 9–14.** Report all student fees on these lines. Gross receipts from sale of school breakfasts, lunches, and milk (from students, teachers, adults, but not from state or federal funds) should be entered in item 12. Gross student activity receipts for those funds under control of the custodian of school funds should be included on line 13. Revenues from other sales and services, including community services activities should be entered on line 14. Report in Part IX the amount of any student fee that cannot be reported because the fee covers more than one of the items on lines 9 through 14, such as lump sum fees for both tuition and transportation.
- **Line 15.** Include interest earnings from all funds held by the school system
- **Line 16.** Report receipts from rentals, property sales, private contributions, and refunds from prior year expenditures.

#### Section B - FROM STATE SOURCES

Include all state payments made directly to the local education agency. Exclude state payments made on behalf of the local education agency and report instead in Part V.

- Line 1. Include revenue from general non-categorical state assistance programs such as foundation, minimum or basic formula support, principal apportionment, equalization, flat or block grants, and state public school fund distributions. Also include state revenue dedicated from major state taxes, such as income and sales taxes. Revenues from minor state taxes should be included on line 11.
- Line 2. Report revenues from programs designed to improve the quality and quantity of local education agency staff. Examples include additional teacher units, teacher benefits, retirement and social security paid directly to local education agencies, mentor teachers, teacher induction, staff development contracts and stipends, career ladder contracts, in-service training, health insurance, principal leadership, teacher quality contracts, and salaries for specific types of instructional and support staff (other than for staff directly associated with the programs described on lines 3 through 10).

- **Line 3.** Enter revenues for the education of physically and mentally handicapped students.
- **Line 4.** Include revenues from state compensatory education for "at risk" or other economically disadvantaged students, including migratory children (unless bilingual see line 5) and orphans. Also include amounts from state programs directed toward the attainment of basic skills. Include categorical education excellence and quality education programs which provide more than staff enhancements such as materials, resource centers, and equipment. Programs which focus on staff should be reported on line 2.
- **Lines 5–10.** Enter state revenues for the type of program indicated. Include career education programs on line 7; school lunch matching payments on line 8; school construction, building aid, and interest and principal payments on line 9; and bus driver salaries and bus replacements on line 10.
- Line 11. Report amounts for specific programs not described above on lines 1 through 10 including instructional materials, textbooks, computer equipment, library resources, guidance and psychological services, driver education, energy conservation, enrollment increases and losses, health, alcohol and drug abuse, AIDS, child abuse, summer school, prekindergarten and early childhood, adult education (excluding vocational), desegregation, private schools, safety and law enforcement, and community services.

Also include on line 11 those items financed by relatively minor state taxes, licenses, fees, and funds such as severance and license taxes, timber and motor vehicle excise taxes, payments in lieu of taxes, refunds, land reimbursement, and forest funds.

Report in Part IX the amount of any state revenue item that cannot be reported because the item covers more than one of the items on lines 1 through 11, such as "total state revenues" not broken down by program.

## Section C - FROM FEDERAL SOURCES THROUGH THE STATE GOVERNMENT

- **Line 1.** Include federal revenues distributed through Title I of the Elementary-Secondary Education Act (ESEA). Report basic, concentration, and migratory education grants.
- **Line 2.** Report federal revenues awarded under the Individuals with Disabilities Education Act (IDEA 97). Include formula grants authorized in Part B of this legislation. Exclude project grants authorized in Part D. Report these project grants instead in Part I-D4.
- **Line 3.** Report math and science formula grants authorized by Title II-A and B and Title XIII-C of the Elementary-Secondary Education Act.
- **Line 4.** Include formula and project grants for drug free schools authorized by the Elementary-Secondary Education Act, Title IV.
- **Line 5.** Enter Title VI grants sanctioned by the Elementary-Secondary Education Act.
- **Line 6.** Report formula grants authorized by the Carl D. Perkins Vocational Education Act. Include revenues from Title II (Basic Grants), and Title III-E (Tech-Prep Education).
- Line 7. Include revenues from Child Nutrition Act programs (national school lunch, special milk, school breakfast and ala carte) sanctioned by P.L. 79-396 and P.L. 89-642. Report cash payments only -- Exclude the value of donated commodities.
- **Line 8.** Enter the total of all other federal funds disbursed through the state to the local education agency. Include formula grants authorized by the Adult Education Act (Part B).

#### Section D - FROM FEDERAL SOURCES DIRECTLY

- **Line 1.** Include federal payments for construction (P.L. 81-815) and for maintenance and operation (P.L. 81-874).
- **Line 2.** Include project grants for bilingual education authorized by Title VII of the Elementary-Secondary Education Act.
- **Line 3.** Include both project and formula grants for Indian education authorized by the Elementary-Secondary Education Act, Title IX, and the Johnson O'Malley Act.
- **Line 4.** Report the total of all other federal grants awarded directly to the local education agency. Include project grants for Handicapped Education (see instructions for Part I-C2), Head Start, Magnet Schools, and Gifted and Talented.

Report in Part IX the amount of any federal revenue item that cannot be reported because the item covers more than one of the items in Part IC1-8 and ID1-4, such as "total federal revenues" not broken down by program.

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#### **Part II - CURRENT OPERATION EXPENDITURE**

Include for the functions shown on lines 1 though 14 expenditures for salaries and wages only (column (1)), employee benefits only (column (2)), and all current operation expenditure (column (3)). Column (3) totals should include amounts entered in columns (1) and (2). Additionally, column (3) totals should include such objects as contracts, rent, insurance, utilities, maintenance services, printing, tuition paid to private schools, purchase of food, supplies, and materials.

Exclude from Part II	Include instead in:
Capital outlay expenditures	Part III
Payments to other school systems	Part IV, item 3
Payments to the State, cities, counties, or special districts	Part IV, items 4 and 5
Debt service payments	Part IV, item 6 and Part VIA3
State payments on behalf of school systems	Part IX, items 6–14

Also exclude inter-fund transfers and the purchase of stocks, bonds, securities, and other investment assets.

Handbook references pertain to function codes contained in Financial Accounting for Local and State School Systems, National Center for Education Statistics, 1990.

#### Section A - Elementary-secondary Education Instructional Programs - Prekindergarten through Grade 12

**Line 1. Instruction (1000).** Total current operation expenditure for activities dealing with the interaction of teachers and students in the classroom, home, or hospital as well as co-curricular activities. Report amounts for activities of teachers and instructional aides or assistants engaged in regular instruction, special education, and vocational education programs. Exclude adult education programs (report on line 13).

Line 2. Pupil support (2100). Report expenditures for administrative, guidance, health, and logistical support that enhance instruction. Include attendance, social work, student accounting, counseling, student appraisal, information, record maintenance, and placement services. Also include medical, dental, nursing, psychological, and speech

Line 3. Instructional staff support (2200). Include expenditures for supervision of instruction service improvements, curriculum development, instructional staff training, and media, library, audiovisual, television, and computer-assisted instruction services.

Line 4. General administration (2300). Expenditure for board of education and executive administration (office of the superintendent)

Line 5. School administration (2400). Report expenditure for the office of the principal services

Line 6. Operation and Maintenance of Plant (2600). Expenditure for buildings services (heating, electricity, air conditioning, property insurance), care and upkeep of grounds and equipment, non-student transportation vehicle operation and maintenance, and security services.

Line 7. Student Transportation (2700). Report expenditure for vehicle operation, monitoring riders, and vehicle servicing and maintenance.

Line 8. Business/central/other support services (2500, 2800, and 2900). Include business support expenditures for fiscal services (budgeting, receiving and disbursing funds, payroll, internal auditing, and accounting), purchasing, warehousing, supply distribution, printing, publishing, and duplicating services. Also include central support expenditures for planning, research and development, evaluation, information, management services, and expenditures for other support services not included on lines 2 through 7. Report in Part IX, line 19 (support service expenditures, nonspecified) any item that cannot be reported because it covers more than one of the items in lines 2 through 8, such as "total support services" not broken down by function.

#### Section B - Elementary-secondary Non-instructional Programs

Line 9. Food services (3100). Gross expenditure for cafeteria operations to include the purchase of food but excluding the value of donated commodities and purchase of food service equipment (report equipment in Part III-4).

Line 10. Enterprise operations (3200). Include expenditure for business-like activities (such as a bookstore) where the costs are recouped largely with user charges.

Line 11. Other. Report the expenditure for other elementarysecondary NON-instructional activities not related to food services or enterprise operations. Non-enterprise student activities should be included with "instruction" on line 1.

#### Section C - Non-elementary-secondary Programs

Line 12. Community services (3300). Include any local education agency expenditure for providing non-education services such as operation of a swimming pool, public library, programs for the elderly, or child care centers.

**Line 13. Adult education.** Expenditure for provision of GED or other classes offered by the local education agency outside the elementary-secondary curriculum.

Line 14. Other. All other non-elementary secondary programs such as any community college programs.

#### Section D - EXHIBITS OF SELECTED ITEMS REPORTED ABOVE IN II-A AND II-B

Line 15. Payments to private schools (object 563). Report all expenditures to private schools for tuition and for any other purpose. These payments will be deducted from the amounts reported in Parts II-A and II-B when calculating per pupil expenditures for the school system. The fall membership count of students supported by public school money but attending private schools should be excluded from the fall membership reported in Part VIII. Identify in the remarks section the expenditure functions for which the private school payment was made, if possible. If no information is provided, this amount will be deducted from instruction expenditure reported in Part II-A1 when calculating per pupil expenditures.

Line 16. Payments to public charter schools. Indicate in the remarks section whether fall membership counts of students attending charter schools are included in the school system's membership reported in the Common Core of Data Nonfiscal Survey or in Part VIII of this form. Also identify in the remarks section the expenditure functions for which the charter school payment was made, if possible. This information will be used in determining per pupil expenditure amounts for the school system.

#### Part III - CAPITAL OUTLAY EXPENDITURES

Include expenditures for construction of fixed assets (line 1); purchasing fixed assets including land and existing buildings and grounds (line 2); and equipment (lines 3 and 4). Instructional equipment (line 3) consists of all equipment (or capital outlay) recorded in general and operating funds under "instruction" - function code 1000.

Report in Part IX the amount of any equipment expenditure that cannot be broken down into the categories of "instructional" and "other equipment.'

#### Part IV - OTHER EXPENDITURES BY LOCAL EDUCATION **AGENCY**

Line 1. Total salaries and wages. Enter the total expenditure for all salaries and wages paid by the local education agency during the fiscal year. Include both here and in Part II-A, column 1, gross salaries without deduction of withholdings for income tax, employee contributions to Social Security and retirement coverage, etc. Do not include employer paid employee benefits in these figures. The total entered for salaries and wages should at least be equal to the sum of the entries made in Part II-A, column 1, and be larger if the local education agency paid salaries for enterprise operations and for non-elementary-secondary program activities.

Line 2. Total employee benefit payments. Enter the total expenditure for all employee benefits paid by the local education agency during the fiscal year. Include both here and in Part II-A, column 2, the employer share of state or local employee retirement contributions, social security contributions, group life and health insurance, unemployment and workmen's compensation, and any tuition reimbursements. Exclude (and report in Part V) state payments made on behalf of the local education agency. The total entered for employee benefits should at least be equal to the sum of the entries made in Part II-A, column 2, and be larger if the local education agency paid employee benefits for non-elementary-secondary program activities.

**Line 3. Payments to other school systems.** Report payments to in-state and out-of-state public school systems for tuition, transportation, computer and purchasing services, etc. Payments made to dependent school systems or to parent governments of dependent school systems should be included here.

Lines 4 and 5. Report payments to state and local governments, including repayments of loans. Also include debt service payments to state and local governments and school building authorities which incur debt instead of the school system.

Line 6. Interest on school system debt. Expenditure for interest incurred on both long-term and short-term indebtedness of the school system. Exclude principal payments which should be reported in Part VI.

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# Part V – STATE PAYMENTS ON BEHALF OF THE LOCAL EDUCATION AGENCY

Include state payments that benefit the local education agency but which are not paid directly. Report on line 1 amounts transferred by the state into state teacher or public employee retirement funds. Also include other employee benefit transfers, such as health, life, or unemployment compensation insurance payments. Include in line 2 any other payments on behalf of the school system, such as for the purchase of textbooks or school buses purchased by the state and given to the local education agency.

#### Part VI - DEBT

Include in section A bonded indebtedness and any other school district interest-bearing debt with a term of more than one year. Report in section B interest-bearing tax anticipation and bond anticipation note balances and other short-term debt with a term of one year or less. Exclude accounts payable and other non- interest-bearing obligations.

### Part VII - CASH AND INVESTMENTS HELD AT END OF FISCAL YEAR

Report the total amount of cash on hand and on deposit and investments in Federal Government, Federal agency, state and local government and nongovernment securities. Report all investments at par value. Exclude accounts receivable, value of real property, and all non-security assets.

#### Part VIII - FALL MEMBERSHIP - OCTOBER, 1997

Include an unduplicated head count of pupils enrolled in the school system on the closest date to October 1, 1997 as possible. Include pupils transferred into the school system and exclude pupils transferred out. Also exclude pupils attending private schools. You do not have to report any information in this part if you report the same information in the Common Core of Data Nonfiscal Survey.

#### Part IX - SPECIAL PROCESSING ITEMS

These are special use items. Amounts should only be reported in this part if all pertinent financial data cannot be reported in Parts I through VIII. Before entering data in this part, please contact the Elementary-Secondary Education Statistics Branch, U.S. Bureau of the Census at 1–800–622–6193.

- Line 1. Student fees, nonspecified. Report here any item in your chart of accounts which cannot be crosswalked into the items identified in Part I, Line 9 (tuition), 10 (transportation), 11 (textbook sales), 12 (school food service sales), or 13 (student activities). An example would be total student fees not broken down into these separate categories.
- **Line 2. Census local, NCES state revenue.** This category is reserved for any tax item classified as local by the Bureau of the Census and as state by the National Center for Education Statistics.
- **Line 3. Census state, NCES local revenue.** This category is reserved for any tax item classified as state by the Bureau of the Census and as local by the National Center for Education Statistics.
- **Line 4. State revenue, nonspecified.** Report here any item in your chart of accounts which cannot be crosswalked into the items identified in Part I-B, lines 1 through 11. An example would be total state revenue not broken down into separate state aid programs.
- **Line 5. Federal revenue, nonspecified.** Report here any item in your chart of accounts which cannot be crosswalked into the items identified in Part I-C, lines 1 through 8, and Part I-D, lines 1 through 4. An example would be total federal aid not broken down into separate federal grant programs.
- **Line 6. State payment on behalf of the LEA, instruction.** Report expenditures of the revenues reported in Part V, lines 1 and 2, that were made for instruction. See definition for Part II-A, line 1.

- Line 7. State payment on behalf of the LEA, pupil support services. This item consists of the actual or estimated expenditure from the revenues reported in Part V, lines 1 and 2, for pupil support services. It also may include any employer contributions to the school system's own retirement system. See definitions for Part II-A, line 2.
- Line 8. State payment on behalf of the LEA, instructional staff services. This item consists of the actual or estimated expenditure from the revenue reported in Part V, lines 1 and 2, for instructional staff services. It also may include any employer contributions to the school system's own retirement system. See definitions for Part II-A, line 3.
- Line 9. State payment on behalf of the LEA, general administration. This item consists of the actual or estimated expenditure from the revenues reported in Part V, lines 1 and 2, for general administration. It also may include any employer contributions to the school system's own retirement system. See definitions for Part II-A, line 4.
- Line 10. State payment on behalf of the LEA, school administration. This item consists of the actual or estimated expenditure from the revenues reported in Part V, lines 1 and 2, for school administration. It also may include any employer contributions to the school system's own retirement system. See definitions for Part II-A, line 5.
- Line 11. State payment on behalf of the LEA, operation and maintenance of plant. This item consists of the actual or estimated expenditure from the revenues reported in Part V, lines 1 and 2, for operation and maintenance of plant. It also may include any employer contributions to the school system's own retirement system. See definitions for Part II-A, line 6.
- Line 12. State payment on behalf of the LEA, student transportation. This item consists of the actual or estimated expenditure from the revenues reported in Part V, lines 1 and 2, for student transportation. It also may include any employer contributions to the school system's own retirement system. See definitions for Part II-A, line 7.

#### Line 13. State payment on behalf of the LEA,

**business/central/other.** This item consists of the actual or estimated expenditure from the revenues reported in Part V, lines 1 and 2, for business, central and other support services. It also may include any employer contributions to the school system's own retirement system. See definitions for Part II-A, line 8.

- **Line 14. State payment on behalf of the LEA, other.** Report expenditures of the revenues reported in Part V, lines 1 and 2, that were made for other than instruction or support services. See definitions for Part II-B and Part II-C.
- **Line 15. Support services, nonspecified.** Report here any item in your chart of accounts which cannot be crosswalked into the items identified in Part II-A, lines 2 through 8.
- Line 16. Equipment expenditure, nonspecified. Report here any item in your chart of accounts which cannot be crosswalked into the items identified in Part III, line 3 (instructional equipment) or line 4 (other equipment). An example would be total equipment not broken down by function.
- **Line 17. Own retirement system transfer, instruction.** If the school system administers its own employee retirement fund (rather than participating in a state government retirement system), please report the employer contribution for instructional employees.
- **Line 18. Federal revenue on behalf of school system.** Report any item in your chart of accounts identified as received through federal payments made on behalf of the school system.

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