**REVISED INSTRUCTIONS FOR PREPARING
AND SUBMITTING THE PROPOSED BUDGET
FOR THE 2009-10 YEAR**

1. Each county board of education, regional education service agency (RESA) and multi-county vocational center (MCVC) is required to prepare a proposed budget for the succeeding fiscal year for each fund that the agency intends to maintain during the year and submit it to the State Board of Education for approval. The requirement for county boards of education is contained in WVC §18-9B-6 and the requirements for RESAs and MCVCs is contained in the applicable State Board policies.

2. **SUBMITTAL:** All proposed budgets for the 2009-10 year are to be prepared and submitted using the West Virginia Education Information System (WVEIS). RESAs and MCVCs are to provide the information to their fiscal agents so that the data can be entered electronically in the system under the appropriate fund. The file must be released for transmission no later than **May 15, 2009**.

   DO NOT mail printed copies of the budget document to the State Department of Education or to State Auditor's Office, Chief Inspector Division. Mail only two copies of the hard blue covers signed by the president and secretary of the board and a copy of the Levy Order and Rate Sheet (CID12:21) to the Department of Education, Office of School Finance.

3. **DUE DATES:** County boards of education must hold a public hearing on the proposed budget before the proposed budget document is adopted and submitted to the State Board for approval. The document is to be adopted by the county board subject to approval by the State Board. The board meeting for conducting the public hearing and adopting the budget may be held on any date between the time the state aid final computation schedules of state aid are received and **May 15, 2009**. **However, this year, the State Legislature will not reconvene until May 26, 2009 to consider the State's Budget for the 2009-10 year, therefore this year a second set of preliminary computations have been issued for county boards to be able to continue with their budgeting process.** Any differences between the Second Preliminary Computations of State Aid for the 2009-10 year and the final computations will be handled with budget supplement requests after July 1, 2009.

   Normally, many county boards hold the public hearing and adopt the proposed budget on the same date as the statutory meeting for entering the levy rates on the third Tuesday in April, which this year will be **April 21, 2009**, but there is no statutory requirement that the two meetings be held at the same time, and this year because of the delay in the legislative session, county boards will not be able to hold the budget hearing on the third Tuesday in April.

4. **PUBLIC INSPECTION:** The proposed budget must be made available for public inspection for at least 10 days prior to the public hearing and must also be published as a Class II-O legal advertisement. Consequently, for the 2009-10 year, the proposed budget must be made available for public inspection no later than **May 5, 2009**.

   There is no statutory requirement that the proposed budget document itself be published 10 days prior to the budget hearing, therefore, it can be made available for public inspection by a variety of means other than publication, such as posting the document on the district's website, posting copies on various bulletin boards, or by providing access to a copy of the proposed budget in the business office during normal business hours.

5. **NOTICE OF HEARING:** West Virginia Code §18-5-4 requires county boards to publish a notice of the budget hearing as a Class I legal advertisement at least 10 days prior to the budget hearing. The notice may be included in the same legal advertisement as the publication of the budget document, if the document is published at least 10 days prior to the hearing.

6. **CHANGES:** The following changes are being made for the 2009-10 year: (1) The cost for Other Post Employment Benefits (OPEB), as computed by the PEIA/WV Retiree Health Benefits Trust Fund, must be budgeted for all federal and state grant programs, and (2) Currently, it is the intent of the WVDE to require the submission of the proposed budgets of all federal and state programs to the WVDE program administrators for approval via the WVEIS, with the due date being prior to June 1. Additional information will be provided as it becomes available.

7. **BUDGET AMOUNTS: All dollar amounts in the proposed budget MUST be presented in whole dollars.** Do not present budgeted amounts to the penny. The WVEIS software provides a menu option for budgeting to either the nearest $10 or $100. Either option is acceptable.

8. **BUDGET DETAIL: All revenues and expenditures must be budgeted at the full code dimension.** This includes two digits for the fund, five digits for the project, revenue source, program/function, and balance sheet accounts, and three digits for the object code. Budgeting to the location code level is optional but not required. Control level budgeting where amounts are budgeted at the short code or summary level is not acceptable.

9. **ENCUMBRANCES:** The proposed budget amounts for the new fiscal year should not include any amounts for encumbrances or obligations of the preceding fiscal year. Conversely, proposed budget amounts for the upcoming year must provide for all incurred obligations of the new fiscal year, regardless of whether the obligations are to be actually paid by June 30, 2009.

10. **ALLOWANCES FOR MULTI-COUNTY VOCATIONAL CENTERS (MCVCs):** The Public School Support Program allowance for MCVCs is to be budgeted under Fund 13. The fiscal agents for MCVCs are not to include these funds under Fund 11 for transfer to Fund 13 at a later date.

11. **ALLOWANCES FOR REGIONAL EDUCATION SERVICE AGENCIES (RESAs):** Public School Support Program allowance for RESAs is to be budgeted under Fund 14.

12. **MAJOR CONSTRUCTIONS AND RENOVATION PROJECTS:** All major construction and renovation projects, including those funded by the School Building Authority (SBA), must be budgeted and accounted for in a permanent improvement fund, bond construction fund (if bonds are issued) or a capital projects fund. A major construction project is defined as a construction project in which expenditures exceed 3% of a county board's previous year's total expenditures. Project Code 25YXX is to be used for the portion of the project being funded by SBA funds, regardless of the fund used.

    For major construction projects, budget only the portion of the project that will be completed during the 2009-10 fiscal year. The project's general contractor or architect should be able to provide an estimate of what that amount will be.

13. **FUNDS:** Each agency must provide a proposed budget for each fund that the agency intends to maintain for the 2009-10 year. The funds that county boards, RESAs and MCVCs are authorized to maintain are:

    General Current Expense Fund (1X): The general current expense fund is to be used as the general operating fund of the agency. All revenues and expenditures except those that are required to be accounted for in another fund are to be accounted for in this fund. All federal, state and local projects whose expenditures are restricted by the grantor must be accounted for in the Special Revenue Fund, Fund 6X.

    Debt Service Fund (2X): A debt service fund is used to account for the accumulation of resources for the payment of the principal, interest and related costs of general, long-term debt.

    Bond Construction Fund (3X): A bond construction fund is to be used to account for financial resources obtained through the sale of bonds that are used for the acquisition, construction, renovation, remodeling or equipping of major capital facilities. The budget for the bond construction fund should reflect only the expected revenues and expenditures for the 2009-10 year. Revenues received in a prior year should be reflected in the beginning fund balance.

    Permanent Improvement Fund (4X): A permanent improvement fund is to be used to account for the revenues and expenditures of building and permanent improvement projects. For those county boards that have set aside a portion of their regular levy proceeds for permanent improvement purposes, up to a maximum of 1.5¢ per $100 of assessed valuation for Class I property may be set aside for this purpose.

    Capital Projects Fund (5X): One or more capital projects funds may be established and used to account for the revenues and expenditures of specific capital building projects, rather than account for such projects in either a permanent improvement or bond construction fund. A separate fund may be established for each capital project.

    Special Revenue Fund (6X): A special revenue fund is used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital project funds) that are legally restricted to expenditure for specified purposes. This is a fund that is used to account for all federal and state special projects, including the child nutrition program.

Locally assigned series of Project Codes: Concerning the locally assigned series of project codes, only the projects where the expenditures are restricted by the grantor agency may be reported in the special revenue fund. Use locally assigned project account codes in the 90 series to account for these projects. For the remaining local projects where the funds are restricted only by the entity's governing board, the funds are to be accounted for in the General Current Expense Fund. Use locally assigned project codes beginning with 00XXX to account for these projects.

14. **MAJOR FEDERAL PROGRAMS:** All major federal programs are required to be included in the proposed budget in the special revenue fund. This includes, but is not limited to: Child Nutrition, Special Education, Title I, and Carl Perkins. Schedules will be provided at a later date that will show the estimated grant awards for each of these programs. Include these awards in the proposed budget using the appropriate project and revenue source codes. On the expenditure side, you may reflect the total amount budgeted to the specific program/function and object codes of the intended expenditure, especially the salary and employee benefits costs, or you may budget the entire amount of the grant to Program/Function Code 76371(Reserved for Special Projects), and Object Code 847 (Reserved for Special Projects).

    When the actual grant award is received, a budget supplement and/or transfer may be submitted to adjust the total amount of the award and to detail the expenditures to the proper program/function and object codes, such as salaries, employee benefits, and equipment.

15. **RETIREMENT EMPLOYER PREMIUM COSTS:** With all the movement of the employees between the Teachers' Defined Contribution Retirement System (TDC) and the Teachers' Defined Benefit Retirement System (TRS) during the current year, be certain to budget the appropriate employer contribution rate for every employee. The rates are as follows: For employees employed prior to July 1, 1991 and are members of the Teachers' Retirement System (RET 1) - 15%; for employees in the TDC System (RET 2) – 7.5%; and for employees employed since July 1, 2005, or those who elected to transfer from the TDC System to the TRS System (RET IV) – 7.5%.

16. **PEIA EMPLOYER PREMIUM COSTS:** The total appropriation requested for PEIA premium costs for the 2009-10 year will be based on a state average allowance rate to be provided by the PEIA Finance Board. The average rate has not been determined by the PEIA Finance Board as of yet, but the Finance Board has determined that there will be a **6%** increase in the employer's premium rates for the upcoming year, therefore, each LEA should project a **6%** increase their PEIA employer premium costs for all employees for the upcoming year.

17. **OTHER POST EMPLOYMENT BENEFITS (OPEB):** A difference of opinion currently exists regarding the OPEB liability as to what portion of the "annual required contribution" (ARC) discussed in WVC §5-16D-6 constitutes the "annual contractual obligation" for LEAs in the State of West Virginia, whether it is the full amount of the ARC currently being billed on a monthly basis by the PEIA/WV Retiree Health Benefits Trust Fund, or the minimum annual premium payment. It is the WVDE's position that the "minimum annual premium payment" is the contractual obligation, whereas PEIA has taken the position that the entire "annual required contribution" is the amount of the annual obligation. The State Board has submitted a request to the Legislature that it statutorily clarify this obligation during the upcoming legislative session.

    If the Legislature does, in fact, define the annual contractual obligation as the minimum annual premium payment, LEAs will be required to budget only this amount in their proposed budgeted for the 2009-10 year, as described in a following paragraph. This will not have an adverse effect on each LEA's budget or financial statements, since all LEAs have been remitting these payments for a number of years. The amount remaining unpaid between the minimum annual premium payment and the annual requirement contribution will be reflected as a long-term liability in the district wide statements, which LEAs will not be required to budget.

    If however, the Legislature, either defines the annual contractual obligation as the total amount of the annual required contribution, or does not statutorily clarify the obligation, it is not known at this time what the budgetary requirements for LEAs for the 2009-10 year will be.

    The State Budget Office has indicated that it intends to allocate any State General Revenue funds that are appropriated for the WV Retiree Health Benefits Trust Fund for the 2009-10 year proportionally to all State agencies, including county boards of education and compute a percent that the appropriation constitutes of the total ARC, and all state agencies, including county boards will be expected to remit to the WV Retiree

Health Benefits Trust Fund that same percent for all personnel not funded from General Revenue Accounts. For county boards of education, this would include all personnel who employed in positions that are not authorized to be funded under the Public School Support Program (PSSP), personnel employed during the 2009-10 year in excess of the number allowed to be funded under the PSSP for the year, and all personnel whose salaries are paid from federal or state grants. LEAs will be notified of the percent as soon as it is known, but it may not be available until the Legislature adjourns.

LEAs will be required to budget the amount that is determined to be the annual contractual obligation for OPEB in their proposed budgets for the 2009-10 year, under the appropriate program/function codes. Object Code 218 is a newly created code for recording the OPEB expenditure for the LEAs that want to show this expenditure separately. The use of this new code is optional. LEAs will be required to determine the portion of the annual contractual obligation cost that is attributable to the employees funded through federal or state grant programs and those employed in positions not authorized to be funded under the PSSP or employed in excess of the number allowed to be funded through the PSSP and budget those amounts in the appropriate program budgets. Additional information regarding this obligation will be provided as it is determined and becomes available.

18. **BEGINNING FUND BALANCES:** Every agency **MUST** include in its proposed budget the **projected beginning unreserved (net) fund balance** for the year for every fund. Careful consideration should be given to ensure that the amounts are not overstated, but a project beginning balance must be shown in the proposed budget for the upcoming year, either positive or negative. This also includes the projected ending cash balance at June 30, 2009 with the Municipal Bond Commission for the boards that maintain a Debt Service Fund.

    The projected beginning fund balances should be budgeted under the appropriate balance sheet account codes. The appropriate balance sheet account codes for each fund are:

    a. For the General Current Expense Fund, either account 00771.007 for designated funds or 00772.007 for undesignated funds.

    b. For Debt Service funds, including the balance with the Municipal Bond Commission, account 00752.007, reserved for special projects (earmarked funds).

    c. For the remaining funds (Bond Construction, Permanent Improvement or Capital Projects funds), account 00754.007, reserved for capital projects.

    d. For arbitrage payments, 00757.007 for reserved for arbitrage payments.

    e. For excess levies, 00758.007 for reserved for excess levies.

       NOTE: The amount on deposit with the Municipal Bond Commission for debt service should be budgeted as a beginning balance under Account Code 00752. For those county boards that have sufficient funds on deposit with the Municipal Bond Commission to retire all outstanding bonds without levying taxes during the 2009-10 year, do not budget any revenues for the Debt Service Fund, enter only the amount on deposit with the Municipal Bond Commission as a beginning fund balance.

    f. Deficit Beginning Balance: For those county boards that are projecting a deficit unreserved fund balance in the General Current Expense Fund at June 30, 2008, such deficit must be reflected as a negative beginning fund balance for the 2009-10 year under balance sheet account code 00772.

    g. Fixed Charges: All agencies must budget and expend fixed charges (employee benefits) under the same program/function codes that the related salary costs are charged.

    h. Employers' Share of Retirement Contributions: A schedule will be provided that reflects the preliminary allocation of the retirement appropriation for all county boards and MCVCs. The allocations will be based on each agency's average contribution rate determined from the data reported in the certified lists of employment. All county boards and MCVCs must include the portion of the employer's share of the retirement contributions as revenue under Revenue Source Code 03911, Retirement Allocation, and report the employer's total contributions to the retirement system as expenditures under the appropriate expenditure codes. The amounts will be adjusted during the 2009-10 year.

NOTE: According to WVC §18-7A-18 and §18-7B-10, the employer's share of the retirement contribution for the 2009-10 year will be as follows: for members of the Teachers' Defined Benefit Retirement System employed prior to July 1, 1991 the employer's contribution rate is 15%; for members of the Teachers' Defined Contribution System, the employer's contribution rate is 7.5%, and; for members of the Teachers' Defined Benefit Retirement System employed on or after July 1, 2005, the employer's contribution rate is 7.5%.

For the fiscal agent county boards for MCVCs, the amounts presented are net of the amounts allocated to the MCVCs, so the total amounts reflected in the schedule are to be included as revenue. RESAs do not receive an allocation for the employer's share of retirement; each RESA must provide for the total cost of the contribution in the proposed budget for the year.

19. **PROPERTY TAXES:** Budget projected property tax revenues for the 2009-10 year as follows:

Regular Levy Projected Tax Revenues: The amount of current year tax revenues budgeted for the general current expense fund **MUST** be the same as the net amounts stated in the Schedule of Proposed Levy Rates to be raised by the levy of taxes for the 2009-10 year. The amount is to be budgeted in Revenue Source Code 01111. Estimated prior year taxes to be collected during the current year are to be budgeted in Revenue Source Account 01115.

Permanent Improvement Levy Projected Tax Revenues: For the four county boards that set aside a portion of their regular levy rate for permanent improvement purposes, the amount budgeted for this fund **MUST** be the same as the net amounts stated in the Schedule of Proposed Levy Rates to be raised by the levy of taxes for the 2009-10 year. The amount is to be budgeted in Revenue Source Code 01111. Estimated prior year taxes to be collected during the current year are to be budgeted in Revenue Source Account 01115.

Excess Levy Projected Tax Revenues: For the county boards with excess levies, the net amount to be raised by such levy may be included either as a part of the general current expense fund or budgeted separately under Fund 12 for those county boards that maintain this fund. However, the amount budgeted for this fund **MUST** be the same as the net amounts stated in the Schedule of Proposed Levy Rates to be raised by the levy of taxes for the 2009-10 year.

Bond Levy Tax Revenues: For the county boards with bond levies, the amount budgeted as tax revenues for bond purposes **MUST** be the net amount presented in the Schedule of Proposed Levy Rates, and the amount must be as close as possible to the amount shown in the letter received from the Municipal Bond Commission as the net amount needed to pay the principal and interest on bonds maturing during the 2009-10 year. Those letters are normally mailed during the month of February each year. Normally the Municipal Bond Commission includes a 10% allowance for delinquencies and exonerations, but the amount may vary for certain county boards, depending on the amount on deposit with that agency. Also be aware that the allowance computed by the Municipal Bond Commission is based on the net to be raised for the service of debt to arrive at the gross taxes to be levied, whereas, in preparing the Schedule of Proposed Levy Rates, county boards compute the allowance from the gross, so the percent of the allowance will have to be adjusted so that the actual amount of the allowance approximates that stated in the letter.

20. **ALLOWANCE FOR THE REPLACEMENT OF BUSES:** The amount allocated to each county for the replacement and purchase of additional buses under Step 4 of the Public School Support Program can be expended only for the purchase of buses. The amount budgeted under Program Function Code X2791, Object Code 741, Replacement of Buses, must be at least the amount allocated for this purpose in the final computations for the year.

21. **ALLOWANCE FOR FACULTY SENATES (WVC §18-5A-5 and §18-9A-9):** The appropriation of funds for faculty senates is based on the number of professional instructional personnel employed. County boards and MCVCs are to budget the amount of funds allocated for faculty senates as revenue under Project Code 15YXX, Revenue Source Code 03211. The expenditures may be budgeted under either Program/ Function Code 76351, Object Code 845, Reserve for Faculty Senates or the Program/Function and Object Codes representing the intended expenditure of the funds.

22. **ALLOWANCE FOR THE IMPROVEMENT OF INSTRUCTIONAL PROGRAMS (WVC §18-9A-10):**

Allowance for the Improvement of Instructional Programs (WVC §18-9A-10 (1): Budget the amount allocated to each county board for the improvement of instructional programs (Step 7) as revenue under Project Code 01YXX, Revenue Source Code 03211, and as expenditure under the actual program/function and object codes of the intended expenditure or as a reserve under Program/Function Code 76331, Object Code 843, Reserve for Step 7 Funds, until each county's Step 7 Plan is approved. If the funds are budgeted as expenditures under the reserve account, the amounts budgeted will have to be transferred to the appropriate expenditure codes prior to expenditure.

Note that the budget for the funds allocated for the improvement of instructional programs must be submitted via the WVEIS for approval by June 1.

Allowance for 21st Century Technology Systems (WVC §18-9A-10 (2): Do not include in the proposed budget the amount reflected in the final computations as the increased allowance for 21st Century Technology Systems. These funds will be allocated to the Office of Instructional Technology, which will make the actual purchase of technology equipment for distribution to the various LEAs.

Allowance for Advanced Placement Programs (WVC §18-9A-10 (3): Budget the amount allocated to each county board as the allowance for Advance Placement Programs as revenue under Project Code 00Y00, Revenue Source Code 03161.

23. **STAFF DEVELOPMENT COUNCILS:** Budget the required amounts for staff development councils as follows:

Professional Personnel Staff Development Counties (WVC §18A-3-9): LEAs are required to make available to professional personnel staff development councils each year an amount equal to one-tenth of one percent of the allowance provided under Step 1 of the Public School Support Program. This amount must be budgeted for staff development activities under Project Code 08Y1X, Object Code 844, Reserved for Staff Development Councils. Amounts not expended from previous years must be re-budgeted for this purpose when the supplemental budget carryover requests are submitted.

Service Personnel Staff Development Councils (WVC §18A-3-9): County boards of education are required to make available to service personnel staff development councils an amount equal to one-tenth of one percent of the allowance provided under Step 2 of the Public School Support Program. This amount must be budgeted for staff development activities under Project Code 08Y2X, Object Code 844, Reserved for Staff Development Councils. Amounts not expended from previous years must also be re-budgeted for this purpose when the supplemental budget carryover requests are submitted.

24. **CURRICULUM CLASSROOM TRIPS (WVC §18-9A-7):** County boards of education are required to budget one-half of one percent of their total allowance for transportation for academic classroom curriculum trips. The funds are to be budgeted under Project Code 19Y1X.

25. **MAILING ADDRESSES:**

West Virginia Department of Education
Office of School Finance
Bldg. 6, Room B-215
1900 Kanawha Boulevard East
Charleston, West Virginia 25305

State Auditor's Office
Chief Inspector Division
Building 1 Room W-420
1900 Kanawha Boulevard East
Charleston, West Virginia 25305

1. According to West Virginia Code §11-8-9, county boards of education are required to hold a meeting or meetings between March 7 and March 28, to, among other things, ascertain the fiscal condition of the board and determine the amount to be raised by the levy of taxes. A levying body may extend the time for this meeting until the first day of June if a special levy is being placed on the ballot for consideration during a primary election, but to maintain as favorable conditions as possible in getting an excess levy passed, it is the recommendation of this office that county boards not use this extended time unless absolutely necessary. An excess levy election can be scheduled in conjunction with a primary or general election simply by scheduling the election with an earlier scheduled election.

   Although the Legislature will set the regular levy rates for boards of educations, boards are responsible for setting the levy rates for permanent improvement, excess and bond levy purposes.

2. **SCHEDULE OF PROPOSED LEVY RATES:** Boards must submit a copy of their Schedule of Proposed Levy Rates (WVDE 11-20-36) to the state auditor for approval immediately after the board meeting held during the period specified above, at which the proposed levy rates are determined. **Be certain to also submit a copy of the Schedule of Proposed Levy Rates to the State Department of Education.** (Submit only the Schedule of Proposed Levy Rates at this time.)

3. **REVIEW AND APPROVAL:** The state auditor will review the proposed levy rates for approval and notify each board by the third Tuesday in April so that the board will be able to enter the approved rates in the Levy Order. Only the approved levy rates may be entered in the Levy Order, so boards should exercise caution in determining the rates to submit for approval in their schedules of proposed levy rates.

4. **CERTIFICATES OF VALUATION:** County assessors are to provide two certificates of valuation; one will be a white form entitled Certificate of Valuations (CID 12:32-4) and the other will be a blue form entitled Assessed Values for Calculating Reduced (Rolled Back) Levy Rates (Roll Back). Both certificates are to be issued by the county assessors no later than March 3, 2009.

5. **SCHEDULE OF PROPOSED LEVY RATES:** The Certificate of Valuations is to be used in completing the schedule of Proposed Levy Rates. The other certificate is to be used only for determining whether the projected excess levy tax revenues for the 2009-10 year will be greater than the previous year's projected excess levy tax revenues. County boards are no longer required to hold a public hearing on their excess levies unless required to do so by their excess levy call.

   In completing the Schedule of Proposed Levy Rates, be certain to use the assessed values for tax purposes stated on the Certificate of Valuations (CID 12:32-4).

6. **LEVY RATES:** In preparing the Schedule of Proposed Levy Rates, present the assessed valuations for tax purposes and taxes levied in whole dollars and state the levy rates for the levies as follows:

   Regular Levy: For the regular levy rates, use the statewide levy rate established by the Legislature for each class of property. The rate is normally not determined until the Legislature adjourns each year, but since the maximum percent that property taxes on existing property may increase without the Legislature holding a public hearing was raised from 1% to 2%, the levy rates for the upcoming year will most likely be the same as the rates for the current year.

   County boards will be notified as soon as the actual rates are established, but for budget purposes, county boards should use the same levy rates as for the current year, which were: 19.40¢ per each $100 of assessed valuation for Class I property, 38.80¢ per each $100 of assessed valuation for Class II property, and 77.60¢ per each $100 of assessed valuation for classes III and IV property.

   Excess Levy: State the excess levies rates at two decimal places, such as 20.48¢ for Class I property. <u>If your current levy call specifies more than two decimal places, please revise the call for the next election so that it does not require levy rates greater than two decimal places.</u> Levy rates for the various classes of property must be stated in the ratios of 1, 2 and 4. See the separate set of instructions for a detailed explanation of computing the excess levy rates.

   Permanent Improvement Levy: For those county boards that use a portion of their regular levy for permanent improvement purposes, subtract the amount of the levy for such purpose (maximum of 1.5¢ per

$100 of assessed valuation for Class I property) from the levy rates for general current expense purposes and include the rates under the Permanent Improvement Taxes Levied column. The total of the two columns cannot exceed the levy rates set by the Legislature.

Bond Levy: For the levy rates for bond purposes, use the total amount of taxes to be raised for bond purposes stated in the letter from the Municipal Bond Commission and calculate the levy rates needed to provide as closely as possible the total amount stated. You should expect to receive the letter from the commission during the month of February.

Spaces are provided on the Schedule of Proposed Levy Rates to record both the gross and net amounts projected to be collected for bond purposes and the percent of the allowance. The net amount should be included in the proposed budget.

NOTE: The Municipal Bond Commission normally adds a 10% allowance for delinquencies, exonerations, and discounts. The allowance is computed on the net amount required for debt service for the year to arrive at the gross amount of taxes to be levied. In completing the Schedule of Proposed Levy Rates, enter the net and gross amount of taxes as reflected in the letter from the Municipal Bond Commission and re-compute the allowance rate to reflect the actual allowance from the gross amount of taxes being levied.

According to WVC §11-8-6g, county boards with excess levies in effect are no longer required to hold public hearings on their excess levies, unless required to do so by their own excess levy call. A separate set of instructions and special worksheets have been provided for use by those county boards that may be required by their excess levy calls or by their boards to make a determination of the percent of increase and what the rolled back levy rates should be if the board decides to reduce the rates.

Mail one copy of the signed Schedule of Proposed Levy Rates (WVDE 11-20-36) immediately after the meeting specified in West Virginia Code §11-8-9 is held, which will normally be on **March 28** to each of the following offices:

West Virginia Department of Education
Office of School Finance
Bldg 6, Room B-215
1900 Kanawha Boulevard East
Charleston, West Virginia 25305

State Auditor's Office
Chief Inspector Division
Building 1 Room W-420
1900 Kanawha Boulevard East
Charleston, West Virginia 25305

Proposed Budget Packet.wpd

INSTRUCTIONS FOR COMPUTING
SPECIAL (EXCESS) LEVY RATES
FOR THE 2009-10 YEAR

1. According to WVC §11-8-6g, county boards with excess levies in effect are no longer required to hold public hearings on their excess levies, unless required to do so by their excess levy call. All other county boards must use the levy rates stated in their levy calls unless the calls include a provision authorizing the board to reduce the levy rates.

2. This separate set of instructions and special worksheets are being provided for use by those county boards that are required or authorized by their excess levy calls to make a determination of the percent of increase and what the rolled back excess levy rates should be if the board decides to reduce the rates.

3. **HEARINGS:** If a hearing is held for the purpose of deciding whether to reduce the excess levy rates, it must be open to the public, and citizens who desire to be heard must be provided an opportunity to present oral testimony within reasonable time limits set by the governing body. A decision regarding the special levy rates should be made within ten (10) days of the hearing. The decision may be made on the same date as the hearing.

4. **DETERMINATION OF PERCENT INCREASE:** If authorized by the excess levy call, a county board may reduce the rates of the special levy for the upcoming tax year for all classes of property so that the increase in the projected tax revenues over the current year do not exceed the limits specified in the levy call. Otherwise, the county board must use the levy rate stated in the excess levy call.

   The calculation of the reduced levy rates is to be based upon the assessed values of existing property and shall not include any new construction, improvements to existing property or new personal property.

   Worksheets have been developed to assist in the determination of whether the increase in the 2009-10 projected excess levy tax revenues will be greater than the previous year's projected tax revenues, and to what amounts the excess levy rates should be reduced to produce not more than the increase specific in the levy call. Four percent (4%) is used in the form, but other percents may be used.

5. **CALCULATION OF LEVY RATES:** To determine whether the projected tax revenues from an excess levy for the 2009-10 year will exceed the projected tax revenues for the previous year:

   a. Multiply the assessed values reported by the assessor on the schedule entitled "Assessed Values for Calculating Reduced (Rolled Back) Levy Rates" (blue form) for each class of property by the levy rates stated in the levy order.

   b. Add the amount computed for each class to arrive at the total.

   c. Enter the gross amount of tax revenues from excess levies reported on the previous year's Schedule of Proposed Levy Rates and multiply by the percent limit specified in the levy call. This amount can be found under the column entitled "Excess Levy Taxes Levied" and the line "Total." Do not use the net amount stated on that page.

   d. Compare the two amounts. If the total projected in Step 7b exceeds the amount determined in Step 7c, either a public hearing must be held or the levy rates must be rolled back to the amount that will produce only the increase specified in the levy call. Once a public hearing is held the county board may, but is not required, to roll back the levy rates.

6. **DETERMINATION OF REDUCED (ROLLED BACK) LEVY RATES:** To determine the rates for providing 104% of the previous year's projected tax revenues:

   a. Multiply the total values for each class of property as reflected in the schedule entitled "Assessed Values for Calculating Reduced (Rolled Back) Levy Rates" by the weightings stated on the worksheet to determine the weighted assessed values.

b. Add the weighted amount for each class to determine the total weighted assessed values. Determine the total (Gross) amount of tax revenues from excess levies reported on the 2008-09 levy page and multiply by 104%. This is the maximum amount of tax revenues that can be projected for the 2009-10 year without conducting a public hearing.

c. Divide the gross amount of taxes for calculation of the levy rate by the total weighted assessed value calculated above.

d. Multiply this product by 100 to determine the Class I levy rate that will produce 104% of the previous year's projected revenues.

e. Multiply the Class I rate by 2 to determine the Class II levy rate.

f. Multiply the Class I rate by 4 to determine the Class III and IV levy rates.

7. If a county is required to hold a public hearing, WVC §11-8-6g requires that notice of the hearing be published at least seven (7) days in advance of the hearing.

8. For all excess levies, a copy of the excess levy call, notice of the election and a certified copy of the canvass of votes must be submitted to both the Department of Education, Office of School Finance and the State Auditor's Office, Chief Inspector Division.

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COMPUTING BOND LEVY RATES
FOR THE 2009-10 YEAR

1. For the levy rates for bond purposes, use the total amount of taxes to be raised for bond purposes stated in the letter from the Municipal Bond Commission and calculate the levy rates needed to provide as closely as possible the total amount stated. You should expect to receive the letter from the commission during the month of February.

2. **GROSS AND NET TAXES:** Spaces are provided on the Schedule of Proposed Levy Rates to record both the gross and net amounts projected to be collected for bond purposes and the percent of the allowance. The net amount should be included in the proposed budget.

   NOTE: The Municipal Bond Commission normally adds a 10% allowance for delinquencies, exonerations, and discounts. The allowance is computed on the net amount required for debt service for the year to arrive at the gross amount of taxes to be levied. In completing the Schedule of Proposed Levy Rates, enter the net and gross amount of taxes as reflected in the letter from the Municipal Bond Commission and re-compute the allowance rate to reflect the actual allowance from the gross amount of taxes being levied.

3. **CALCULATION OF LEVY RATES:** To determine the bond levy rates:

   a. Multiply the levy rates by the assessed valuations for tax purposes to ascertain the amount of taxes levied. State in whole dollars.

   b. Add the projected property tax revenues for each class to arrive at the total projected property tax revenues for each purpose.

   c. Subtract the amount of taxes that is estimated to be uncollected due to uncollectibles, exonerations and delinquencies. The rate should be based on historical experience. A rate of more than ten percent (10%) must be justified.

   d. Subtract the amount of taxes that is estimated to be uncollectible due to discounts. The rate cannot exceed three percent (3%).

   e. Enter the sub-total on the line provided.

   f. Multiply this sub-total by the approved rate for the Assessor's Valuation Fund for your particular county to determine the amount of taxes that is to be allocated to this fund. The percent for the Assessor's Valuation Fund is to be calculated on the net amount after the allowance for uncollectibles and discounts is subtracted.

   g. Determine the net amount of taxes to be raised by tax levies.

   h. Add the amount of taxes to be raised by the regular and excess levies, excluding the portion of the regular levy for permanent improvement purposes. This is the amount that is to be presented as the projected tax revenues in the proposed budget for the General Current Expense Fund.

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