

**2024-2025 BOARD ADOPTED  
OPERATING BUDGET**

**GUTHRIE PUBLIC SCHOOLS  
SCHOOL DISTRICT I001**

**Dr. Mike Simpson  
Superintendent**

**PREPARED BY**

**Dr. Michelle Chapple  
Chief Financial Officer**

**Board of Education Meeting  
October 14, 2024**



## Staking A Claim in Our Students' Future

**Mike Simpson, Ed.D.**  
Superintendent

**Phone 405-282-8900**

October 14, 2024

The Honorable Board of Education Guthrie  
Public Schools  
Logan County, Oklahoma Dear

Board Members:

I am recommending, for your approval, the Annual Budget for fiscal year 2024-2025 for the Guthrie Public Schools District. The structure of the budget is based on statutory requirements (Title 70 §5-134.1) using the Oklahoma Cost Accounting System (OCAS) function codes. Additionally, the County Excise Board approved the Estimate of Needs for 2024-2025 and Financial Statement for 2023-2024.

The format of the budget is designed to give readers a better understanding of the financial structure and budgeting process of the school district. The funds included for approval are the General, Building and Child Nutrition. Capital Project Funds (Bond) and Debt Service Funds (Sinking) are included as information because the Capital Projects have been approved by Logan County patrons (bond election) and the Debt Service Fund holds the tax collections, which in turn, pay the bond obligations.

The budget is a communication tool and reference document for the school district. Through this presentation, the financial position, the operations and the fiscal management requirements of the District are disclosed.

The preparation of this document would not have been possible without the diligent efforts of all of our central office staff. Your support and dedication as members of the Board of Education in conducting the financial affairs of the District with integrity and responsibility are appreciated. Thank you for all that you do for the students and the staff of the Guthrie Public Schools District.

Respectfully,

A handwritten signature in black ink that reads "Mike Simpson". The signature is fluid and cursive, with the first name "Mike" being more prominent than the last name "Simpson".

Dr. Mike Simpson  
Superintendent of Schools

## BOARD OF EDUCATION

The Board of Education is comprised of seven individuals elected by district in an annual election. Board members serve four-year terms. The terms are staggered and commence on the first school board meeting after the date of the annual school election. The following show the current members of the Board of Education, their positions, terms, and election dates.

WARD #1	Mr. Chris Schroder	President Term: 2024-2028
WARD #5	Ms. Tina Smedley	1 <sup>st</sup> Vice President Term: 2023-2027
WARD #3	Ms. S. Janna Pierson	2 <sup>nd</sup> Vice President Term: 2022-2026
WARD #6	Ms. Gail Davis	Board Clerk Term: 2021-2025
WARD #4	Mr. Matt Girard	Deputy Board Clerk Term: 2022-2026
WARD #7	Mr. Ben Husky	Member Term: 2024-2028
WARD #2	Mr. Ron Plagg	Member Term: 2021-2025

## SCHOOL OFFICIALS

Dr. Mike Simpson, Superintendent  
Dr. Michelle Chapple, Chief Financial Officer  
Ms. Jana Wanzer, Treasurer

## **MISSION STATEMENT**

It is the mission of the Guthrie Public Schools to empower all students with the tools necessary to become productive members of society through a cooperative effort between student, home, school, and community.

## **CENTRAL OFFICE PERSONNEL**

Superintendent of Schools	Dr. Mike Simpson
Assistant Superintendent	Ms. Carmen Walters
Executive Director	Mr. John Hancock
Chief Financial Officer	Dr. Michelle Chapple
Director of Special Services	Ms. Kaitlin Sagar Smith
Minutes Clerk	Ms. Samantha Stewart
Deputy Minutes Clerk	Ms. Kary Jarred
Treasurer	Ms. Jana Wanzer
Insurance Coordinator	Ms. Rebecca Jordan
Payroll	Ms. Anita Musgrove
Activity Accounts Clerk	Ms. Stephanie Simmons
Encumbrance Clerk	Ms. Tamie Jones
Federal Programs Assistant	Ms. Pam Etcher
Special Services Assistant	Ms. Lisa Woods
District Nurse	Ms. Shayna Vaughan
RTI Coordinator	Mr. Keith Blackston
ELL Coordinator	Ms. Ana Salas Ocampo

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## **BUDGET PHILOSOPHY**

A budget is a plan for financial operation made up of proposed expenditures for a given period and the proposed means of financing them. A budget is prepared as a plan to carry the mission of public schools and to ensure that all necessary programs are provided for.

The choice of the appropriate budget method is an important decision. Some budget methods may promote greater board and community understanding of the budget and ultimately, the district's priorities, than others. If the community can see the connection between dollars and educational programs, it is likely that the school board will be more successful in gaining acceptance of the budget from school district patrons. In addition, budget methods which result in better community understanding may result in increased financial support of schools. This will also determine which educational priorities are seen as important to the community.

A benefit of a move toward greater decentralization of financial control may well be that such a move increases the ability of the school principal to effectively direct resources to achieve program goals. Also, budget methods which attempt to direct resources to program needs rather than "across-the-board" approach serve to increase cost effectiveness. One of the drawbacks to decentralization is that curriculum coordination across programs and schools may be difficult. An effective management information system, open lines of communication among staff members, and a concern for equity should alleviate some of these problems, while allowing a school administrator to target resources to students' needs at the same time he or she manages a consistent and coherent educational program.

One of the potential disadvantages of a budget method which does not use an "objective" formula to allocate resources is that politically active groups may be in an advantageous position to lobby for additional funds. When using certain budgeting models that allow for community participation, great care should be taken to effectively guard against undue influence of special interest groups. The degree to which children will receive equal access to educational resources will depend to a large extent on the commitment of school officials to equity and excellence.

# THE DISTRICT ENTITY

**The district is legally autonomous.**

**School District - Designation and Independent School Districts. Title 70, § 5-101 and 5-102 (Sections 49 and 50 - School Laws)**

All school districts in Oklahoma, now in existence or which may hereafter be created, shall be designated only as independent, elementary or area career tech school districts. Independent school districts, elementary school districts and area career tech school districts shall be under the supervision and the administration of the respective boards of education thereof. All independent school districts in Oklahoma shall be those, which shall have maintained during the previous school year a school offering high school subjects fully accredited by the State Board of Education. The Guthrie Public School District, 1001, Logan County, operates as a PK through 12 grade levels, independent school district.

**School District - Body Corporate - Powers Title 70 § 5-105. (Section 54)**

Every school district shall be a body corporate for public purposes...

**Governing Body of School District. Title 70 § 5-106. (Section 55)**

The governing body of each school district in Oklahoma...shall...be known as the board of education of such district... Oklahoma laws give the district the power to levy taxes, the ability to sue and be sued, the ability to contract and hold real and personal property. The district is subject to the requirements of the State Board of Education.

**District Size and Scope**

The District is located in central Oklahoma, Logan County approximately 32 miles north of the city of Oklahoma city and encompasses 225 square miles. The District employs approximately 446 people with a student enrollment count of 3,500.

**The District operates:**

- 1 High School (9-12) with Alternative School Faver
- 1 Junior High School (7-8)
- 1 Upper Elementary School (5-6)
- 4 Elementary School (PK - 4)
- 1 Bluejay Virtual Academy

**HISTORICAL ENROLLMENT SUMMARY  
2015-2024**

<b>Actual Students:</b>	<b>10/15</b>	<b>10/16</b>	<b>10/17</b>	<b>10/18</b>	<b>10/19</b>	<b>10/20</b>	<b>10/21</b>	<b>10/22</b>	<b>10/23</b>	<b>10/24</b>
<b>TOTAL</b>	<b>3,514</b>	<b>3,538</b>	<b>3,461</b>	<b>3,412</b>	<b>3,421</b>	<b>3,495</b>	<b>2,630</b>	<b>3,391</b>	<b>3,465</b>	<b>3496</b>

**HISTORICAL NET ASSESSED VALUATION SUMMARY  
2015-2024**

<b>Year</b>	<b>Net Assessed</b>	<b>Percent Change</b>
<b>10/15</b>	<b>126,637,119</b>	<b>-2.63%</b>
<b>10/16</b>	<b>130,935,361</b>	<b>3.39%</b>
<b>10/17</b>	<b>137,797,249</b>	<b>5.24%</b>
<b>10/18</b>	<b>145,997,359</b>	<b>5.95%</b>
<b>10/19</b>	<b>153,323,453</b>	<b>5.02%</b>
<b>10/20</b>	<b>160,052,644</b>	<b>4.39%</b>
<b>10/21</b>	<b>170,411,075</b>	<b>6.47%</b>
<b>10/22</b>	<b>179,445,491</b>	<b>5.30%</b>
<b>10/23</b>	<b>197,555,555</b>	<b>9.10%</b>
<b>10/24</b>	<b>213,648,643</b>	<b>9.13%</b>



## **SIGNIFICANT LAWS AFFECTING THIS BUDGET**

The following is a summary of the significant provisions of the laws of the State of Oklahoma applicable to Oklahoma school district budgets. This budget is adopted in compliance with these legal requirements.

### **Title 70 § 5-135.2 Oklahoma Cost Accounting System (OCAS)**

...For the 1992-93 school year and in each subsequent school year, school districts shall report financial transactions for all funds using the Oklahoma Cost Accounting System. Costs shall be reported by curricular subject area where applicable...the State Department of Education shall reduce the monthly payment of a district's State Aid funds if, at the time of such payment, the district is not operating pursuant to the Oklahoma Cost Accounting System...No later than September 1 each year, every school district shall transmit a copy of the income and expenditures data required pursuant to subsection C of this section to the State Department of Education.

### **Title 70 § 5-135.4 School District Transparency Act**

...The State Department of Education shall make school district expenditure data available on its website.

### **Title 68 § 3020 Temporary Appropriations (Section 959 - School Laws)**

The excise boards...may convene at any time after the beginning of any fiscal year...for the purpose of approving temporary appropriations for the counties, cities, school districts and other municipal subdivisions of the state. Warrants may be drawn against such temporary appropriations pending action by the excise board upon the annual estimate of needs and budget of such...school district, for such fiscal year. Any such temporary appropriations so approved by the excise board...shall, when the annual budget for such...school district...is finally approved, be merged in the annual appropriations.

### **Title 68 § 3002 Time for Making Estimates (Section 159 - School Laws) (Estimate of Needs and Financial Statement)**

...make, in writing, a financial statement showing the true fiscal condition of their respective political subdivision as of the close of the previous fiscal year ended June 30<sup>th</sup>, and [prior to September 1,] shall make a written itemized statement of estimated needs and probable income from all sources including ad valorem tax for the current fiscal year. Each financial statement and estimates of needs...shall be published [and]...the financial statements and estimates of all school districts shall be filed with the county excise board on or before September 1 of each year...

### **Carryover (fund balance) Standards**

#### **Title 70 § 18-200.1 State Aid - Foundation Aid, Salary Incentive Aid, Transportation Supplement.**

...a school district shall have its State Aid reduced by an amount equal to the amount of carryover in the district's general fund as of June 30 of the preceding fiscal year, that is in excess of the following standards:

- Total amount of General Fund collections
- Excluding previous year cash surplus as of June 30

Amount of General Fund Balance Allowable...(see state law for % allowed for your school) Per HB2332 (2004) the General Fund Carryover penalty will not consider Federal Funds.

Per SB531 (2005) the General Fund Carryover Penalty will not be assessed until it has been exceeded two consecutive years.

Carryover penalty will not be assessed to schools: who are at or above 85% bonding capacity, while carryover penalty moratorium is in place, if carryover penalty is the result of increased gross production revenue in previous year, or if penalty is a result of increased foundation aid in last two months of school year.

### **Warrants Issued and Limit of Authority to Issue**

#### **Title 62 § 476 and 477 - Amount to be issued -Limit of Authority to Issue - Liability of Officers. (Section 206, 210 - School Laws 70-5-182, 70-5-186)**

Warrants...may be issued to the amount of the estimate made and approved by the excise board for the current fiscal year.

It shall be unlawful for any officer (Board of Education members, Treasurer) to issue, approve, sign or attest any warrant...in excess of the estimate of expense made and approved for the current fiscal year...and any such warrant in excess of the estimate made and approved...shall not be a charge against the school district...but may be collected by civil action from any officer...

Further emphasis:

Attorney General Opinion, April 3, 1936, "A school district is not authorized to divert money collected from taxes levied for current expenses to pay existing indebtedness created during a previous fiscal year. Legal warrants for the preceding fiscal year remaining unpaid on account of failure to collect taxes sufficient to retire the same may be paid only under one of the following methods: First, by reducing the warrants to judgment; second, the issuing of funding bonds for their payments."

### **School District Budget Act\***

#### **Title 70 § 5-150-161 - School District Budget Act (Section 111.1- 111.12 School Laws)**

Section 5-155 Amended by 1999 Legislative (S.B. 636) to require amendment to original budget after June 30 for end of year data, State Aid allocation, and property valuation.

School districts now have an alternative budget procedure, which has the intent to establish standard and sound fiscal procedures; to make available sufficient information to the public; and to assist school districts in the implementation of Governmental Accounting Standards Board (GASB) standards of financial management.

***\*This act is an optional budgeting procedure not used by many schools in the state; requires a resolution of the governing board; takes precedence over other state laws applicable to school budgets; must have budget approved by board within 30 day period preceding the fiscal year; outlines budget information required as a part of this act; defines the funds; and stipulates classifications of revenue and expenditures.***

### **Funding Formula Change - Elimination of 2<sup>nd</sup> High Year**

#### **HB2078 Effective July 1, 2022**

Changes the basis for state aid funding. Instead of using the highest weighted average daily membership (WADM) from the current year or preceding year, districts initial state aid allocation will be based upon the WADM from the current year completed. The mid-term calculation will be based upon the higher of the initial WADM from the just completed year or the current year WADM based upon the First Quarter Statistical Report.

## 2024-2025 BUDGET TIMETABLE

The budget cycle is a year-round process, beginning with on-going fund balance projections and statutory staffing commitments that are required to be made by the first Monday in June of each year prior to the start of the upcoming fiscal year in July. At any one time the Superintendent is concerned with three fiscal years' budgets; planning for the next fiscal year, administering the current fiscal year, and evaluating the last fiscal year. It is very challenging to manage a public school budget because the major expenditure, salaries and benefits, must, by law, be committed before revenue allocations are known.

The budgeting timetable for this fiscal year is shown below:

June, 2024	Renew Teacher Contracts
June, 2024	Renew Support Personnel Contracts
June, 2024	Approve Temporary Appropriations
July, 2024	Notification of Initial State Aid Allocation
August, 2024	Certify Property Valuations by County Assessor
September, 2024	Board of Education approval of Estimate of Needs
September, 2024	County Excise Board approval of Estimate of Needs
October, 2024	Board of Education Approval of Operating Budget
December, 2024	Notification of Mid-Term Adjustment to State Aid Allocation
If needed.....	Request(s) for Supplemental Appropriations and Amendments to Operating Budget

**2024-2025 BUDGET BY FUNCTION  
AND OBJECT DIMENSIONS**

**GUTHRIE PUBLIC SCHOOLS  
OPERATING BUDGET BY FUNCTION CLASSIFICATION  
FOR THE YEAR ENDED JUNE 30, 2025**

<u>FUNCTION</u>	<u>GENERAL FUND</u>	<u>BUILDING FUND</u>	<u>CHILD NUTRITION FUND</u>	<u>SINKING FUND</u>	<u>GIFTS &amp; ENDOWMENTS FUND</u>	<u>INSURANCE CASUALTY FUND</u>	<u>BOND FUND</u>
1000 - Instruction	\$18,160,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2100 - Support Services, Students	1,800,000.00	0.00	0.00	0.00	0.00	0.00	0.00
2200 - Support Services, Instructional Staff	1,400,000.00	11,500.00	0.00	0.00	0.00	0.00	0.00
2300 - General Administration	700,000.00	0.00	0.00	0.00	0.00	0.00	0.00
2400 - School Administration	1,750,000.00	0.00	0.00	0.00	0.00	0.00	0.00
2500 - Central Services	880,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00
2600 - Operation & Maintenance of Plant	4,000,616.00	1,300,000.00	0.00	0.00	40,000.00	30,000.00	0.00
2700 - Student Transportation	1,525,000.00	0.00	0.00	0.00	0.00	0.00	0.00
3100 - Child Nutrition Program	205,000.00	0.00	1,700,000.00	0.00	0.00	0.00	0.00
3300 - Community Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4000 - Facility Acquisition & Construction	0.00	187,500.00	323,000.00	0.00	0.00	0.00	12,500,000.00
5100 - Debt Service	0.00	0.00	0.00	4,350,000.00	0.00	0.00	0.00
5200/5300/5600 - Corrections, Clearing & Fund Transfers	30,000.00	0.00	123,000.00	0.00	0.00	0.00	0.00
5500 - Private Non-Profit Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7000 - Scholarships, Awards, and Claims	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8000 - Repayments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>\$30,450,616.00</b>	<b>\$1,500,000.00</b>	<b>\$2,146,000.00</b>	<b>\$4,350,000.00</b>	<b>\$40,000.00</b>	<b>\$30,000.00</b>	<b>\$12,500,000.00</b>

**GUTHRIE PUBLIC SCHOOLS  
OPERATING BUDGET BY OBJECT CLASSIFICATION  
FOR THE YEAR ENDED JUNE 30, 2025**

<u>OBJECT</u>	<u>GENERAL FUND</u>	<u>BUILDING FUND</u>	<u>CHILD NUTRITION FUND</u>	<u>SINKING FUND</u>	<u>GIFTS &amp; ENDOWMENTS FUND</u>	<u>INSURANCE CASUALTY FUND</u>	<u>BOND FUND</u>
100 - Salaries	\$16,300,000.00	\$0.00	\$450,000.00	\$0.00	\$0.00	\$0.00	\$0.00
200 - Employee Benefits	6,784,088.00	0.00	300,000.00	0.00	0.00	0.00	0.00
300 - Professional & Technical	680,000.00	0.00	6,000.00	0.00	0.00	0.00	500,000.00
410 - Utilities	190,000.00	0.00	0.00	0.00	0.00	0.00	0.00
420,430 - Cleaning, Repair, & Maint.	150,000.00	556,000.00	10,000.00	0.00	0.00	30,000.00	0.00
440 - Rental & Leases	10,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00
450 - Construction Services	2,474,430.00	55,000.00	0.00	0.00	30,000.00	0.00	11,700,000.00
510,530-580 - Other Purchased Services	878,500.00	0.00	955,000.00	0.00	0.00	0.00	0.00
520 - Insurance	681,673.00	0.00	0.00	0.00	0.00	0.00	0.00
600 - General Supplies	350,000.00	300,000.00	2,000.00	0.00	10,000.00	0.00	0.00
620 - Energy (Fuel, Electric, Natural Gas)	560,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00
640 - Books & Periodicals	466,925.00	0.00	0.00	0.00	0.00	0.00	0.00
650 - Durable Supplies & Software	610,000.00	65,000.00	0.00	0.00	0.00	0.00	100,000.00
710,720 - Land & Buildings	3,000.00	193,000.00	0.00	0.00	0.00	0.00	0.00
730 - Equipment	92,000.00	325,000.00	300,000.00	0.00	0.00	0.00	0.00
760 - Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00
800,900 - Other Miscellaneous Expenditures	220,000.00	2,000.00	123,000.00	4,350,000.00	0.00	0.00	200,000.00
	<b>\$30,450,616.00</b>	<b>\$1,500,000.00</b>	<b>\$2,146,000.00</b>	<b>\$4,350,000.00</b>	<b>\$40,000.00</b>	<b>\$30,000.00</b>	<b>\$12,500,000.00</b>

## **2024-2025 GENERAL FUND BUDGET BY PROJECT DIMENSION**

The Project Reporting dimension permits LEAs to accumulate expenditures to meet a variety of specialized management and reporting requirements regardless of whether they are district, state, or federal.

**GUTHRIE PUBLIC SCHOOLS  
GENERAL FUND  
2024-2025 PROJECT BUDGET**

PROJECT NUMBER	PROJECT DESCRIPTION	BUDGET AMOUNT
001	Administrators Salaries	1,985,000
002	Certified Salaries	13,400,000
003	Support Salaries	4,300,000
006	Dues/ Memberships/Regis.	32,000
007	Data Processing	110,000
008	Electricity	500,000
009	Natural Gas	90,000
011	Water/Sewer/Garbage	165,000
012	Telephone	80,000
015	Negotiations	8,000
018	Transportation	375,000
019	Fuel	200,000
021	Insurance/Bonds	750,000
022	Security - SRO	125,000
026	Director of Technology	250,000
027	Printing/Publ./Ads	1,000
028	Legal Services	100,000
029	Postage/Freight	8,000
031	Professional Travel	30,000
033	Child Nutrition	120,000
034	\$150.00 Teacher Supplies	35,000
035	Nursing Services/Medical	2,500
036	Audit Services	16,000
037	Copiers/Duplicators	80,000
039	Elections	10,000
041	Administration Supplies	15,000
042	Testing	47,000
043	Gifted and Talented Program	55,000
044	Special Education Director	500,000
045	Personnel Director	16,000
023	Textbooks - Local	260,000
049	Revaluation	115,000

PROJECT NUMBER	PROJECT DESCRIPTION	BUDGET AMOUNT
051	Cotteral Budget	5,220
052	Cotteral Library Budget	4,577
054	CREC Grant	1,000
056	Central Budget	4,035
057	Central Library Budget	3,167
061	Guthrie Educ. Found. Grants	35,000
062	Fogarty Budget	6,075
063	Fogarty Library Budget	4,400
067	GUES Budget	8,010
068	GUES Library Budget	5,265
069	Charter Oak Budget	7,035
070	Charter Oak Library Budget	4,955
073	JH Library Budget	5,963
075	Meridian Technology Grant	50,000
076	JH Administration	8,768
084	JH STEM 3	3,500
097	HS Library Budget	8,299
101	HS Administration	16,975
104	HS Language Arts	700
105	HS Math	300
106	HS Science	2,000
107	HS History	300
109	HS Art	425
111	ES SCHOOL SAFE ID	17,195
112	HS Business	500
116	Vocal Music	2,600
118	Band	14,117
119	Athletics	45,000
121	Extra Curricular Drug Testing	8,000
122	ROTC (Local)	80,000
123	Boys Athletics / Extra Duty	200,000
124	Girls Athletics / Extra Duty	100,000

PROJECT NUMBER	PROJECT DESCRIPTION	BUDGET AMOUNT
125	Alternative Education (local)	240,000
126	Faver Budget	1,400
134	District Equipment Purchases	5,000
136	District Supplies Purchases	40,000
312	National Board Cert. Stipend	10,000
317	Driver Education	5,000
331	Flex Benefit (Certified Salary)	45,000
332	Flex Benefit (Support Salary)	105,000
333	State Textbook Aid	222,993
334	Flex Benefit (Certified Fringe)	1,640,000
335	Flex Benefit (Support Fringe)	920,000
361	ACE Technology	8,000
367	Reading Sufficiency	50,000
388	Alternative Education (State)	50,000
411	Vocational Salary Aid	40,360
412	Vocational Incentive Aid	74,000
421	Carl Perkins Funds	60,000
511	Title I	1,010,000
552	Title IV, Student Support	40,000
561	Title VI, Indian Education	72,000
572	Title III, English Learners	25,000
613	IDEA-B Discretionary	700
615	Spec Ed PD District	4,000
621	IDEA-B Flow through	725,000
623	IDEA-B Early Intervention	14,000
628	ARP IDEA - SPED	8,500
641	IDEA-B Preschool	29,282
771	ROTC (Federal)	82,000
786	Consolidated Admin. Funds	41,500
795	Esser III	448,000
<b>* TOTAL EXPENDITURES</b>		<b>\$30,450,616</b>



**APPENDIX A**

**BUDGET GUIDELINES BY FUND**

## **BOARD OF EDUCATION ADMINISTRATIVE REGULATIONS, POLICY AND PROCEDURES**

The following budget policies of the Board of Education and administrative regulations and procedures guide the preparation and administration of the budget.

### **District Budget Policies and Administrative Regulations and Procedures (General Fund, Building Fund, Child Nutrition Fund, Workers' Compensation Fund, Gifts and Endowments Fund, Insurance Fund)**

Funds are budgeted for no more than a twelve-month period of time, which includes a fiscal year from July 1 through June 30. Planning for a period of time greater than one year is desirable and encouraged. The Superintendent administers the school district budget and may delegate the preparation and management. The budget is based on funding within anticipated revenue and the compliance with all state and federal statutes relating to budget management. The budget will provide for adequate allocations to support the instructional programs and operations in the district. An on-line budgetary control system will be maintained to assist in monitoring budget allocations and expenditures in conformance with state law, Board of Education policy and administrative regulations.

A Monthly Financial Report will be prepared. This report includes:

- a) Treasurer's Report for monthly disbursements, balances, investments, encumbrances
- b) Analysis of Collections by fund by source
- c) Analysis of Expenditures by fund
- d) School Activity Fund Summary

### **Fund Balance Policy**

The Board of Education will not budget or negotiate for any purpose, items of revenue, which it cannot reasonably anticipate. It is the intent of the Board of Education to establish in the initial management budget a minimum of 9% surplus with the objective of establishing and maintaining a 12% surplus.

### **Capital Project (Bond Funds) Budget Procedures**

Projects will be budgeted as per the Bond Resolution after the passage. The financial advisor will assist with the preparation of necessary information for full disclosure as required by law.

### **Debt Service (Sinking Fund) Procedures**

All debt service (bond payment) principal and interest obligations will be paid when due.

### **Accounting, Auditing, and Financial Reporting Procedures**

The accounting system will report financial information as required by law. The State Department of Education defines the accounting and financial reporting procedures including the use of the system of accounting as provided by law, the Oklahoma Cost Accounting System (OCAS). Financial information is prepared and reported on the basis of fund accounting. The accounting practices closely resemble generally accepted accounting principles for state and local governments, except in the area of financial reporting. Reporting practices for the state and local governments under generally accepted accounting principles are defined as those principles prescribed by the Governmental Accounting Standards Board.

Generally accepted accounting principles (GAAP) require funds to be combined by fund type and for the financial statements to be prepared on the basis of these combined funds. GAAP also requires that the account groups, which are general fixed assets and general long-term debt, be presented in the combined financial statements. The basic financial statements required by GAAP are: (1) combined balance sheet - all fund types and account groups; (2) combined statement of revenue, expenditures and changes in fund balances - all governmental fund types; and (3) combined statement of revenue, expenditures and changes in fund balance - budget and actual - general and certain special revenue types.

In Oklahoma, although similar in some aspects to the financial statements required under GAAP, the financial statements presented in the school district audit report are not intended to represent GAAP. The financial statements are prepared on a prescribed basis of accounting that demonstrates compliance with the cash basis and budget laws of the State of Oklahoma.

The district operates on a statutory (cash) basis of accounting. School districts operating under the accrual basis of accounting, consistent with GAAP must have approval of the State Department of Education. The Board of Education shall select an independent public accounting firm on an annual basis to perform an annual audit and publicly issue their opinion on the district's financial status.

## 11 GENERAL FUND (FOR OPERATIONS)

The general fund of any school district is hereby defined as a current expense fund and shall consist of all revenue or monies that can legally be expended within a certain specified fiscal year, but shall not be considered as including any money derived from a special Building Fund levy, nor shall it include any monies derived from the sale of bonds. Expenditures from the General Fund shall be non-capital in nature.

### Revenue

Total projected 2023-2024 revenue for the General Fund is \$34,522,031, which includes the \$3,357,654.13 fund balance of 2022-2023. For 2023-2024, the actual working budget amount of \$30,715,000 is below the estimate of needs amount of \$34,064,407 allowed by the independent auditor. The auditor does include the prior year fund balance in the projections, but does limit the actual projected revenues to the 90% level in many categories of funding. Since the estimate of needs is \$3,349,407 over the anticipated working budget total, there should be no reason for a supplemental request this school year.

### **The 2023-2024 budget revenue is based on the following:**

1. **Ad valorem property tax collections** - Oklahoma school districts levy millage rates, which are constitutionally authorized and restricted to a maximum levy. One mill is the equivalent of \$1.00 per \$1,000 of assessed value.
  - a) School districts cannot vote additional mills for any appropriated fund, except for bond funds.
  - b) For Guthrie Public Schools, the millage rate for the General Fund is approximately 35 mills. Note, counties that have voted to reduce the Household Property Tax from Personal Property are authorized by the constitution to increase the millage rate above the constitutional rate of 35 mills to make the adjustment revenue neutral.
  - c) The 35 mills are authorized as follows: Local boards of education authorize 15 mills for tax levies. The county apportions 5 mills. The millage rates are multiplied times the net assessed valuation to determine tax collections for the fiscal year. Estimate of Needs level is set at 90% by law for ad valorem collections, county sources, and state dedicated revenue.
  - d) The 2023-2024 net assessed property valuation \$ 213,648,643 remained the same 9.10% from the 2022-2023 valuation which was \$ 195,766,463.
2. **State Aid** - In Oklahoma, school districts receive state funding through an equalized funding formula. The formula requires the district to levy all of the allowable mills to receive the optimum formula monies for the district. Other state dedicated revenues (preceding year collections) are considered as income along with the property tax collections (current year collections) and are "charged" or subtracted from the amount a school district is eligible to receive.

State Aid is allocated based on weighted students using average daily membership, special child count categories, and teacher experience and degree index. Guthrie Public Schools' State Aid is based on last year's (FY23) final weighted average daily membership (WADM) of 5,493.60. State Aid will be recalculated as follows:

- a) State Aid will be **re-calculated in January** to current year ad valorem collections and potentially to current year WADM figures (nine-week attendance and weights) if those numbers result in a WADM that is greater than the previous year.
- b) Prior year state dedicated revenue collections (for chargeable income) will be used.

**3. Federal Monies** - Federal programs are primarily reimbursement programs. The district expends and is then reimbursed as claims are filed, on a quarterly basis for Guthrie Public Schools. Most federal programs allow carryover monies. The carryover monies become a part of the next year's budget, available for expenditure.

The district budget for revenue represents a combination of staff projections and Estimate of Needs revenue projections.

The Guthrie School board policy established a fiscal management priority to maintain a general fund balance of 12% or approximately \$2.45 million. Every effort should be made to limit expenditures in any fiscal year to the amount of revenue collected in that year to prevent any material erosion of the fund balance. In the 2023-2024 fiscal year, district collections of \$34,914,813.12 rose above expectations by \$392,781.99. As a result of additional federal funding through the CARES act and growth in net assessed valuation of property in the district, Guthrie Public School's fund balance continues to grow. The current fund balance of \$3,355,153.01 (10%) represents a decrease of \$2,501.12 from the end of the 2023-2024 fiscal year (\$3,357,654.13).

In 2023-2024 local sources of revenue provided 26% of total revenue, county sources 4%, state sources 54%, and federal sources 16%. A comparative revenue report is provided in Appendix C. Upon the state aid formula revision in 1997, we receive a preliminary allocation of funds in July, which is subject to change when a final allocation is made in December. As a result, we are approximately six months into the budget year before we have information to accurately determine state aid. Due to this circumstance, a conservative estimate of state aid revenue is required when making initial projections.

The District's initial state aid allocation for 2024-2025 is \$51,365.13 more than was actually collected in 2023-2024. Textbook aid was also allocated in the amount of \$222,992.69. We anticipate that one of our sources of state revenue, gross production tax, will continue to decline as the economy is showing a decrease in revenue collections thus far in 2024-2025. All things considered, revenue estimates at the state level, which are the basis for our state aid appropriation, are trending towards an increased baseline in the WADM factor. As a result, mid-year revenue allocations will likely increase although our chargeables will offset the increase with our 2024 9.1% growth in NAV. However, the district was allocated \$1,406,850 for Esser III in 2023-2024 in federal Cares Act funds that are reimbursable to the district as expenditures accrue with a remaining balance of \$447,000 available in 2024-2025. With that, we will continue to expedite the allowed expenditures for reimbursement in an effort to maintain a balanced budget.

Expenditures

Revenue projections determine the amount of funds available to finance expenditures. Revenue projections are made in the summer after various allocation notices are received by the district. Guthrie Public Schools continues to operate within the revenue collected.

Every school site has two budgets; an instructional budget and a library budget. The library budget is normally based upon State Department of Education accreditation requirements which have been waived until the state aid funding factor increases to \$3,291.60 per weighted student. The requirements for each site are: 500 or fewer students, \$9 per pupil; 500-999 students, \$4,500 for first 500 students and \$5 per student above 500; and 1000-1999 students, \$7000 for first 1000 students and \$4 per student above 1000.

The procedure for making expenditures involves the use of the encumbrance system. An encumbrance is an obligation to pay in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation account, and for which a part of the appropriation is reserved. When an encumbrance is paid, it becomes an expenditure. In this manner, financial officers of the school district are able to distinguish the portion of the budget already expended, the portion encumbered and the portion unencumbered. A Fixed Cost Analysis is provided annually under Appendix C to capture the expenditures.

Title 70-5-134.1 of Oklahoma Statute, enacted in 1994 and since repealed, required a budget by the function expenditure classification to be approved by the Board of Education. Guthrie Public Schools has chosen to continue this practice for the purposes of public information and transparency. The function dimension describes the purpose of the expenditure. The primary purpose is, of course, instruction. Other functions include library services, counseling services, transportation, building operation and maintenance, and school district administration. A brief definition of the function expenditure classifications can be found in Appendix A.

Additionally, the total General Fund District budget is \$33,854,513 (including a carryover of \$3,355,153.01) as provided by the Estimate of Needs. Therefore, we will operate off the working budget of \$30,450,616 with the considerations of the factors below.

1. Employer Teacher Retirement Tax, for Current Year is statutorily set at 9.5% (Title 70-17-108.1)
2. The expenditure budget increased to include the additional monies for salaries and the flexible benefit allowance (FBA) funded by the state to assist employees with health insurance costs. The amounts are as follows for the employee groups:
  - a) Support Personnel (6 hours or more employees) =\$189.69 per month cash in lieu (CIL) or \$ 679.62 per month if taking the State Health Insurance.
  - b) Other Personnel (Certified) = \$69.71 per month (CIL) or \$ 679.62 per month if taking the State Health Insurance.
4. Salary increases are due to the following factors:
  - a) Support raises, administration raises, and extra duty increases.
  - b) Mandated teacher pay raise.
  - c) Unemployment compensation increase due to pay increases.
  - d) Teacher Retirement contribution increase due to step increases.
5. The district budget for total expenditures represents the Estimate of Needs (legal appropriation). However, expenditures will be based upon a working budget with the goal of maintaining a fund balance of 11%. Current general fund balance stands at approximately 10%.

## **21 BUILDING FUND**

The Building Fund of any school district shall consist of all monies derived from the proceeds of a Building Fund levy not to exceed five (5) mills in any year, unless elimination of personal taxes is voted by the patrons of a school district and by LEA Board Resolution. The Building Fund may be used for erecting, remodeling, or repairing school buildings, for purchasing furniture, equipment and computer software, for repairing and maintaining computer systems and equipment, for paying energy and utility costs, for purchasing telecommunications utilities and services, for paying fire and casualty insurance premiums, for purchasing security systems, for paying salaries of security personnel, or for one or more, or all, of such purposes. Proceeds of such levies shall not be required to be used during the year for which a levy is made but may accumulate from year to year until adequate for purposes intended. The Building Fund is classified as a current expense fund, but shall not be considered a part of the General Fund. Fiscal year 2024-2025 yielded a fund balance carry over of \$606,542. This is an increase of \$9,646 from fiscal year 2023-2024.

## **22 CHILD NUTRITION PROGRAMS FUND**

State, federal and local collections of child nutrition monies may be placed in a governmental budget account that will be administered through the school District Treasurer and appropriated separately from all other funds. The beginning fund balance each year, combined with all revenues including collected and estimated revenues must be appropriated before being expended. It is very important that expenditures be limited to the amount of projected revenue available in the Child Nutrition Fund to minimize the need for the General Fund to subsidize child nutrition operations resulting in a reduction in funding available for instructional purposes.

## **31 BOND FUND**

A Bond Fund accounts for proceeds from the sale of bonds, from which all expenditures for bond projects are paid. By law, Guthrie Public Schools shall expend all of the proceeds of such bond issue for the general purposes set out in the proposition voted upon, and shall expend not less than eighty-five percent of the monies allocated to each specific project, unless such project can be completed for a lesser amount of money. Bond Fund titles should include purpose and fiscal year of authorization.

## **41 SINKING FUND (DEBT SERVICE FUND)**

Each school district in Oklahoma is authorized to borrow money up to an amount that does not exceed 10 percent of its total assessed valuation. Money is borrowed through the issuance of bonds after the bond issue has been approved by the voters. The issue does not carry unless 60 percent of those voting in the election vote "yes".

A Sinking Fund levy is determined following the approval of the bond issue to yield enough money to pay the principal and the interest on the bond issue. In other words, the number of mills levied will vary from district to district in terms of the size

of the bond issue, the term of the bonds (how long until they are paid off), and the interest rate.

The Sinking Fund of any district shall consist of all money derived from ad valorem taxes or otherwise as provided by law for the payment of bonds and judgments and interest thereon. Since this fund is for the purpose of debt service only, financial reporting as a part of the operating budget will be minimal. A treasurer's check or EFT is issued for Sinking Fund payments according to a legally authorized amortization schedule until all indebtedness, including interest, is paid.

## **81 GIFTS AND ENDOWMENT FUND**

This is a separately appropriated fund established to account for revenue from a philanthropic foundation, private individual, or private organization for which no repayment or special service to the contributor is expected. In many cases endowment funds allow for income derived from such funds to be expended, but the principal must remain intact.

## **86 CASUALTY/FLOOD INSURANCE RECOVERY FUND**

This fund is established to account for receipt of proceeds from the filing of insurance claims and the subsequent expenditure of funds to replace or repair damaged or stolen property.



**APPENDIX B**

**FUNCTION REVENUE AND EXPENDITURE  
CODE DEFINITIONS**

## MAJOR REVENUE SOURCES OKLAHOMA COST ACCOUNTING SYSTEM (OCAS)

### Revenue by Source:

The major sources of income are categorized by OCAS codes as follows:

#### 1000 DISTRICT SOURCES OF REVENUE

- |      |  |
|------|--|
| 1100 | AD VALOREM-TAXED LEVIED/ASSESSED FOR THE LEA<br>Compulsory charges levied by the LEA to finance services for the common benefit.   |
| 1200 | TUITION AND FEES<br>Revenue from individuals, welfare agencies, private sources and other LEAs for education provided by the LEA.<br><b>These sources include:</b><br>ADULT EDUCATION, STUDENT COMPUTER FEES<br>SUMMER SCHOOL TUITION, TRANSFER FEES<br>SUBSTITUTE BACKGROUND CHECKS<br>STUDENT ACTIVITY FEES<br>DRIVERS EDUCATION   |
| 1300 | EARNINGS ON INVESTMENTS<br>Revenue received as profit on holding in savings or investments.<br><b>These sources include:</b><br>INTEREST EARNINGS<br>ACCRUED INTEREST ON BOND SALES<br>OTHER EARNINGS ON INVESTMENTS   |
| 1400 | RENTALS, DISPOSALS, AND COMMISSIONS<br>Revenue received for the use of school property, sales, and commissions.<br><b>These sources include:</b><br>RENTAL OF SCHOOL FACILITIES<br>SALES OF EQUIPMENT, SERVICES, AND MATERIALS<br>OTHER RENTALS, DISPOSALS, AND COMMISSIONS  |
| 1500 | REIMBURSEMENTS<br>Cash or other assets received as repayment of the cost of work or services performed, or of other expenditures made for or on behalf of another governmental unit, department, individual, firm, or corporation. Child nutrition program reimbursements for the current year should not be coded here but under Source of Revenue 5150.<br><b>These sources include:</b><br>INSURANCE LOSS RECOVERIES<br>LOST TEXTBOOKS<br>DAMAGES TO SCHOOL PROPERTY<br>MISC REIMBURSEMENTS |
| 1600 | OTHER LOCAL SOURCES OF REVENUE<br>Other revenue from local sources not classified above.<br><b>These sources include:</b><br>CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES<br>DISTRICT CONTRACTS<br>MISCELLANEOUS REVENUE FROM DISTRICT SOURCES   |
| 1700 | CHILD NUTRITION PROGRAM<br>Revenue received from food sales to students and adults.<br><b>These sources include:</b><br>STUDENTS' LUNCHES<br>STUDENTS' BREAKFASTS<br>ADULT LUNCHES/BREAKFASTS  |

EXTRA FOOD/ALA CARTE/EXTRA MILK  
 OTHER DISTRICT REVENUE (CHILD NUTRITION PROGRAMS)  
 1800 ATHLETIC PORGRAMS  
 Revenue received for all school sponsored athletic activities.

**2000 INTERMEDIATE SOURCES OF REVENUE**

Revenue from intermediate sources is the amount of money from funds collected by an intermediate administrative unit or a political subdivision between the district and the state, and distributed to districts in amounts that differ in proportion to those which were collected within such systems.

**These sources include:**

- COUNTY 4 MILL AD VALOREM TAX
- COUNTY APPORTIONMENT (MORTGAGE TAX)
- RESALE OF PROPERTY FUND DISTRIBUTION
- OTHER INTERMEDIATE SOURCES OF REVENUE

**3000 STATE SOURCES OF REVENUE**

Revenue from state sources is revenue from funds collected by the state and distributed to LEAs in amounts different proportionately from those which were collected within each LEA.

3100 DEDICATED REVENUE

All revenue generated at the state level by taxes, license fees, or other fees that are set aside by the state to be used for the operation of the common schools in the state.

**These sources include:**

- GROSS PRODUCTION TAX
- MOTOR VEHICLE COLLECTIONS
- RURAL ELECTRIC COOPERATIVE TAX
- STATE SCHOOL LAND EARNING
- VEHICLE TAX STAMP
- FARM IMPLEMENT TAX STAMP
- OTHER DEDICATED REVENUE

3200 STATE AID-GENERAL OPERATIONS- NONCATEGORICAL

Revenue appropriated by the Legislature and apportioned to the schools for general operations.

**These sources include:**

- FOUNDATION AND SALARY INCENTIVE AID
- MENTOR TEACHER STIPEND
- EDUCATION FLEXIBLE BENEFIT

3300 STATE AID- COMPETITIVE GRANTS-CATEGORICAL

Revenue received from the state and appropriated by the Legislature to fund specific programs or to accomplish specific objectives.

**These sources include:**

- ALTERNATIVE AND HIGH CHALLENGE EDUCATION GRANT
- COMMUNITY EDUCATION

3400 STATE-CATEGORICAL

Revenue received from the state and appropriated by the Legislature to fund specific programs or to accomplish specific objectives.

**These sources include:**

- PROFESSIONAL DEVELOPMENT
- STATE TEXTBOOK and DRIVER EDUCATION
- ADULT EDUCATION MATCHING
- NATIONAL BOARD CERTIFIED BONUS
- ADVANCED PLACEMENT INCENTIVES
- READING SUFFICIENCY, ETC...

3500 SPECIAL PROGRAMS

Revenue appropriated for special purposes. Uses and limitations are specified by the legal authority establishing the programs, and the funds cannot be used or diverted to other uses.

**These sources include:**

PROGRAM OF PARENT EDUCATION

3600 OTHER STATE SOURCES OF REVENUE  
All state revenue not classified above.

**These sources include:**

OTHER MISC. SOURCES OF STATE REVENUE

3700 CHILD NUTRITION PROGRAMS  
Revenue received from the state for food to students and adults.

**These sources include:**

STATE REIMBURSEMENT

STATE MATCHING

3800 STATE VOCATIONAL PROGRAM

**These sources include:**

COMPREHENSIVE CAREER TECH SALARY REIMBURSEMENT

CAREER TECH PROGRAMS INCENTIVE ASSISTANCE GRANTS

FORMULA OPERATIONS

CAPITAL OUTLAY

**4000 FEDERAL SOURCES OF REVENUE**

Revenue collected by the federal government and distributed to state and local education agencies for the purpose of providing financial support for programs, projects, services, and activities which enhance educational opportunities for citizens.

4100 GRANTS-IN-AID DIRECT FROM THE FEDERAL GOVERNMENT

**These sources include:**

TITLE VI-PART A, INDIAN EDUCATION

TITLE VIII-IMPACT AID

4200 Title I Part A—improving basic programs operated by State and local educational agencies (LEA). EVERY STUDENT SUCCEEDS ACT (ESSA).

4300 TITLE II (PART A) Teacher and Principal Training and Recruiting Fund  
INDIVIDUALS WITH DISABILITIES

Revenue to assure the effective education of disabled children.

**These sources include:**

INDIVIDUALS WITH DISABILITIES, P.L. 105-17, IDEA-Part B

PRESCHOOL AGES 3-5, P.L. 105-17, IDEA-Part B 4400

ESSA of 2015, CONTINUED

**These sources include:**

TITLE IV – 21<sup>st</sup> Century Schools

Safe and Drug Free Schools, Charter Schools, etc...

4500 GRANTS-IN-AID FROM THE FEDERAL GOVERNMENT THROUGH OTHER STATE  
AND INTERMEDIATE SOURCES

**These sources include:**

JOHNSON-O'MALLEY PROGRAM

MEDICAID RESOURCES

**4600 OTHER FEDERAL SOURCES OF REVENUE THROUGH STATE DEPARTMENT OF  
EDUCATION OR STATE DEPARTMENT OF CAREER AND VOCATIONAL EDUCATION**

**4700 CHILD NUTRITION PROGRAMS** Revenue received from federal sources for provision of child nutrition programs.

**These sources include:**

LUNCHES

BREAKFASTS

SPECIAL MILK

SUMMER FOOD SERVICE PROGRAM  
CHILD & ADULT CARE FOOD PROGRAM

**4800 FEDERAL VOCATIONAL EDUCATION**

Formula grants to extend, improve, and maintain programs of vocational education, to develop new programs, to furnish equal opportunity in vocational programs, and to enable youth in need of earnings to continue their education by providing part-time employment.

**These sources include:**

CARL PERKINS VOCATIONAL AND APPLIED TECHNOLOGY EDUCATION ACT

**5000 NON-REVENUE RECEIPTS**

Receipts deposited in the fund that are not new revenue to the district, but the return of assets.

5100 BOND SALES and RETURN OF ASSETS  
Return of monies used for investments and financial management procedures.

**These sources include:**

CASH OR CHANGE and PETTY CASH  
ACTIVITY FUND REIMBURSEMENT  
INSUFFICIENT FUNDS—RETURN CHECKS CORRECTING ENTRY

**6000 BALANCE SHEET ACCOUNTS**

6100 CASH ACCOUNTS

# MAJOR EXPENDITURES OKLAHOMA COST ACCOUNTING SYSTEM (OCAS)

## Expenditures by Function:

The law requires that the final budget be approved by function codes as defined by the Oklahoma Cost Accounting System (OCAS). The following definitions reflect the categories.

- 1000 INSTRUCTION** Instruction includes the activities dealing directly with the interaction between teachers and students. Teaching may be provided for students in a school classroom, in another location such as a home or hospital, and in other learning situations such as those involving co-curricular activities. It may also be provided through some other approved medium such as television, radio, telephone, and correspondence. Included here are the activities of teacher assistants of any type (clerks, graders, teaching machines, etc.), which assist, in the instructional process. The activities of tutors, translators, and interpreters would be recorded here. Also, include department chairpersons who teach for any portion of time. Tuition/transfer fees paid to other LEAs would be included here.
- 2000 SUPPORT SERVICES.** Support services provide administrative, technical (such as guidance and health), and logistical support to facilitate and enhance instruction. These services exist as adjuncts for fulfilling the objectives of instruction, community, services, and enterprise programs, rather than as entities within themselves.
- 2100 SUPPORT SERVICES-STUDENTS. Activities designed to assess and improve the well-being of students and to supplement the teaching process.
- 2200 SUPPORT SERVICES- INSTRUCTIONAL STAFF. Activities associated with assisting the instructional staff with the content and process of providing learning experiences for students.
- 2300 SUPPORT SERVICES-GENERAL ADMINISTRATION. Activities involving the establishment and administration of policy in connection with operating the entire school district. Do not include the chief business official here, but in Support Services-Business, function series 2500.
- 2400 SUPPORT SERVICES-SCHOOL ADMINISTRATION. Activities concerned with overall administrative responsibility for a single school or a group of schools.
- 2500 CENTRAL SERVICES-BUSINESS. Activities that support other administrative and instructional functions, fiscal services, human resources, planning and administrative information technology.
- 2600 OPERATION AND MAINTENANCE OF PLANT SERVICES. Activities concerned with keeping the physical plant open, comfortable, and safe for use, and keeping the grounds, buildings, and equipment in an effective working condition and state of repair. Activities which maintain safety in buildings, on the grounds, and in the vicinity of schools are included.
- 2700 STUDENT TRANSPORTATION SERVICES. Activities concerned with the conveyance of students to and from school as provided by state law.  
Included are trips between home and school and trips to school activities.
- 3000 OPERATION OF NONINSTRUCTION SERVICES.** Activities concerned with providing non-instructional services to students, staff or community.
- 3100 CHILD NUTRITION PROGRAMS OPERATIONS. Activities concerned with providing food to students and staff in a school or LEA. This service area includes the preparation and service of regular and incidental meals including breakfasts, lunches, or supplements in connection with school activities, and the delivery of food.
- 3200 OTHER ENTERPRISE SERVICES OPERATION. Activities that are financed and operated in a manner similar to private business enterprises where the stated intent is that the costs are financed or recovered primarily through user charges. Child nutrition programs should not be charged here, but rather to function series

3100. One example could be the LEA bookstore or items purchased through the activity fund for resale.

3300 COMMUNITY SERVICES OPERATIONS. Activities, which are not directly related to the provision of education to students in the LEA. These include services such as community recreation programs, civic activities, public libraries, programs for custody and care of children, and community welfare activities provided by the LEA for the community as a whole or some segment of the community.

**4000 FACILITIES ACQUISITION AND CONSTRUCTION SERVICES** Consists of activities involved with the acquisition of land and buildings; remodeling buildings; the construction of buildings and additions to buildings; initial installation or extension of service systems and other built-in equipment; and improvements to sites.

4200 SITE ACQUISITION SERVICES. Activities concerned with the initial acquisition of new sites and improvements thereon.

4300 SITE IMPROVEMENT SERVICES. Activities concerned with improving sites and with maintaining existing site improvements.

4400 ARCHITECTURE AND ENGINEERING SERVICES. The activities of architects and engineers related to acquiring and improving sites and improving buildings. Charges are made to this function only for those preliminary activities which may or may not result in additions to the LEAs property. Otherwise, charge these services to 4200, 4300, 4600 or 4700, as appropriate.

4500 EDUCATIONAL SPECIFICATIONS DEVELOPMENT SERVICES.  
Activities concerned with preparing and interpreting descriptions of specific space requirements for the various learning experiences of pupils to be accommodated in a building. These specifications are interpreted to the architects and engineers in the early stages of blueprint development.

4600 BUILDING ACQUISITION AND CONSTRUCTION SERVICES.  
Activities concerned with building acquisition through purchase or construction.

4700 BUILDING IMPROVEMENTS SERVICE. Those activities concerned with building additions and with initial installation or extension of service systems and other built-in equipment.

**5000 OTHER OUTLAYS.** A number of outlays of governmental funds are not properly classified as expenditures, but still require budgetary or accounting control. These are classified as other outlays. These include debt service payments (principal and interest) and certain transfers of monies from one fund to another. These accounts are not used with the proprietary funds.

**7000 OTHER USES.** Scholarships, Student Aid, Staff Awards, Workers Comp./Unemployment claims, Tort Liability, Medical care claims, Flexible Benefits, Long-Term disability.

**8000 REPAYMENT.** Checks/warrants issued to outside agencies for refund of restricted revenue previously received for overpayment, non-qualified expenditures, and other refunds from district funds.

# MAJOR EXPENDITURES OKLAHOMA COST ACCOUNTING SYSTEM (OCAS)

## Expenditures by Object:

This dimension is used to describe the service or commodity obtained as a result of a specific expenditure. There are nine major object categories, each of which is further subdivided. Following are definitions of the object classes and selected subject categories:

- 100 PERSONNEL SERVICES-SALARIES.** Amounts paid to both permanent and temporary LEA employees, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the LEA.
- 200 PERSONNEL SERVICES- EMPLOYEE BENEFITS.** Amounts paid by the LEA on behalf of employees. These amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments, and while not paid directly to employees, nevertheless are part of the cost of personal service.
- 300 CONTRACTED SERVICES.** Amounts paid for professional and technical services rendered by personnel who are not on the payroll of the LEA, and other services, which LEA may purchase. These are services, which by their nature can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.
- 400 PURCHASED PROPERTY SERVICE.** Service purchased to operate, repair, maintain, and rent property owned or used by the LEA. These services are performed by persons other than LEA employees. While a product mayor may not result from the transaction, the primary reason for the purchase is the service provided.
- 500 OTHER PURCHASED SERVICES.** Amounts paid for services rendered by organizations or personnel not on the payroll of the LEA (separate from professional and technical services or property services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.
- 600 SUPPLIES.** Amounts paid for material items of an expendable nature that are consumed, worn out, or deteriorated by use; or items that lose their identity through fabrication or incorporation into different or more complex units or substance.
- 700 PROPERTY.** Expenditures for the acquisition of fixed assets or additions to fixed assets. They are expenditures for land or existing buildings; improvements of grounds; construction of buildings; additions to buildings; remodeling of buildings; initial equipment; and replacement of equipment.
- 800 OTHER OBJECTS.** Amounts paid for goods and services not otherwise classified above.
- 900 OTHER USES OF FUNDS.** This series of codes is used to classify transactions, which are not properly recorded as expenditures to the LEA, but require budgetary or accounting control. These include redemption of principal and interest on long-term debt, housing authority obligations and fund transfers.



## **MAJOR EXPENDITURES OKLAHOMA COST ACCOUNTING SYSTEM (OCAS)**

### **Expenditures by Project:**

- 000**            **NONCATEGORICAL EXPENDITURES.** Used for expenditures for the LEA has no need or desire to classify as below.
  
- 001-298**       **CATEGORICAL/SPECIAL BUDGET SERIES.** District expenditures that need to be tracked. Project name and number to be assigned by LEA.
  
- 299**            **CATEGORICAL-GIFTS/ENDOWMENTS** (district expenditure).
  
- 301-399**       **STATE PROGRAMS.** Expenditures that require specialized reporting for state categorical funds or competitive grants.
  
- 401-499**       **VOCATIONAL PROGRAMS-MULTISOURCE-DISTRICT, STATE AND/OR FEDERAL.** Expenditures from restricted funds allocated to the comprehensive high school and the area vocational schools from district, state and/or federal sources.
  
- 501-799**       **FEDERAL PROGRAMS.** Expenditures for all federal projects funded through grants or allocations from the federal government either directly or indirectly through the State Department of Education.
  
- 801-998**       **SCHOOL ACTIVITY SUBACCOUNTS (FUND 60 SERIES ONLY).**  
District sub account expenditures that need to be tracked within the school activity fund. Name of sub account and code number to be assigned by LEA.

## **1000 INSTRUCTION**

Instruction includes the activities having direct interaction between teachers and students. Teaching may be provided for students in a school classroom, in another location such as a home, and in other learning environments that may involve co-curricular activities. It may also be provided through some other approved medium such as internet, television, radio, telephone, and correspondence. Included are the activities of teacher assistants of any type that assist in the instructional process. The activities of tutors, translators, and interpreters would be recorded here.

## **2100 SUPPORT SERVICES - STUDENTS**

This includes activities designed to assess and improve the well being of students and to supplement the teaching process. This would include counseling services, health services, psychological services, speech pathology and audiology services.

## **2200 SUPPORT SERVICES - INSTRUCTIONAL STAFF**

Activities associated with assisting the instructional staff with the content and process of providing learning experiences for students fall into this classification. This would include staff development, and educational media services.

## **2300 SUPPORT SERVICES - GENERAL ADMINISTRATION**

This includes activities involving the establishment and administration of policy in connection with operating the entire school district. This would include Board of Education services, and Office of the Superintendent services.

## **2400 SUPPORT SERVICES - SCHOOL ADMINISTRATION**

Expenditures for overall administrative responsibility of a single school or a group of schools are given this classification. This would include Office of the Principal services.

## **2500 SUPPORT SERVICES - BUSINESS**

Activities including paying, transporting, exchanging and maintaining goods and services for the LEA are coded to this function. Included are the fiscal and internal services necessary for operating the LEA. This would include budgeting, receiving and disbursing, financial accounting, payroll and internal auditing.

## **2600 OPERATION AND MAINTENANCE OF PLANT SERVICES**

This includes activities revolving around keeping the physical plant open, comfortable, and safe for use, and keeping the grounds, buildings, and equipment in an effective working condition and state of repair. Activities, which maintain safety in buildings, on the grounds, and in the vicinity of schools, are included.

## **2700 STUDENT TRANSPORTATION SERVICES**

This classification provides financial documentation of activities concerned with the conveyance of students to and from school, as provided by state law. Also included is any transportation costs incurred for various school activity trips.

## **3100 CHILD NUTRITION PROGRAMS OPERATIONS**

These are activities providing food to students and staff in a school or LEA. This service includes the preparation and service of regular and incidental meals -- breakfasts, lunches, or supplements -- in connection with school activities, and the delivery of food.

## **3200 OTHER ENTERPRISE SERVICES OPERATIONS**

Activities that are financed and operated in a manner similar to private business enterprises -- where the stated intent is that the costs are financed or recovered primarily through user charges. One example could be the LEA bookstore, or items purchased through the Activity Fund for resale.

## **3300 COMMUNITY SERVICE OPERATIONS**

This classification accounts for activities that are not directly related to the provision of education to students in the LEA. These include services such as community recreation programs, civic activities, public libraries, programs for custody and care of children, and community welfare activities provided by the LEA for the community as a whole or some segment of the community.

## **4000 FACILITIES ACQUISITION AND CONSTRUCTION SERVICES**

This function classification consists of activities involved with the acquisition of land and buildings, remodeling buildings, the construction of buildings and additions, initial installation or extension of service systems and other built-in equipment, and improvements to sites.

## **5200 FUND TRANSFER/REIMBURSEMENT (CHILD NUTRITION FUND/ACTIVITY FUND/PETTY CASH/CHANGE)**

Transactions that withdraw money from one fund and place it in another without recourse are included in this category.

## **5300 CLEARING ACCOUNT**

This classification is used for recording of expenditures that cannot be charged to a specific function code at the time the expenditure must be made. As an example, this function code would be used for prepayment of workers' compensation premiums.

## **5500 PRIVATE NONPROFIT SCHOOLS**

Expenditure of funds received by the LEA for purchases to benefit students and/or teachers of private nonprofit schools are coded here. It is illegal for these funds to go directly to the private nonprofit schools. The LEA purchases, directly from the provider, supplies or services for the private nonprofit school's use.

## **7000 OTHER USES**

This function classification is used to account for payments made from self-funded workers' compensation, unemployment, medical insurance, and other employee benefit funds.

## **8000 REPAYMENTS**

This would include district payments to outside agencies for refund of restricted revenue previously received for overpayments, nonqualified expenditures, and other refunds to be repaid from district funds.

**APPENDIX C**

**GENERAL FUND REVENUE - COMPARATIVE ANALYSIS**

GUTHRIE PUBLIC SCHOOL GENERAL FUND REVENUE ANALYSIS							
REVENUE SOURCES	2022-2023 PROJECTED	2022-2023 ACTUAL	DIFFERENCE	2023-2024 PROJECTED	2023-2024 ACTUAL	DIFFERENCE	2024-2025 PROJECTED
<b>LOCAL SOURCES</b>							
AD VAL TAX LEVY (CUR. YR)	\$ 6,380,000.00	\$ 6,759,788.37	\$ 379,788.37	\$ 7,000,000.00	\$ 7,333,879.88	\$ 333,879.88	\$ 7,200,000.00
AD VAL TAX LEVY (PRIOR YR.)	\$ 220,000.00	\$ 216,680.25	\$ (3,319.75)	\$ 220,000.00	\$ 182,548.38	\$ (37,451.62)	\$ 200,000.00
REVENUE IN LIEU OF TAXES	\$ 16,000.00	\$ 19,211.51	\$ 3,211.51	\$ 18,000.00	\$ 23,320.27	\$ 5,320.27	\$ 18,000.00
INTEREST EARNINGS	\$ 25,000.00	\$ 88,755.52	\$ 63,755.52	\$ 85,000.00	\$ 119,167.78	\$ 34,167.78	\$ 85,000.00
RENTALS/SALES/COMMISSIONS	\$ 30,000.00	\$ 26,371.57	\$ (3,628.43)	\$ 30,000.00	\$ 22,372.69	\$ (7,627.31)	\$ 25,000.00
REIMBURSEMENTS	\$ 55,000.00	\$ 53,361.97	\$ (1,638.03)	\$ 55,000.00	\$ 66,788.25	\$ 11,788.25	\$ 65,000.00
CONTRIBUTIONS / MISC.	\$ 85,000.00	\$ 60,418.25	\$ (24,581.75)	\$ 75,000.00	\$ 60,417.16	\$ (14,582.84)	\$ 60,000.00
<b>TOTAL LOCAL SOURCES</b>	<b>\$ 6,811,000.00</b>	<b>\$ 7,224,587.44</b>	<b>\$ 413,587.44</b>	<b>\$ 7,483,000.00</b>	<b>\$ 7,808,494.41</b>	<b>\$ 325,494.41</b>	<b>\$ 7,653,000.00</b>
<b>INTERMEDIATE SOURCES</b>							
COUNTY 4 MILL AD VAL.	\$ 810,000.00	\$ 865,637.99	\$ 55,637.99	\$ 850,000.00	\$ 934,588.02	\$ 84,588.02	\$ 875,000.00
CO. APPORT. & MISC. INTERMEDIATE	\$ 470,000.00	\$ 370,042.02	\$ (99,957.98)	\$ 375,000.00	\$ 311,949.88	\$ (63,050.12)	\$ 325,000.00
<b>TOTAL INTERMEDIATE SOURCES</b>	<b>\$ 1,280,000.00</b>	<b>\$ 1,235,680.01</b>	<b>\$ (44,319.99)</b>	<b>\$ 1,225,000.00</b>	<b>\$ 1,246,537.90</b>	<b>\$ 21,537.90</b>	<b>\$ 1,200,000.00</b>
<b>STATE SOURCES</b>							
GROSS PRODUCTION TAX	\$ 725,000.00	\$ 838,399.89	\$ 113,399.89	\$ 825,000.00	\$ 480,177.72	\$ (344,822.28)	\$ 500,000.00
MOTOR VEHICLE COLLECTION	\$ 1,285,000.00	\$ 1,420,560.84	\$ 135,560.84	\$ 1,375,000.00	\$ 1,457,330.78	\$ 82,330.78	\$ 1,400,000.00
R.E.A. TAX	\$ 130,000.00	\$ 115,497.98	\$ (14,502.02)	\$ 130,000.00	\$ 115,728.21	\$ (14,271.79)	\$ 125,000.00
ST. SCH. LAND EARNINGS	\$ 430,000.00	\$ 498,187.78	\$ 68,187.78	\$ 475,000.00	\$ 576,333.55	\$ 101,333.55	\$ 525,000.00
VEHICLE/FARM TAX STAMP	\$ 12,500.00	\$ 11,859.63	\$ (640.37)	\$ 12,500.00	\$ 14,397.90	\$ 1,897.90	\$ 12,500.00
FLEXIBLE BENEFIT ALLOW. REIMB.	\$ 2,550,000.00	\$ 2,696,044.85	\$ 146,044.85	\$ 2,670,000.00	\$ 2,720,432.08	\$ 50,432.08	\$ 2,700,000.00
FOUNDATION & SAL INCENT AID	\$ 9,700,000.00	\$ 11,127,757.41	\$ 1,427,757.41	\$ 12,500,000.00	\$ 13,052,485.04	\$ 552,485.04	\$ 12,800,000.00
DRIVER EDUCATION	\$ 4,370.00	\$ 4,372.50	\$ 2.50	\$ 4,200.00	\$ 4,207.50	\$ 7.50	\$ 4,500.00
MISC. STATE SOURCES	\$ 50,000.00	\$ 20,407.34	\$ (29,592.66)	\$ 50,000.00	\$ 121,148.95	\$ 71,148.95	\$ 120,000.00
VOC. SAL. REIMB.	\$ 38,560.00	\$ 38,560.00	\$ -	\$ 40,360.00	\$ 40,360.00	\$ -	\$ 40,360.00
VOC. INCENT ASSIST. REIMB.	\$ 68,882.00	\$ 68,882.00	\$ -	\$ 74,000.00	\$ 74,000.00	\$ -	\$ 74,000.00
READING SUFFICIENCY FUNDS	\$ 55,000.00	\$ 75,374.44	\$ 20,374.44	\$ 70,000.00	\$ 72,934.40	\$ 2,934.40	\$ 70,000.00
<b>STATE SOURCES-CONTINUED</b>	<b>2022-2023 PROJECTED</b>	<b>2022-2023 ACTUAL</b>	<b>DIFFERENCE</b>	<b>2023-2024 PROJECTED</b>	<b>2023-2024 ACTUAL</b>	<b>DIFFERENCE</b>	<b>2024-2025 PROJECTED</b>
ALTERNATIVE EDUC./STATEWIDE	\$ 60,535.00	\$ 63,908.23	\$ 3,373.23	\$ 47,994.00	\$ 51,506.02	\$ 3,512.02	\$ 50,000.00
NATIONAL BOARD CERTIFICATION	\$ 20,000.00	\$ 15,000.00	\$ (5,000.00)	\$ 15,000.00	\$ 10,000.00	\$ (5,000.00)	\$ 10,000.00
ACE REMEDIATION & TECHNOLOGY	\$ 8,000.00	\$ -	\$ (8,000.00)	\$ 20,000.00	\$ 26,142.33	\$ 6,142.33	\$ 20,000.00
STATE ADOPTED TEXTBOOKS	\$ 214,340.00	\$ 217,859.66	\$ 3,519.66	\$ 221,344.00	\$ 224,323.65	\$ 2,979.65	\$ 225,000.00
<b>TOTAL STATE SOURCES</b>	<b>\$ 15,352,187.00</b>	<b>\$ 17,212,672.55</b>	<b>\$ 1,860,485.55</b>	<b>\$ 18,530,398.00</b>	<b>\$ 19,041,508.13</b>	<b>\$ 511,110.13</b>	<b>\$ 18,676,360.00</b>
<b>FEDERAL SOURCES</b>							
TITLE I	\$ 1,001,158.00	\$ 606,994.68	\$ (394,163.32)	\$ 1,005,000.00	\$ 984,584.55	\$ (20,415.45)	\$ 1,010,000.00
CARES ACT FUNDS	\$ 4,832,768.44	\$ 3,156,244.94	\$ (1,676,523.50)	\$ 1,500,000.00	\$ 1,105,101.63	\$ (394,898.37)	\$ 600,000.00
IDEA-B, FLOW THROUGH	\$ 812,919.00	\$ 798,697.42	\$ (14,221.58)	\$ 800,000.00	\$ 754,925.32	\$ (45,074.68)	\$ 750,000.00
TITLE III, ENGLISH LANGUAGE	\$ 19,368.00	\$ 17,975.32	\$ (1,392.68)	\$ 25,600.00	\$ 23,930.41	\$ (1,669.59)	\$ 25,000.00
TITLE VII, INDIAN ED	\$ 75,136.00	\$ 67,794.05	\$ (7,341.95)	\$ 72,330.00	\$ 59,170.00	\$ (13,160.00)	\$ 60,000.00
TITLE II, PART A	\$ 125,000.00	\$ 143,579.47	\$ 18,579.47	\$ 140,000.00	\$ 156,124.07	\$ 16,124.07	\$ 140,000.00
TITLE IV, LEAS FORMULA	\$ 29,982.00	\$ 52,521.03	\$ 22,539.03	\$ 29,982.00	\$ 50,958.59	\$ 20,976.59	\$ 30,000.00
ROTC	\$ 70,000.00	\$ 66,848.62	\$ (3,151.38)	\$ 70,000.00	\$ 70,562.10	\$ 562.10	\$ 70,000.00
CARL PERKINS	\$ 45,628.00	\$ 48,653.22	\$ 3,025.22	\$ 58,067.00	\$ 60,317.92	\$ 2,250.92	\$ 60,000.00
<b>TOTAL FEDERAL SOURCES</b>	<b>\$ 7,011,959.44</b>	<b>\$ 4,959,308.75</b>	<b>\$ (2,052,650.69)</b>	<b>\$ 3,700,979.00</b>	<b>\$ 3,265,674.59</b>	<b>\$ (435,304.41)</b>	<b>\$ 2,745,000.00</b>
<b>NON-REVENUE SOURCES</b>							
FUND TRANSFERS	\$ 225,000.00	\$ 224,887.39	\$ (112.61)	\$ 225,000.00	\$ 193,458.02	\$ (31,541.98)	\$ 225,000.00
CORRECTING ENTRY	\$ -	\$ 4,592.37	\$ 4,592.37	\$ -	\$ 1,485.94	\$ 1,485.94	\$ -
<b>TOTAL NON-REVENUE SOURCES</b>	<b>\$ 225,000.00</b>	<b>\$ 229,479.76</b>	<b>\$ 4,479.76</b>	<b>\$ 225,000.00</b>	<b>\$ 194,943.96</b>	<b>\$ (30,056.04)</b>	<b>\$ 225,000.00</b>
<b>BALANCE SHEET ACCOUNTS</b>							
FUND BALANCE/CASH FORWARD	\$ 2,959,231.56	\$ 2,959,231.56	\$ -	\$ 3,357,654.13	\$ 3,357,654.13	\$ -	\$ 3,355,153.01
<b>TOTAL BALANCE SHEET ACCOUNTS</b>	<b>\$ 2,959,231.56</b>	<b>\$ 2,959,231.56</b>	<b>\$ -</b>	<b>\$ 3,357,654.13</b>	<b>\$ 3,357,654.13</b>	<b>\$ -</b>	<b>\$ 3,355,153.01</b>
<b>TOTAL BALANCE &amp; COLLECTIONS</b>	<b>\$ 33,639,378.00</b>	<b>\$ 33,820,960.07</b>	<b>\$ 181,582.07</b>	<b>\$ 34,522,031.13</b>	<b>\$ 34,914,813.12</b>	<b>\$ 392,781.99</b>	<b>\$ 33,854,513.01</b>
<b>PROJECTED EXPENDITURES FOR 2023-2024</b>							<b>\$ 30,450,616.00</b>
<b>PROJECTED FUND BALANCE FOR 2023-2024</b>							<b>\$ 3,403,897.01</b>

**APPENDIX D**  
**GENERAL FUND - FIXED COST ANALYSIS**

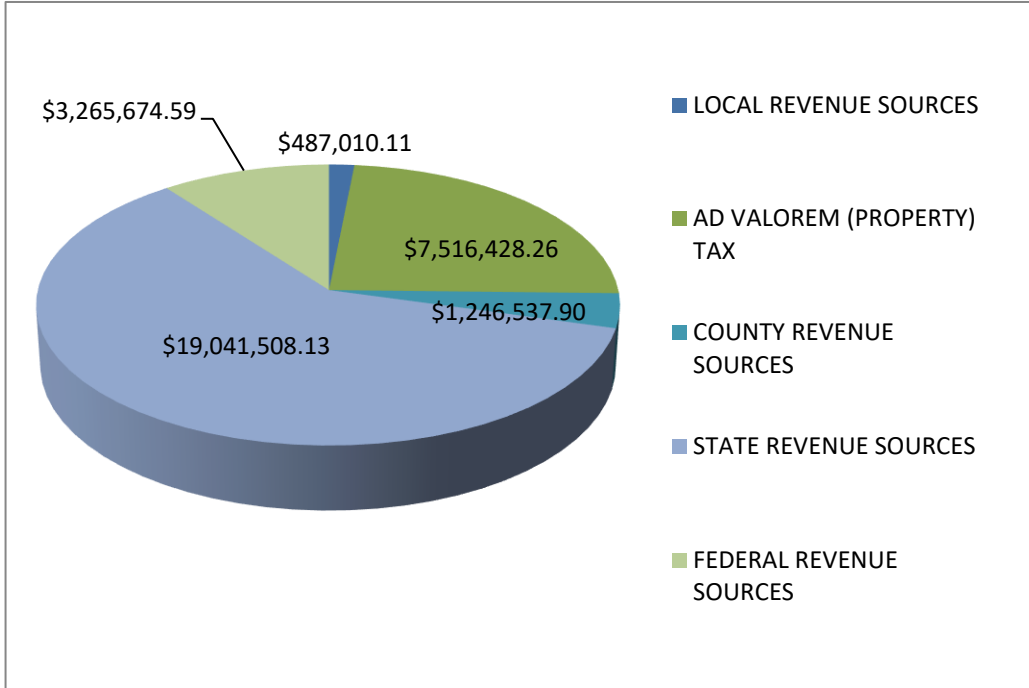
**GUTHRIE PUBLIC SCHOOLS  
GENERAL FUND  
FIXED / DISCRETIONARY COSTS**

	<b>2023-2024 ACTUAL COST</b>	<b>2023-2024 % OF COST</b>	<b>2024-2025 PROJECTED COST</b>	<b>2024-2025 % OF COST</b>
<b>FIXED COSTS</b>				
SALARY / BENEFITS	\$25,621,197.33	81.09%	\$25,559,990.00	83.94%
PROFESSIONAL & TECHNICAL SERVICES	252,429.00	0.80%	250,000.00	0.82%
UTILITIES / TELEPHONE	892,726.95	2.83%	860,000.00	2.82%
INSURANCE	681,473.00	2.16%	750,000.00	2.46%
LEASE / PURCHASE & MAINTENANCE AGREEMENTS	81,500.00	0.26%	81,500.00	0.27%
GASOLINE / DIESEL	196,729.00	0.62%	200,000.00	0.66%
COUNTY REVALUATION COST	93,859.71	0.30%	115,000.00	0.38%
EARMARKED STATE AND FEDERAL FUNDS	551,551.51	1.75%	550,000.00	1.81%
CHILD NUTRITION EXPENDITURES (PER LOAN AGREEMENT W/ CNF)	106,454.00	0.34%	120,000.00	0.39%
<b>TOTAL FIXED COSTS</b>	<b>28,477,920.50</b>	<b>90.13%</b>	<b>28,486,490.00</b>	<b>93.55%</b>
<b>DISCRETIONARY COSTS</b>				
SITE COSTS - TEXTBOOKS, LIBRARIES, FURNITURE, SUPPLIES	559,111.40	1.77%	538,238.00	1.77%
DEPARTMENTAL COSTS - TRANSPORTATION, MAINTENANCE, CUSTODIAL, TECHNOLOGY, OTHER DISTRICT-WIDE COSTS	2,558,393.69	8.10%	1,425,888.00	4.68%
<b>TOTAL DISCRETIONARY COSTS</b>	<b>3,117,505.09</b>	<b>9.87%</b>	<b>1,964,126.00</b>	<b>6.45%</b>
<b>GRAND TOTAL - ALL COSTS</b>	<b>\$31,595,425.59</b>	<b>100.00%</b>	<b>\$30,450,616.00</b>	<b>100.00%</b>



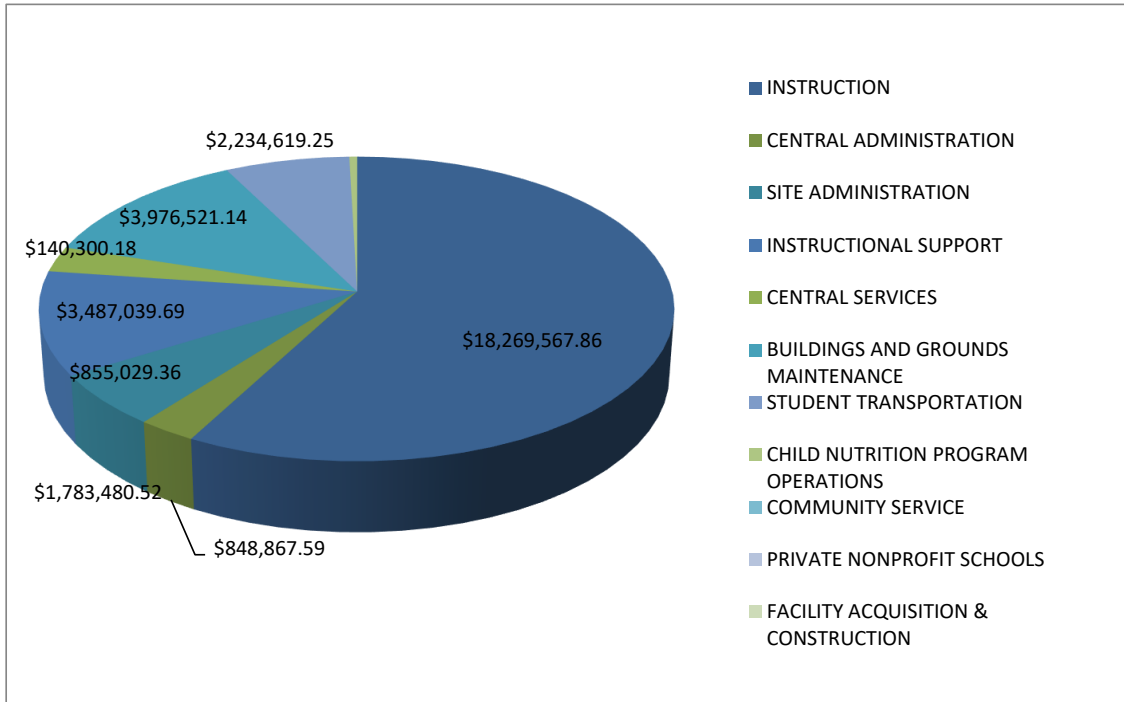
**APPENDIX E**  
**2023-2024 CONDENSED FINANCIAL INFORMATION**

**GUTHRIE PUBLIC SCHOOLS  
GENERAL FUND REVENUE  
FOR THE YEAR ENDED JUNE 30, 2024**



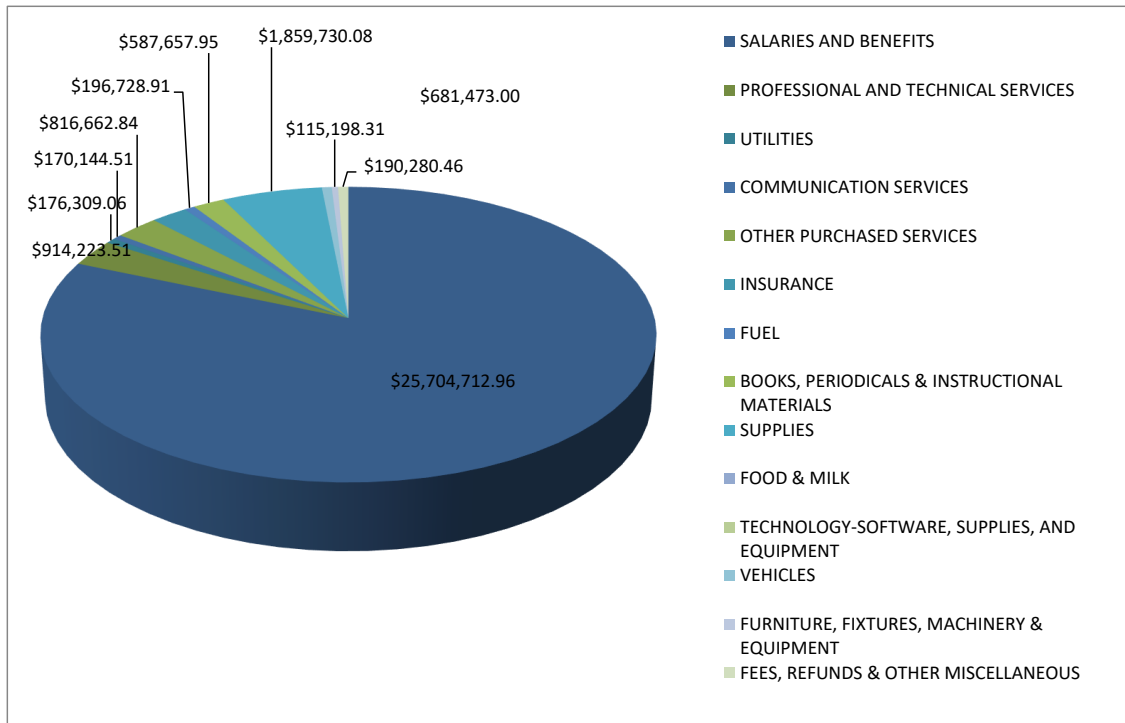
<u>SOURCE OF REVENUE</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL REVENUE</u>
LOCAL REVENUE SOURCES	\$ 487,010.11	1.54%
AD VALOREM (PROPERTY) TAX	\$ 7,516,428.26	23.82%
COUNTY REVENUE SOURCES	\$ 1,246,537.90	3.95%
STATE REVENUE SOURCES	\$ 19,041,508.13	60.34%
FEDERAL REVENUE SOURCES	\$ <u>3,265,674.59</u>	<u>10.35%</u>
TOTAL GENERAL FUND REVENUE	\$ 31,557,158.99	100.00%

**GUTHRIE PUBLIC SCHOOLS  
GENERAL FUND EXPENDITURES BY FUNCTION  
FOR THE YEAR ENDED JUNE 30, 2024**



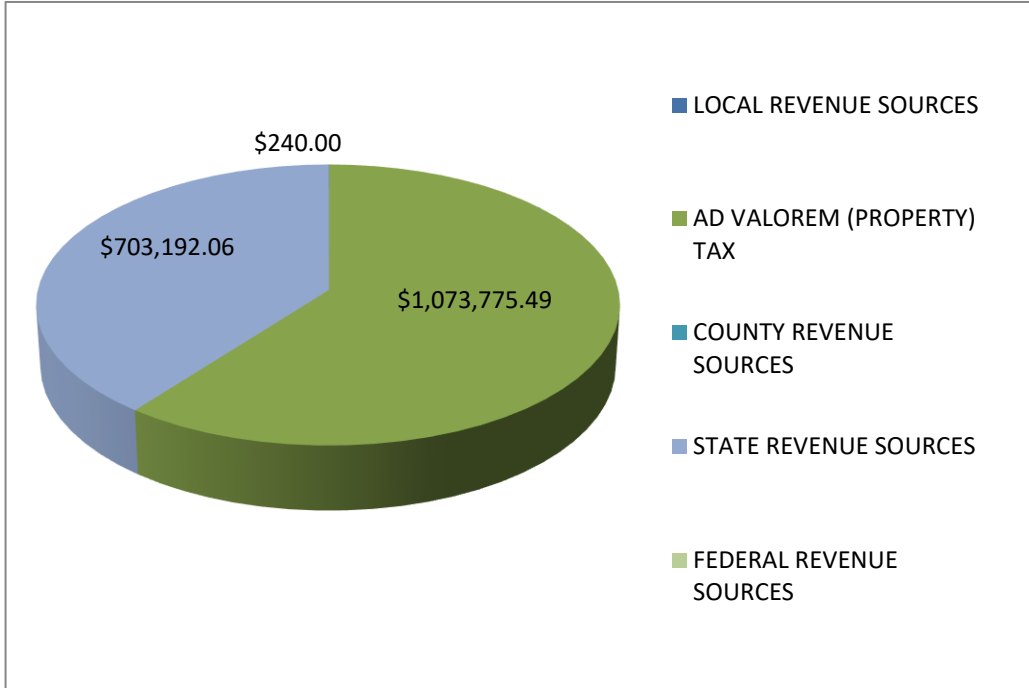
<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
INSTRUCTION	\$ 18,269,567.86	57.82%
CENTRAL ADMINISTRATION	\$ 848,867.59	2.69%
SITE ADMINISTRATION	\$ 1,783,480.52	5.64%
INSTRUCTIONAL SUPPORT	\$ 3,487,039.69	11.04%
CENTRAL SERVICES	\$ 855,029.36	2.71%
BUILDINGS AND GROUNDS MAINTENANCE	\$ 3,976,521.14	12.59%
STUDENT TRANSPORTATION	\$ 2,234,619.25	7.07%
CHILD NUTRITION PROGRAM OPERATIONS	\$ 140,300.18	0.44%
COMMUNITY SERVICE	\$ -	0.00%
PRIVATE NONPROFIT SCHOOLS	\$ -	0.00%
FACILITY ACQUISITION & CONSTRUCTION	\$ -	0.00%
<b>TOTAL GENERAL FUND EXPENDITURES BY FUNCTION</b>	<b>\$ 31,595,425.59</b>	<b>100.00%</b>

**GUTHRIE PUBLIC SCHOOLS  
GENERAL FUND EXPENDITURES BY OBJECT  
FOR THE YEAR ENDED JUNE 30, 2024**



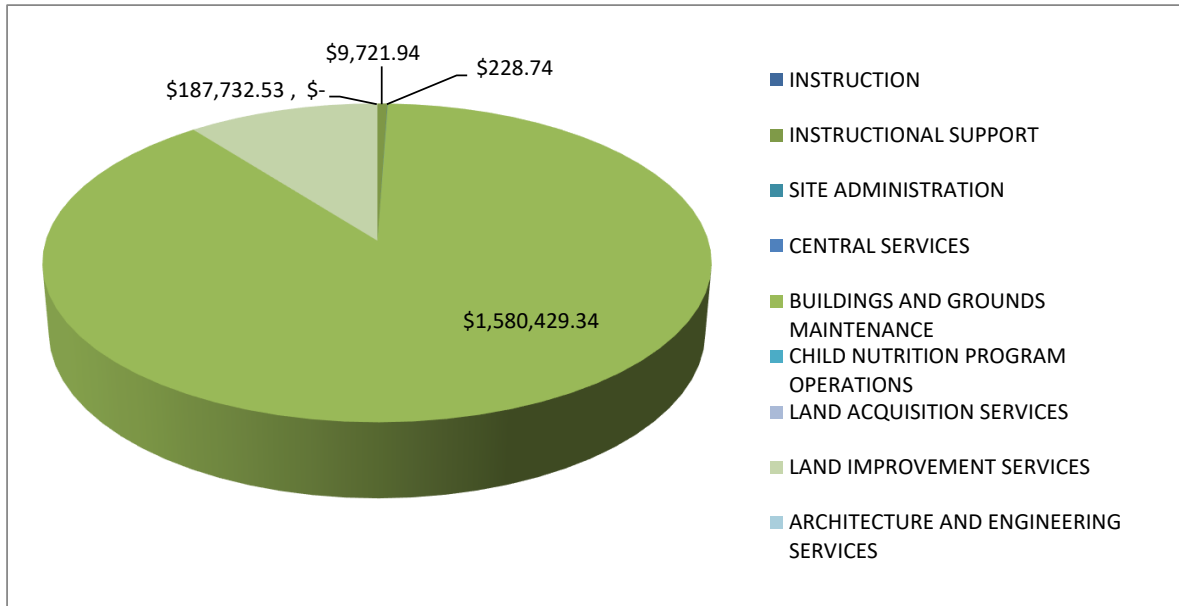
<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
SALARIES AND BENEFITS	\$ 25,704,712.96	81.36%
PROFESSIONAL AND TECHNICAL SERVICES	\$ 914,223.51	2.89%
UTILITIES	\$ 176,309.06	0.56%
COMMUNICATION SERVICES	\$ 170,144.51	0.54%
OTHER PURCHASED SERVICES	\$ 816,662.84	2.58%
INSURANCE	\$ 681,473.00	2.16%
FUEL	\$ 196,728.91	0.62%
BOOKS, PERIODICALS & INSTRUCTIONAL MATERIALS	\$ 587,657.95	1.86%
SUPPLIES	\$ 1,859,730.08	5.89%
FOOD & MILK	\$ -	0.00%
TECHNOLOGY-SOFTWARE, SUPPLIES, AND EQUIPMENT	\$ -	0.00%
VEHICLES	\$ 182,304.00	0.58%
FURNITURE, FIXTURES, MACHINERY & EQUIPMENT	\$ 115,198.31	0.36%
FEES, REFUNDS & OTHER MISCELLANEOUS	\$ 190,280.46	0.60%
<b>TOTAL GENERAL FUND EXPENDITURES BY OBJECT</b>	<b>\$ 31,595,425.59</b>	<b>100.00%</b>

**GUTHRIE PUBLIC SCHOOLS  
BUILDING FUND REVENUE  
FOR THE YEAR ENDED JUNE 30, 2024**



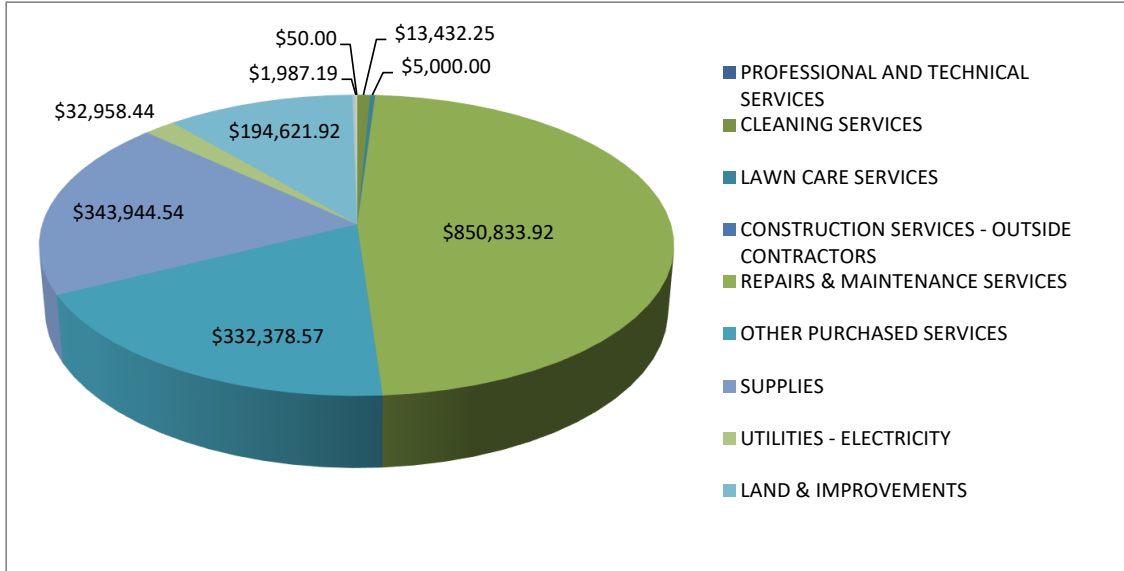
<u>SOURCE OF REVENUE</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL REVENUE</u>
LOCAL REVENUE SOURCES	\$ 240.00	0.01%
AD VALOREM (PROPERTY) TAX	\$ 1,073,775.49	60.42%
COUNTY REVENUE SOURCES	\$ -	0.00%
STATE REVENUE SOURCES	\$ 703,192.06	39.57%
FEDERAL REVENUE SOURCES	\$ <u>-</u>	<u>0.00%</u>
<b>TOTAL BUILDING FUND REVENUE</b>	<b>\$ 1,777,207.55</b>	<b>100.00%</b>

**GUTHRIE PUBLIC SCHOOLS  
 BUILDING FUND EXPENDITURES BY FUNCTION  
 FOR THE YEAR ENDED JUNE 30, 2024**



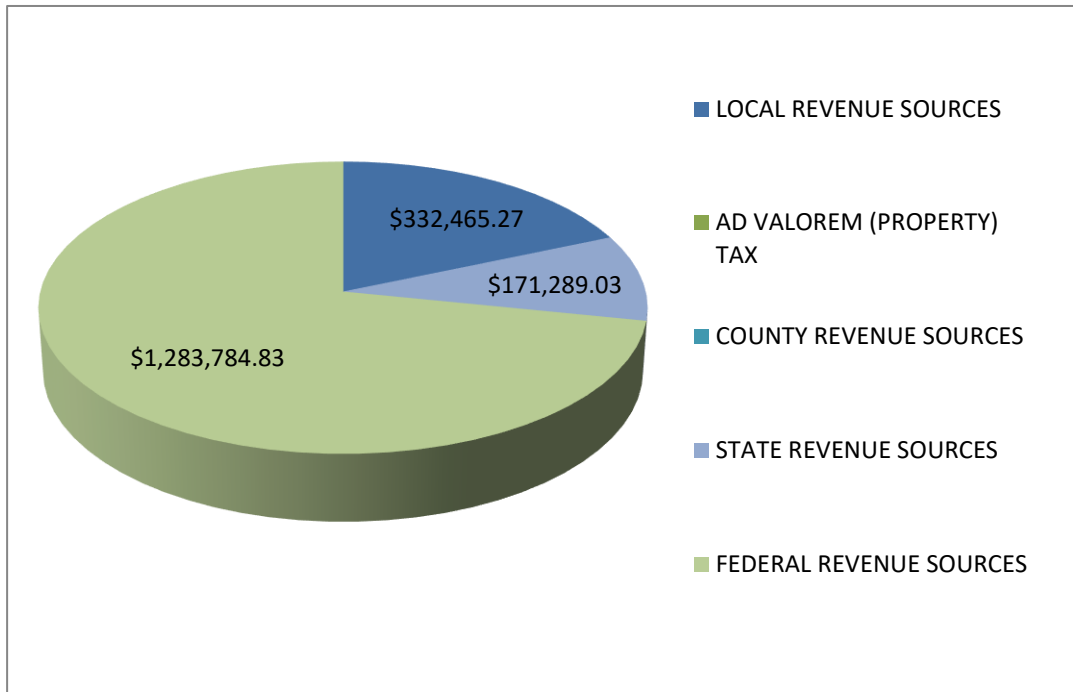
<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
INSTRUCTION	\$ -	0.00%
INSTRUCTIONAL SUPPORT	\$ 9,721.94	0.55%
SITE ADMINISTRATION	\$ 50.00	0.00%
CENTRAL SERVICES	\$ 228.74	0.01%
BUILDINGS AND GROUNDS MAINTENANCE	\$ 1,580,429.34	88.88%
CHILD NUTRITION PROGRAM OPERATIONS	\$ -	0.00%
LAND ACQUISITION SERVICES	\$ -	0.00%
LAND IMPROVEMENT SERVICES	\$ 187,732.53	10.56%
ARCHITECTURE AND ENGINEERING SERVICES	\$ -	0.00%
<b>TOTAL BUILDING FUND EXPENDITURES BY FUNCTION</b>	<b>\$ 1,778,162.55</b>	<b>100.00%</b>

**GUTHRIE PUBLIC SCHOOLS  
BUILDING FUND EXPENDITURES BY OBJECT  
FOR THE YEAR ENDED JUNE 30, 2024**



<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
PROFESSIONAL AND TECHNICAL SERVICES	\$ 50.00	0.00%
CLEANING SERVICES	\$ 13,432.25	0.76%
LAWN CARE SERVICES	\$ 5,000.00	0.28%
CONSTRUCTION SERVICES - OUTSIDE CONTRACTORS	\$ -	0.00%
REPAIRS & MAINTENANCE SERVICES	\$ 850,833.92	47.85%
OTHER PURCHASED SERVICES	\$ 332,378.57	18.69%
SUPPLIES	\$ 343,944.54	19.34%
UTILITIES - ELECTRICITY	\$ 32,958.44	1.85%
LAND & IMPROVEMENTS	\$ 194,621.92	10.95%
EQUIPMENT	\$ 2,955.72	0.17%
FEES, REFUNDS & OTHER MISCELLANEOUS	\$ <u>1,987.19</u>	<u>0.11%</u>
<b>TOTAL BUILDING FUND EXPENDITURES BY OBJECT</b>	<b>\$ 1,778,162.55</b>	<b>100.00%</b>

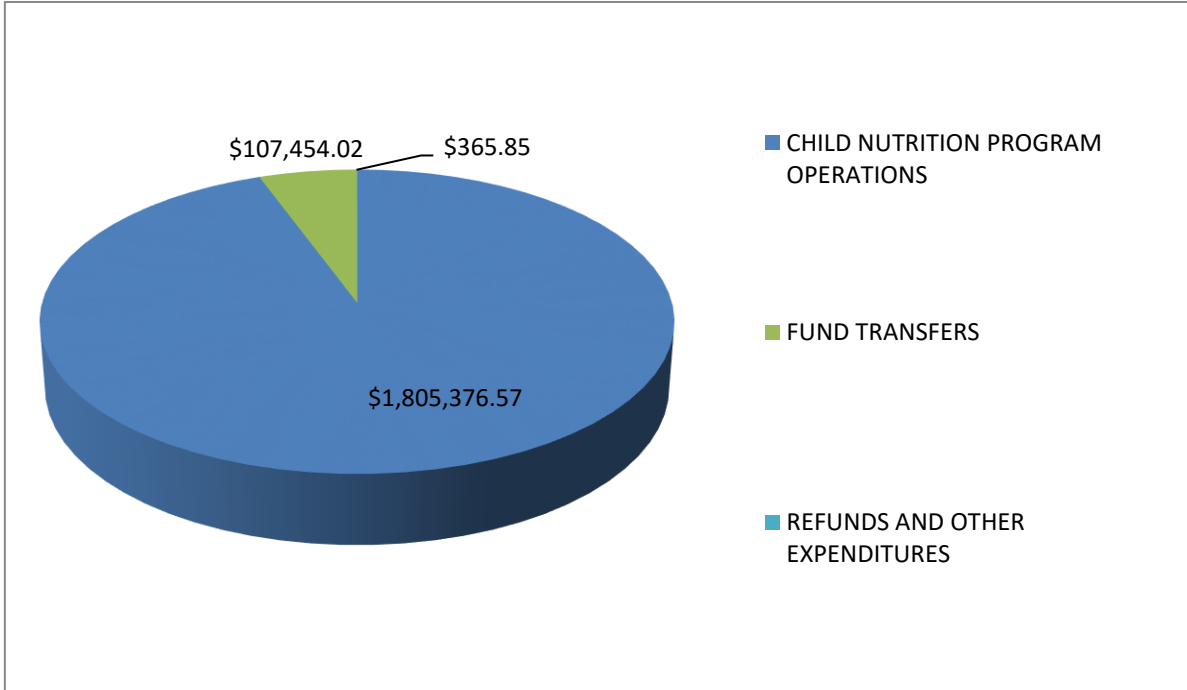
**GUTHRIE PUBLIC SCHOOLS  
CHILD NUTRITION FUND REVENUE  
FOR THE YEAR ENDED JUNE 30, 2024**



<u>SOURCE OF REVENUE</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL REVENUE</u>
LOCAL REVENUE SOURCES	\$ 332,465.27	18.60%
AD VALOREM (PROPERTY) TAX	\$ -	0.00%
COUNTY REVENUE SOURCES	\$ -	0.00%
STATE REVENUE SOURCES	\$ 171,289.03	9.58%
FEDERAL REVENUE SOURCES	\$ <u>1,283,784.83</u>	<u>71.82%</u>
<b>TOTAL CHILD NUTRITION FUND REVENUE</b>	<b>\$ 1,787,539.13</b>	<b>100.00%</b>

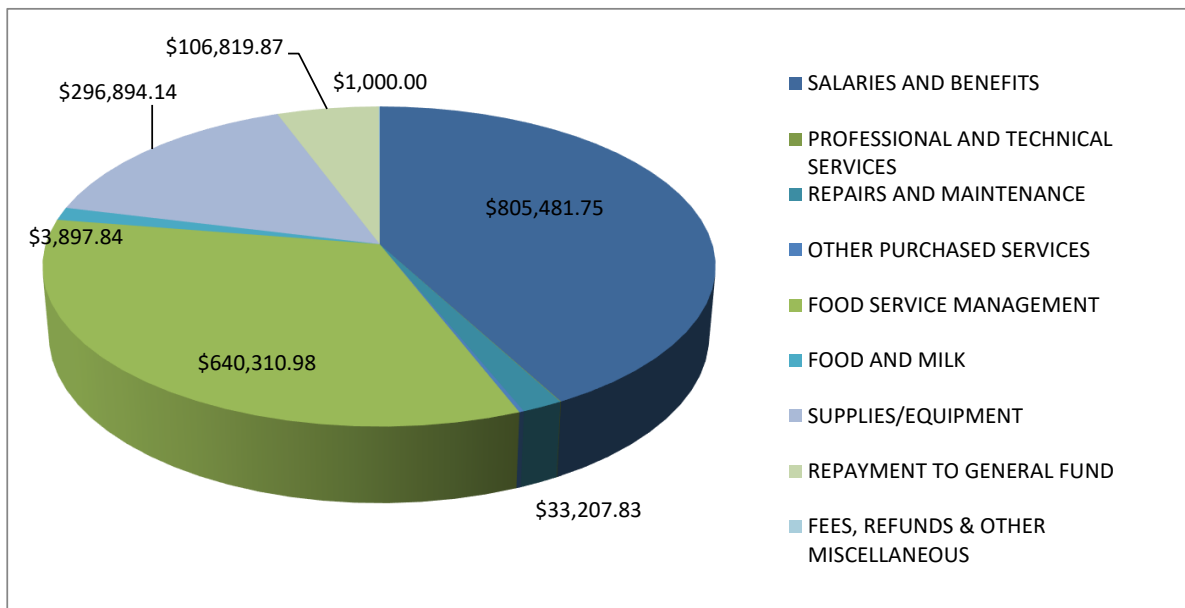


**GUTHRIE PUBLIC SCHOOLS  
CHILD NUTRITION FUND EXPENDITURES BY FUNCTION  
FOR THE YEAR ENDED JUNE 30, 2024**



<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
CHILD NUTRITION PROGRAM OPERATIONS	\$ 1,805,376.57	94.36%
FUND TRANSFERS	\$ 107,454.02	5.62%
REFUNDS AND OTHER EXPENDITURES	\$ 365.85	0.02%
<b>TOTAL CHILD NUTRITION FUND EXPENDITURES BY FUNCTION</b>	<b>\$ 1,913,196.44</b>	<b>100.00%</b>

**GUTHRIE PUBLIC SCHOOLS  
CHILD NUTRITION FUND EXPENDITURES BY OBJECT  
FOR THE YEAR ENDED JUNE 30, 2024**



<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
SALARIES AND BENEFITS	\$ 805,481.75	42.10%
PROFESSIONAL AND TECHNICAL SERVICES	\$ 584.03	0.03%
REPAIRS AND MAINTENANCE	\$ 33,207.83	1.74%
OTHER PURCHASED SERVICES	\$ 3,897.84	0.20%
FOOD SERVICE MANAGEMENT	\$ 640,310.98	33.47%
FOOD AND MILK	\$ 25,000.00	1.31%
SUPPLIES/EQUIPMENT	\$ 296,894.14	15.52%
REPAYMENT TO GENERAL FUND	\$ 106,819.87	5.58%
FEES, REFUNDS & OTHER MISCELLANEOUS	\$ <u>1,000.00</u>	<u>0.05%</u>
<b>TOTAL CHILD NUTRITION FUND EXPENDITURES BY OBJECT</b>	<b>\$ 1,913,196.44</b>	<b>100.00%</b>