

Updating the Annual Required Maintenance Budget Amount Worksheet (Form M-1) for FY 12-13 Comprehensive Maintenance Plan and Subsequent Years

The M-1 worksheet is a tool to help districts estimate the annual required maintenance budget amount that is to be submitted with the district's Comprehensive Maintenance Plan (CMP).

School districts are expected to update the Form M-1 template that was distributed in September 2003. The Form M-1 projects the annual maintenance budget for the school facilities in the district. The Detailed Expenditures worksheet was designed as a tool to track maintenance expenditures for a 10 year period (FY 00-01 through FY 09-10). The Form M-1 and the Detailed Expenditures worksheet are unchanged for FY 12-13. However, please note that the Office of School Facilities has modified the following instructions for the Detailed Expenditures worksheet to facilitate its continued use since the initial 10 year period for which data was submitted has concluded.

1. Locate Form M-1 and Detailed Expenditure file saved and submitted in 2010.
2. Go to the first worksheet (M-1) and validate (and revise where necessary) District information at the top of the form, column A (School Facility Name), column B (School Number) and Column C (Gross Building Area). **Verify that the Current Area Cost Allowance per SF cell (top right) reads \$143.00.**
3. Column D (Building Replacement Value) will be automatically repopulated, where necessary. The value of this column is the result of multiplying the gross building area by the current Area Cost Allowance per SF (\$143.00).
4. Column E (Prior Years Actual & Current Year Budgeted Expenditure) will be automatically calculated when you enter information on the second worksheet (Detailed Expenditures).
5. Relabel column F (Min. Annual Target Expenditure for FY 11-12) to read FY 12-13. This column will be automatically calculated. The value is the result of multiplying the building replacement value by 0.2%. This will give you the minimum annual target expenditure.
6. Relabel column G (Anticipated Budget for FY 11-12) to read FY 12-13 and replace the amounts from 11-12 with the amounts the district is anticipating to spend for FY 12-13, which shall be equal to or greater than the minimum annual target expenditure as of June 30th 2010.
7. At the bottom of column A (Min. Required amount for FY), replace 11-12 with 12-13. Also, at the bottom of column A (Anticipated Budget amount for FY), replace 11-12 with 12-13.
8. Enter the Current District Maintenance Reserve Amount. This amount shall not exceed the calculated amount of Max. Maintenance Reserve Amount. (This value is 4% of column D).
9. Using the Detailed Expenditure worksheet that the district previously saved, relabel column N to read Actual Expenditures and adjust data to reflect actual expenditures.
10. Insert a new column between column "N" and "O." The password is "M-1." Please use this password carefully.

11. Relabel existing column "O" as "P."
12. Label new column "O" to read Budgeted Amount FY 11-12 and enter the budgeted amount from the FY 11-12 Certified Budget.
13. Revise formula for cell P49 to =SUM(P7:P48).
14. Hide column D and E. Hiding these columns will enable the spreadsheet to print on 8.5 x 11 sized paper.
15. Revise formula for column P to read as follows =SUM(G:P). This change will remove the total from the prior year (column D and E) and reflect the most recent 10 years of historical and budget data.
16. Revise formula for cell P49 to =SUM(P7:P48).
17. Revise formula for cell Q49 to =SUM(G49:P49).
18. For subsequent years, apply the same methodology.

Questions about these instructions may be addressed to:

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