



Timothy S. Wyrosdick  
Superintendent of Schools

M. Susan McCole, CPA  
Assistant Superintendent for Finance

5086 Canal Street  
Milton, Florida 32570-6706

Phone: 850/983-5023

Suncom: 689-5023

Facsimile: 850/983-5067

E-mail: McColeM@mail.santarosa.k12.fl.us

## MEMORANDUM

TO: Board Members  
Mr. Tim Wyrosdick, Supt. of Schools

DATE: April 24, 2014

FROM: M. Susan McCole  
Assistant Supt. for Finance

RE: Update to School Based Management Guidelines

---

Due to the changes DOE has made in the way FTE is calculated there is a need to update the School Based Management Guidelines. In item #1 the WFTE (weighted full time equivalent) is replaced with student enrollment numbers (taking into account ESE, adult, and on-line factors) in calculating the School Based Budgets.

Attachment

### BOARD MEMBERS

DIANE SCOTT  
DISTRICT 1

HUGH WINKLES  
DISTRICT 2

DIANE COLEMAN  
DISTRICT 3

JENNIFER GRANSE  
DISTRICT 4

SCOTT T. PEDEN  
DISTRICT 5

## SCHOOL BASED MANAGEMENT GUIDELINES FOR SCHOOL BASED BUDGETS

April 24, 2014

The following guidelines were established in the mid to late 1980's by the School Based Management Committee for the basis of budget allocation. The percentages were updated for fiscal year **1995 - 1996**. In March 2008, the decision was made to utilize a different method of allocating the portion of funds given for in-county travel that was a part of the original formula. The idea was to increase the percentage of the Base Student Allocation received by Santa Rosa County to an amount that would incorporate the same proportionate share of dollars. At the same time the decision was made to consider the size of the school within the new formula. The following criteria have been established.

1. Allocations are based on two criteria: type of school (Elementary/Middle and High Schools) and size of school. The chart below shows enrollment used in testing for size of school and the corresponding percent for the type of school. (Taking into account ESE, adult, and on-line factors)

Enrollment	Elem/Middle	High Schools
0 - 150	2.2415%	2.3015%
151 - 350	2.0667%	2.1220%
351 - 750	1.9488%	2.0010%
751 - and up	1.9257%	1.9773%

2. The Base Student Allocation will follow that set forth in the FEFP calculation from the Department of Education. Projected budgets for a new fiscal year will use the Base Student Allocation amount being used at the time budgets are calculated.
3. Any monies remaining at the end of the fiscal year shall be "carried over" to the next year's budget.
4. The enrollment numbers from the week of the October FTE count will be used to make necessary adjustments to the projected budget. The adjustments will be posted in November.