

# 2021/22 Budget Form LC-2 Instructions

## General Information

The Lid Computation Form 2 (LC-2) verifies a district has approved a General Fund budget that does not exceed the Certified Budget Authority (§79-1023) and the Allowable Reserve Percentage (§79-1027) as certified by the Department of Education each year.

The LC-2 has been prepopulated using information from the *2021/22 Budget Authority, Access to Prior Year's Unused Budget Authority and Allowable Reserve Percentage Certification* and data on file with NDE.

- Only line numbers that are applicable to a specific school district will be displayed in the LC-2.
- Prepopulated information displayed in the LC-2 cannot be changed by the district.

Contact information:

- Completing the LC-2 or to request an amendment or an unlock of online system:
  - Michelle Cartwright 402-450-0867 or michelle.cartwright@nebraska.gov
  - Janice Eret 402-540-0649 or janice.eret@nebraska.gov
- Using the NDE Portal:
  - NDE Help Desk 888-285-0556, locally at 402-471-3151, or ADVISERHelp@nebraskacloud.org

## Expenditure Exclusions on the LC-2

State Board of Education approval is required for each of the expenditure exclusions listed below. Once the State Board has approved these exclusions, the amount of the exclusion will be pre-populated in Section A of the LC-2.

- **Retirement Incentive Plan & Staff Development Assistance** – This exclusion is only available for the first year a school district has reorganized or unified.
- **Early Childhood Education Grants** – This exclusion is available for districts if 2021/22 is the first-year early childhood membership is included in the district's formula students. This expenditure exclusion for the amount equal to the 2020/21 Early Childhood Education Grant increased by 2.5%.
  - Schools eligible with amounts granted and a request template for the Early Childhood Education Grant Exclusion can be found at:
    - <https://www.education.ne.gov/fos/budgeting-school-district/>
  - The amount of this exclusion will display on Line A-772 in section A.
- **New Elementary Attendance Site(s)** – This exclusion will be the total expenditures for the first year of operating a new elementary attendance site(s) for qualifying school districts.

## Expenditure Exclusions on Schedule A of the School District Budget Form

State Board of Education approval is required for each of the expenditure exclusions from Schedule A listed below. School districts accessing any of these exclusions will report them on Schedule A and the total amount of the exclusions will be shown on Line B-130 General Fund Lid Exclusions in the LC-2.

- **Infrastructure Damaged by Natural Disaster** – This exclusion is available to school districts with expenditures for repairs to infrastructure damaged by a natural disaster.
  - The Governor or the Federal Emergency Management Agency (FEMA) must declare a disaster emergency pursuant to the Emergency Management Act.
- **Judgments Not Paid by Liability Insurance** – This exclusion is available to a school district that has a judgment entered against it that requires or obligates the school district to pay such judgment.
  - The exclusion is limited to the amount not paid by the liability insurance coverage of the school district. This exclusion does not apply to judgments or orders from the Commission of Industrial Relations (CIR).
- **Distance Education Courses** – This exclusion will be the amount received from educational entities for providing distance education courses through the Educational Service Unit Coordinating Council to such educational entities.
  - Educational entities are defined in §79-1201.01.
- **Voluntary Termination Agreement Incentives** §79-1028.01(g) - §79-1028.01(K)
  - Incentives paid for voluntary termination agreements with ***certificated TEACHERS beginning September 1, 2017***, that meet the following stipulations:
    - The value of current and future incentives will not exceed \$35,000 in total per teacher.
    - All incentives must be paid within five (5) years of agreement or until the certificated teacher becomes eligible for Medicare -- whichever occurs first.
    - The voluntary termination agreement was not part of any collective bargaining agreement.
    - The payment of incentives must result in a net savings in salary and benefit to the district over a five-year period.
  - Incentives paid for voluntary termination agreements which have been approved within timeframes listed below with ***certificated STAFF who are retiring prior to September 1, 2017***.
    - Prior to July 1, 2009, or
    - Occurring on or after the last day of the 2010/11 school year and prior to the first day of the 2013/14 school year, or
    - Occurring on or after the first day of the 2013/14 school year. The request must include the net cost savings over five years.
- **Retirement Contribution Increase** – This exclusion allows a school district to exceed the expenditure limitation by a specific dollar amount not to exceed the difference between the employer's contribution rate of 9.88% and 7.35% of the budgeted amount of employee salaries subject to retirement.

- The expenditure exclusion for Class V school districts will be the difference between the employer's contribution rate and 7.37%

Templates to request the Voluntary Termination and Retirement Contribution Increase exclusions are available at: <http://www.education.ne.gov/FOS/SchoolFinance/Budget/Index.html>

- **Native American Impact Aid** – This exclusion is only available to school districts with Indian land within its boundaries and receive Impact Aid due to children residing on the Indian land attending the district. Eligible districts should request this exclusion in the amount of Impact Aid that they anticipate receiving during the 2021/22 school year.

## State Board Approval Process

To receive State Board approval for any of the exclusions listed above, submit a request by email to the Department of Education, School Finance & Organization Services, directly to Michelle Cartwright at [michelle.cartwright@nebraska.gov](mailto:michelle.cartwright@nebraska.gov).

- The request should provide details regarding the name and purpose of the exclusion along with the requested exclusion amount.
- The following lists the dates expenditure exclusions must be submitted by for the next State Board Meeting:

Exclusion Submission Deadline	State Board Meeting Date
May 18 <sup>th</sup> , 2021	June 4, 2021
July 20, 2021	August 6, 2021
August 17, 2021	September 3, 2021
September 21, 2021	October 8, 2021
October 19, 2021	November 5, 2021

- Approved exclusion requests will be posted within 5 working days after the State Board Meeting on this webpage: [Budgeting \(School District\) – Nebraska Department of Education](#)

## Completing the LC-2:

Go to the [Nebraska Department of Education - Portal](#) , under Data Collections add the LC-2 for the correct year.

### Uploading Budget Document Steps:

**\*\*To minimize errors, it is highly recommended that the Excel School District Budget Form be uploaded directly into the LC-2 and click the Review & Save LC-2 button periodically after changes. Section A will be updated manually by you.\*\***

1. In the 'Please load your budget documents here' section click "Choose File" button.
2. In the dialog box that appears, locate the directory and file location of the Excel budget file.
3. Double click on the file name of the school district budget.
4. Click "Load Budget Document" button.

## Access to Prior Year's Unused Budget Authority

- *Line A-355 – Access to Prior Year's Unused Budget Authority:*
  - The maximum access is displayed on the LC-2 to the right of Line A-355 (“Maximum Amount:\_\_\_\_\_”).
  - This amount must be entered on A-355 to access as additional budget growth. If an amount is not entered, the district will not be able to increase their total allowable budget authority *available*.
  - An error message indicating *“Line A-355 cannot exceed the Maximum Prior Year's Unused Budget Authority amount”* will appear if an amount greater than amount indicated as “Maximum Amount” on the LC-2 is entered.
  - After clicking the “Recalculate” button at the bottom of the page, Line A-780 will reflect the total allowable budget authority for the district. Click the **“Save LC-2”** button to retain this information.

***Please note: For more accurate information, we recommended that the budget is uploaded into the LC-2. Manually entered information may lead to incorrect data.***

## 2021/22 General Fund Budget of Disbursements & Transfers and Unused Budget Authority

- **Line B-110 – 2021/22 Special Grant Fund – this information is manually entered.**
  - Clicking on “*Special Grant Funds*” takes you to the list of special grants that have been approved by the State Board.
    - Enter estimated amounts you are expecting to receive for the 2021/22 school year. State Board Approval is not necessary for these special grants (Lines 1.010 to 1.470).
    - The last eight lines of the Special Grant Fund List are items that are district specific and must be submitted to the State Board for approval. Noted with an \* lines 1.710 to 1.780.
  - When all of the district’s special grants have been entered, click the **“Save Grants”** button and “Print Grants” for a copy of the Special Grant Fund List.
  - Click the “Return to LC-2” button.
  - Click the “Recalculate LC-2” and **“Save LC-2”** buttons at the bottom of the LC-2.
- **Line B-100 – 2021/22 General Fund Budget of Disbursements & Transfers:**
  - Total Budget of Disbursements & Transfers from Line 1 Column 7 on page 2 of the School District Budget Document appears on Line B-100.
- **Line B-120 – 2021/22 Special Education Budget of Disbursements & Transfers:**
  - Total Budget of Disbursements & Transfers – Special Education from Line 1 Column 5 on page 2 of the School District Budget Document appears on Line B-120.
- **Line B-130 – 2021/22 General Fund Lid Exclusions**
  - Total General Fund Lid Exclusions from Line 22 of Schedule A of the School District Budget Document appears on Line B-130.

Once all the information has been entered into the LC-2, click the “**Recalculate LC-2**” and “**Save LC-2**” buttons at the bottom of the LC-2. The “Recalculate” Button must be clicked *each time* a change is made. Click “**Save LC-2**” before exiting the LC-2 to retain the information.

### Unused Budget Authority:

#### •Line B-150 – 2021/22 Unused Budget Authority

- An amount on Line B-150 appears when the Total Adjusted General Fund Budget of Disbursements and Transfers (Line B-140) is less than Total Allowable Budget Authority Line A- 780.
- If the Certified Budget Authority has been exceeded, the 2021/22 Unused Budget Authority amount on Line B-150 will appear as a negative number in red and an error message indicating “**Budget Authority Exceeded**” will display on the screen.
- The School District Budget Form will need to be revised if the school district has exceeded its Budget Authority.
  - Lines B-100 will need to be reduced or Lines B-120, B-130 and/or the Special Grant Fund List increased to correct this error message.
- The LC-2 cannot be approved (submitted) with error messages.

#### • Line B-180 – Did you hold a successful special election for additional Budget Authority?

*(Not a levy override)*

- If the school district held a special election for additional budget authority, click on “Yes”.
- Enter the Voter Approved Dollar Increase on B-310.
- Click the “Recalculate LC-2” and “**Save LC-2**” buttons at the bottom of the LC-2.

*Please note: Districts that received voter approval for additional budget authority **must include** the entire amount of additional budget authority in the General Fund Total Disbursements and Transfers **to maximize the additional budget authority and carry forward** into future school fiscal years. A special election for additional budget authority is only applicable for one school fiscal year.*

#### • Line B-400 – Did you hold a successful election of your patrons for a levy override that applies to the current year? *(New for the 2021/22 LC-2)*

- The answer to this question defaults to “No.” If your district did hold a levy override, click “Yes” and complete the section that appears below.
- Enter the total property tax levy that has been approved by the patrons on Line B-420. For example, \$1.25.
- Enter the number of years the Levy Override will be in effect on Line B-440. Statutory maximum is 5 years.
- Enter the **first** year the Levy Override was in effect on Line B-460. Year must be entered in the following format XXXX/XX. For example, 2018/19.
- Enter the **last** year the Levy Override was in effect on Line B-480. Year must be entered in the following format XXXX/XX. For example, 2022/23.
- If the number of years on Line B-440 doesn’t match the difference between B-460 and B-480, an error message will appear and must be corrected before the LC-2 can be submitted.

## 2021/22 Allowable Reserves and Total Reserves

- *Line C-300 – General Fund Necessary Cash Reserves*
  - Enter the General Fund Necessary Cash Reserve amount from Line 1 Column 8 of Page 2 of the School District Budget Document.
- *Line C-310 – Depreciation Fund Total Requirements*
  - Enter the Total Budget of Disbursements & Transfers for the Depreciation Fund from Line 2 Column 7 of Page 2 of the School District Budget Document.
- *Line C-320 – Employee Benefit Fund Necessary Cash Reserves*
  - Enter the Employee Fund Necessary Cash Reserve amount from Line 3 Column 8 of Page 2 of the School District Budget Document.
  - Click the “Recalculate LC-2” and “**Save LC-2**” buttons at the bottom of the LC-2 after completing Section C.

## Error Messages

The LC-2 online system *does not* allow “District Approval” (submission) of an LC-2 if any of the following error messages appear:

- **Budget Authority Exceeded**
  - The School District Budget Form will need to be revised if the school district has exceeded its Budget Authority. Upload the revised budget form into the LC-2.
- **Allowable Reserves Exceeded**
  - The School District Budget Form will need to be revised if the school district has exceeded its Allowable Reserves. Upload the revised budget form into the LC-2.
- **Levy Override Error**
  - The levy override information is indicating that the difference between the years entered on lines B-460 and B-480 doesn’t match the number of years entered on Line B-440.

## LC-2 Action Buttons located at bottom of LC-2

- **Recalculate LC-2**
  - The “**Recalculate LC-2**” button is located at the bottom of the LC-2 and is available at all times.
  - Clicking on this button will recalculate all totals including unused budget authority and total unused budget authority.
  - Clicking on this button **will not save** the information in the LC-2.
  - Use the “Recalculate LC-2” button **every** time changes have been made to the LC-2:
    - individual lines in the LC-2 or the Special Grant Fund list has been entered or updated.
- **Save LC-2**
  - The “**Save LC-2**” button is located at the bottom of the LC-2 and will be available until the LC-2 has been approved (submitted).
  - Clicking on the “**Save LC-2**” button will save all the information in the LC-2 but will not submit the LC-2 to NDE.
  - Use this button before moving to the Special Grant Fund List or logging out of the LC-2.

- **District Approval** (Submission to NDE)
  - When the LC-2 has been completed and is ready to submit to NDE, click on the “District Approval” button.
  - A screen will display indicating the LC-2 has been submitted to NDE along with the section to upload the required budget documentation.
  - The school district will receive an email when the LC-2 has been received by NDE.
    - If the LC-2 has been submitted in error, see contact information at beginning of document to request an unlock of the LC-2 online system.
- **Log Out**
  - Be sure to click the “**Save LC-2**” button located at the bottom of the LC-2 before logging out or all data that was entered during the current session will be lost.
  - This button will take you out of the LC-2 system.

### **Amending the LC-2**

If a school district needs to amend their General Fund, Depreciation Fund or Employee Benefit Fund at some point through the year, the LC-2 must also be amended to reflect those changes.

- To amend an LC-2, enter the amended amounts on the necessary lines of the LC-2.
  - Click the “Recalculate LC-2” button.
  - Click the “District Approval” button.
- Clicking the “District Approval” button will submit the amended LC-2 to NDE.
  - This will lock the LC-2 online system on the Portal.
  - If you have clicked the “District Approval” button inadvertently, see contact information at beginning of this document to request an unlock of the LC-2 online system.
  - Amendments to the 2021/22 budget must be submitted through the LC-2 as described above in “Upload Budget Documents.”

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document. For comments regarding this document contact [ndc.guidance@nebraska.gov](mailto:ndc.guidance@nebraska.gov)