

## **INSTRUCTIONS:**

- The General Fund Budget Form A is to be used in submitting the general fund budget data for 2016-2017.
- The actual expenditures reported on the General Fund Budget form must match the figures reported in that year's Annual Financial Report.
- The ending fund balances for 2015-2016 must match the beginning fund balance for budgeted 2016-2017.
- If there were adjustments per the Comprehensive Annual Financial Report (CAFR), the beginning fund balances must reflect the prior year's ending fund balance
  - The CAFR adjustments must be reflected on the prior year adjustment line of the fund balance section (Keypunch Code 51194).
- Round to whole dollars; do not include decimals or cents.
- **General Fund Budget Columns:**
  - Actual 2015-2016: Record prior year actual expenditures as submitted in Column 4 of the AFR.
  - Budgeted 2016-2017: Record current year beginning budget.
- **Special Fund Revenue Columns:**  
Includes Special Fund Federal, Federal NCLB Funds, and Other Special Funds
  - Actual 2015-2016: Record prior year actual expenditures as submitted in Columns 5, 6 and 7 of the AFR
  - Budgeted 2016-2017: Record current year beginning budget

## **BEST PRACTICES Information on the LA Legislative Auditor's Website:**

- The Louisiana Legislative Auditor's website offers information on Best Practices in Government at the following link: <https://www.la.gov/auditResources/bestPractices/>
  - Recommended items include, but are not limited to:
    - Best Practices in Government Checklist
    - Local Government Budget Act Reporting Template

## FORM A – GENERAL FUND BUDGET

**FY2016-2017: July 1, 2016 – June 30, 2017**

I hereby certify that to the best of my knowledge and belief the data reported in the attached Form A – General Fund Budget, Fiscal Year 2016-2017, constitute a true and full report of revenues and expenditures, both budgeted and actual, for the school district listed below.

Parish/City of \_\_\_\_\_

Prepared by \_\_\_\_\_

Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

Board Approval Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Parish/City Superintendent

**Due by close of business on September 30, 2016**

Scan and Submit via email to Kristen B. Smith at [kristen.smith2@la.gov](mailto:kristen.smith2@la.gov) .

*This form is issued by the State Superintendent of Education in accordance with Louisiana Revised Statutes, Title 17, Section 88.*