

**2019-2020 Minimum Budget Requirement (MBR)  
Form ED012 Worksheet**

**Secondary Regional School Districts Instructions**  
(Revised 8/2019)

**ALL REPORTS MUST BE ELECTRONICALLY FILED AND CERTIFIED ON OR BEFORE AUGUST 23, 2019.**

Assessment data provided by secondary regional school districts on Form ED012 Worksheet will be used in the determination of member town compliance with the MBR.

If you have questions, please contact Kevin Chambers at 860-713-6455 or [kevin.chambers@ct.gov](mailto:kevin.chambers@ct.gov).

**DATA ENTRY**

**Main Menu**

The Main Menu contains: a link for contact information; links to separate data entry screens for each member town; and a link to the data certification page.

**Contact Information**

Self explanatory. Click on the link, and complete all fields.

**Assessment Data for Member Towns**

Click on a town link, provide the required data, and "Save" the page. Proceed to the next town, and continue until all member towns are completed and saved. Specific data elements include:

**Line 1) 2018-19 Assessment to the Member Town**

Report the final 2018-19 assessment, inclusive of all supplemental assessments and/or changes subsequent to the initial approved assessment.

**Line 2) 2018-19 Amount Reported in Line 1 for Land, Buildings, Capital and Debt Service**

If Line 1 includes costs for the purchase of land, capital building activity and/or debt service, isolate those amounts, sum them as necessary, and report them on Line 2.

**Line 3) 2019-2020 Assessment to the Member Town**

Report the final 2018-19 assessment, inclusive of all supplemental assessments and/or changes subsequent to the initial approved assessment.

**Line 4) 2019-2020 Amount Reported in Line 3 for Land, Buildings, Capital and Debt Service**

If Line 3 includes costs for the purchase of land, capital building activity and/or debt service, isolate those amounts, sum them as necessary, and report them on Line 4.

**Certification**

Prior to certifying your data, use the Print link (located at the left margin of the Main Menu) to print your report; review it for accuracy and completeness. Data corrections must be made prior to certification, after which revisions can only be processed if authorized by the Bureau of Fiscal Services.

Once you have reviewed your report, certify by clicking on the Certification link and entering the Superintendent's code.