New Jersey Department of Education
Comparative Spending Guide

Electronic Distribution User Manual

A. Installation

The New Jersey State Department of Education Comparative Spending Guide Download contains a file called **CSG2007.ZIP**. Once downloaded double-click on the file and 27 files will be 'unzipped'. These files contain all data used in the comparative spending guide and are stored in Microsoft Excel formats. This format will allow users to import the data into numerous commercially available software packages and thereby, allow for the analysis of the data using these packages.

B. File Index

File names correspond to the Comparative Spending Guide Indicator number. For example, all data for indicator 1 are contained in the file CSG1.xls.

File Name	Description
CSG1.xls	Total Cost per Pupil
CSG2.xls	Total Classroom Instruction
CSG3.xls	Classroom Salaries + benefits
CSG4.xls	Classroom general supplies and textbooks
CSG5.xls	Classroom purchased services and other
CSG6.xls	Total Support services
CSG7.xls	Support services Salaries + benefits
CSG8.xls	Total Administrative Costs per Pupil
CSG9.xls	Salaries + Benefits for Administration
CSG10.xls	Operations and Maintenance of Plant
CSG11.xls	Salaries + Benefits - Operations/Maint of Plant
CSG12.xls	Food Service Cost per Pupil + Benefits
CSG13.xls	Extracurricular Costs per Pupil + Benefits
CSG14.xls	Personal Services - Employee Benefits
CSG15.xls	Total Equipment Cost per Pupil
CSG16.xls	Ratio of Students to Teachers: Median Salary
CSG17.xls	Ratio of Students to Special Service: Median Salary
CSG18.xls	Ratio of Students to Administration: Median Salary
CSG19.xls	Faculty / Administrative Ratios
CSG20.xls	Budgeted General Fund Balance vs. Actual (used)
CSG21.xls	Excess Unreserved General Fund Balances
VITSTAT.xls	Summary of Vital Statistics
Trans.xls	Bus Utilization
SUM0405.xls	Summary: 04-05 Actual Costs
SUM0506.xls	Summary: 05-06 Actual Costs
SUM0607.xls	Summary: 06-07 Original Budget Totals

C. File Structure - Indicator Files

The 22 CSG indicator files have 12 unique file structures:

1. Structure for Indicator 1

Field Name	Description
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP01	Per pupil amount (04-05 actual costs)
Rank01	Per pupil Ranking (04-05 actual costs)
PP02	Per pupil amount (05-06 actual costs)
Rank02	Per pupil Ranking (05-06 actual costs)
PP03	Per pupil amount (06-07 budget costs)
Rank03	Per pupil Ranking (06-07 budget costs)

2. Structure for Indicator 2,4,5,6,8,10,12,13

Field Name	Description
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP01	Per pupil amount (04-05 actual costs)
Rank01	Per pupil Ranking (04-05 actual costs)
Pct01	% of Total Cost/pupil (04-05)
PP02	Per pupil amount (05-06 actual costs)
Rank02	Per pupil Ranking (05-06 actual costs)
Pct02	% of Total Cost/pupil (05-06)
PP03	Per pupil amount (06-07 budget costs)
Rank03	Per pupil Ranking (06-07 budget costs)
Pct03	% of Total Cost/pupil (06-07)

3. Structure for Indicator 3,7,9,11

Field Name	Description
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP01	Per pupil amount (04-05 actual costs)
Rank01	Per pupil Ranking (04-05 actual costs)
Pct01	% of Total Cost/pupil (04-05)
Pct201	% of Total Salaries/Benefits to Indicator Variable (04-05)
PP02	Per pupil amount (05-06 actual costs)
Rank02	Per pupil Ranking (05-06 actual costs)
Pct02	% of Total Cost/pupil (05-06)
Pct202	% of Total Salaries/Benefits to Indicator Variable (05-06)
PP03	Per pupil amount (06-07 budget costs)
Rank03	Per pupil Ranking (06-07 budget costs)
Pct03	% of Total Cost/pupil (06-07)
Pct203	% of Total Salaries/Benefits to Indicator Variable (06-07)

4. Structure for Indicator 14

Field Name	Description
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP01	% of Total Salaries (04-05)
PP02	% of Total Salaries (05-06)
PP03	% of Total Salaries (06-07)

5. Structure for Indicator 15

Field Name	Description
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP01	Per Pupil Costs (04-05)
PP02	Per Pupil Costs (05-06)
PP03	Per Pupil Costs (06-07)

6. Structure for Indicator 16

Field Name	Description
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Strat02	Student/Teacher Ratio (05-06)
Rrk02	Ratio Ranking (05-06)
Salt02	Teacher Salary (05-06)
Srk02	Salary Ranking (05-06)
Strat03	Student/Teacher Ratio (06-07)
Rrk03	Ratio Ranking (06-07)
Salt03	Teacher Salary (06-07)
Srk03	Salary Ranking (06-07)

7. Structure for Indicator 17

Field Name	Description
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Ssrat02	Student/Special Service Ratio (05-06)
Rrk02	Ratio Ranking (05-06)
Sals02	Special Service Salary (05-06)
Srk02	Salary Ranking (05-06)
Ssrat03	Student/Special Service Ratio (06-07)
Rrk03	Ratio Ranking (06-07)
Sals03	Special Service Salary (06-07)
Srk03	Salary Ranking (06-07)

8. Structure for Indicator 18

Field Name	Description
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Sarat02	Student/Administrator Ratio (05-06)
Rrk02	Ratio Ranking (05-06)
Sala02	Administrator Salary (05-06)
Srk02	Salary Ranking (05-06)
Sarat03	Student/Administrator Ratio (06-07)
Rrk03	Ratio Ranking (06-07)
Sala03	Administrator Salary (06-07)
Srk03	Salary Ranking (06-07)

9. Structure for Indicator 19

Field Name	Description
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Farat01	Faculty/Administrator Ratio (05-06)
Rk01	Faculty/Administrator Ranking (05-06)
Farat02	Faculty/Administrator Ratio (06-07)
Rk02	Faculty/Administrator Ranking (06-07)

10. Structure for Indicator CSG20

Field Name	Description
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Col1	General Fund Balance (04-05)
Col2	2004-05 Actual
Col3	General Fund Balance (05-06)
Col4	2005-06 Actual

11. Structure for Indicator CSG21

Field Name	Description
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Col1	Actual Excess (04-05)
Col2	Actual Excess (05-06)
Col3	Actual Excess (06-07)

12. Structure for Indicator VITSTAT

Field Name	**Description**
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP03	Per pupil Comparative Cost (06-07)
Stpct03	Revenue: State %
Ltpct03	Revenue: Local %
Fdpct03	Revenue: Federal %
Tupct03	Revenue: Tuition %
Fbpct03	Revenue: Free balance %
Otpct03	Revenue: Other %
Strat03	Student / Teacher ratio 2006
Ssrat03	Student / Special Service ratio 2006
Sarat03	Student / Administrator ratio 2006
Pctspeced	Percent Special Education Students

D. File Structure - Summary Files

The 3 summary files have identical file structures and summarize the total costs for Indicator 1-13 and 15. The Average daily enrollment is included (estimated enrollment for 2006-2007).

E. Miscellaneous Information

Each indicator file also contains information regarding the Operating type and State Average information printed on the Comparative Spending Guide. This information is located within the file at the beginning of each district operating type/enrollment grouping. Depending on the indicator file and operating type grouping, the number of records containing the information will vary. The descriptive text regarding these records have been written in the DISTNAME field. The following guide should be used to view these data summary records:

Indicator	**Operating type/enrollment Grouping**	**# Records with Summary Statistics**
1-15	All groups except 7-12 / 9-12	4 records/grouping
1-15	Group 7-12 / 9-12 only	6 records/grouping
16,17,18,19	All groups except 7-12 / 9-12	1 record/group (Op type average only)
16,17,18,19	Group 7-12 / 9-12 only	2 records/group (Op Type average only)