




**Division of Fiscal Services**  
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## MEMORANDUM

**DATE:** June 26, 2015

**TO:** Dr. Karen Janney, Superintendent

**FROM:** Karen Michel   
Chief Financial Officer

**RE:** SUPERINTENDENT'S UPDATE – Adult Fund Local Revenue

The purpose of this memorandum is to provide you with further explanation of the local revenue portion of the Adult Fund budget.

As the FY 2015-16 budget was prepared for Adult Education local revenue, the Finance Department was notified it was no longer permissible to charge registration fees for students enrolled in the following classes: Basic Skills High School Equivalency/Diploma, Citizenship and ESL. Approximately 6,000 students register for those classes annually at a registration fee of \$40. The inability to charge registration fees resulted in a \$240,000 revenue loss. The FY 2015-16 budget for local revenue reflects this reduction. The only program remaining with no restrictions as to registration fees is Career Technical Education ("CTE"). The current discussion is to apply a materials/supplies fee to those CTE classes to cover only those costs necessary for the class

Please let me know if you have any questions.  
KM:cz