



Title I Budget Management

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How is a Title I Budget Developed?



How Is My Allocation Determined?

- + Each school's allocation is based on the number of students eligible to receive free or reduced price meals or the number of direct certified students
- + Districts are required to set aside 1% of their Title I allocation for Parental Involvement. Of this 1 percent, 95% must be given to schools.

Completing Your School's Budget

Indicate one: Original Budget
 Budget Amendment # _____

Georgia Department of Education Title I, Part A FY'15

\$500,000

Allocation

System Name Atlanta Public Schools

System Code: 761

School Name _____

School Code: _____

SCHOOL LEVEL

\$5,000

**Parental
 Involvement
 Allocation**

Summary Budget Schedule

Grant Period Covered: July 1, 2014 - September 30, 2015

Unallocated Funds: \$505,000.00

OBJECT CLASS

FUNCTION CODE	Descriptions	(100) Personal Services - Salaries	(200) Employee Benefits	(300) Professional Purchased Services	(400) Purchased Property Services	(500) Other Purchased Services	(600) Supplies	(XXX) Other (Attach Detail)	TOTAL
1000	Instruction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2210	Improvement Instructional Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2700	Student Transportation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2900	Other Support Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
XXXX	Other (Attach Detail)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

*Budget in Whole Dollars - No Cents

This proposed budget has been prepared in accordance with all applicable state and/or federal laws and regulations and the procedures of the Georgia Department of Education. Copies of school level budgets will be available for review at the school and at the school system central office if requested.

Budget Overview

- + Your school's budget will have two allocations listed in the top right corner on the summary page.

This number represents your school's allocation for the school year.

—————→ **\$500,000** **Allocation**

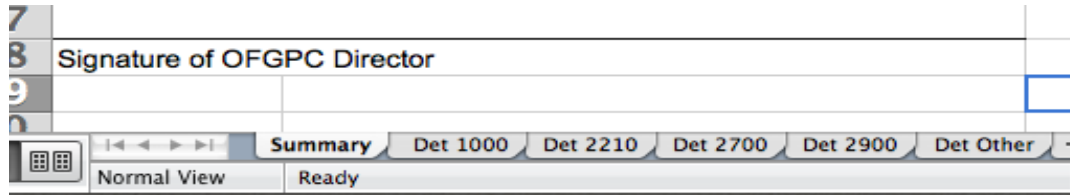
This number represents the amount that must be allocated in function 2900.

—————→ **\$5,000** **Parental Involvement Allocation**

"Unallocated Funds" is a tool that lets you know when your budget is balanced. The dollar amount here will be \$0.00 once you have allocated all funds.

—————→ **Unallocated Funds: \$505,000.00**

Budget Overview



- + At the bottom of the screen, there are tabs for each function:
 - + 1000-Instruction
 - + 2210- Improvement of Instruction (Professional Development)
 - + 2700- Student Transportation
 - + 2900-Other Support Services (Parental Involvement)

Allocating Funds

Budget Detail: Function Code 1000 - Instruction

School Name Clark Middle School
School Code 1221

Object Class		Item Description	Costs	
100	Salaries			
Component #	Page #	1100-Teacher	\$ -	
Component #	Page #	1400-Paraprofessional	\$ -	
Component #	Page #	1991-Teacher Tutor	\$ -	
Component #	Page #	1991-Paraprofessional Tutor	\$ -	
				Object Total
				\$ -
200	Benefits			
Component #	Page #	2100- State Health Insurance	\$ -	
		2200- FICA	\$ -	
		2300- TRS	\$ -	
		2904- Dental Insurance	\$ -	
		2905- Life Insurance	\$ -	
		2200- FICA (HOURLY)	\$ -	
				Object Total
				\$ -
300	Professional Purchased Services			
Component #	Page #	3000- Independent Contractors/Consultants	\$ -	
				Object Total
				\$ -
400	Purchased Property Services			
Component #	Page #	4320- Repair Technology related	\$ -	
				Object Total
				\$ -

Allocating Funds

Budget Detail: Function Code 1000 - Instruction

School Name Clark Middle School
School Code 1221

Object Class		Item Description	Costs	
100	Salaries			
Component #	Page #	1100-Teacher	John Smith (Lawson #123456) will reduce class-size and provide instruction in core content areas for 5th grade.	\$ 44,312.00
Component #	Page #	1400-Paraprofessional		\$ -
Component #	Page #	1991-Teacher Tutor		\$ -
Component #	Page #	1991-Paraprofessional Tutor		\$ -
				Object Total
				\$ 44,312
200	Benefits			
Component #	Page #	2100- State Health Insurance		\$ 2,215.60
		2200- FICA		\$ 4,431.20
		2300- TRS		\$ 2,215.60
		2904- Dental Insurance		\$ 2,215.60
		2905- Life Insurance		\$ 2,215.60
		2200- FICA (HOURLY)		\$ -
				Object Total
				\$ 13,294
300	Professional Purchased Services			
Component #	Page #	3000- Independent Contractors/Consultants		\$ -
				Object Total
				\$ -
400	Purchased Property Services			
Component #	Page #	4320- Repair Technology related		\$ -
				Object Total
				\$ -

When adding funds for positions, benefits will populate automatically.

Be Specific...

- + When listing the item descriptions, be as specific as possible.
- + Refrain from using the following words and phrases:
 - + “such as...”
 - + “...etc.”
 - + “to include”

Priority School Requirement

- + Priority schools are required to reserve at least 3% of their Title I allocation for professional development.
- + The required dollar amount is listed at the bottom of the worksheet for function 2210.

45			\$	-
46	Dues and Fees			
47	8100- Local Registration		\$	-
48				
49				
50				Object Total
51			\$	-
52				
53		Function Total	\$	68,800
54				
55		Required Function Total:	\$	50,000.00
56				
57				

Parental Involvement Allocation

- + All schools must allocate the required amount (at least) for parental involvement.
- + The required dollar amount is also listed at the bottom of the worksheet for function 2900.

43	Component #	Page #	6420- Books other than text-P-card (orders \$2999.99 or less)(add 10% S and H)	\$	-	
44	Component #	Page #	6420- Books other than text-Lawson(orders \$3000.00 or more)(add 10% S and H)	\$	-	Object Total
45						\$ 3,675
46	XXX		Other			
47						
48						
49						
50						Object Total
51						\$ -
52						
53				Function Total	\$ 6,175	
54						
55				Required Function Total	\$ 5,000	
56						
57						

Once Complete...

- + Once you have allocated all funds, submit your budget to your Federal Grant Specialist.
- + Your Specialist will review the budget to ensure that it is balanced, that items are allowable, and that it is aligned to your SWP or TAP.

FY'14 Account Numbers

- + Title I account numbers change from year to year.
- + Your Federal Grant Specialist will provide you with a list of the FY'15 account numbers prior to the Title I budget load.

Budget Management

Acct Unit	4022486	1750 T1-T1	Reg T1	Budget	1 FY2014 AMENDED BUDGET		
Account	Expenditures		Encumbrances	Commitments	Total	Budget	Budget Balance
001000 1991		0.00	0.00	0.00	0.00	28,807.41	28,807.41
Instr Oth Sal & Comp - PT							
001000 2200		0.00	0.00	0.00	0.00	864.22	864.22
Instr Fica							
001000 6100		5,553.23	0.00	0.00	5,553.23	12,329.82	6,776.59
Instr Supplies							
001000 6150		0.00	1,986.46	0.00	1,986.46	50,500.00	48,513.54
Instr Expendable Equipment							
001000 6160		0.00	67,422.84	0.00	67,422.84	84,829.97	17,407.13
Instr Expnd Computer Equip							
001000 6420		0.00	0.00	0.00	0.00	5,000.00	5,000.00
Instr Books Not Text & Period							
002210 1160		0.00	0.00	0.00	0.00	6,000.00	6,000.00
ImpInst Prof Dev Stipend -Reg							
002210 1910		51,503.51	0.00	0.00	51,503.51	49,673.09	1,830.42-
ImpInst Other Admin Pers-Reg							
002210 2100		7,045.20	0.00	0.00	7,045.20	2,483.65	4,561.55-
ImpInst State Health Insurance							
002210 2200		716.85	0.00	0.00	716.85	5,147.31	4,430.46
ImpInst Fica							
002210 2300		5,989.03	0.00	0.00	5,989.03	2,483.65	3,505.38-
ImpInst Teachers Retirement System							
002210 2904		67.09	0.00	0.00	67.09	2,483.65	2,416.56
ImpInst Dental Insurance							
002210 2905		3.73	0.00	0.00	3.73	2,483.65	2,479.92
ImpInst Life Insurance							
002210 6100		0.00	0.00	0.00	0.00	2,000.00	2,000.00
ImpInst Supplies							
002700 5950		0.00	0.00	0.00	0.00	2,500.00	2,500.00
StuTran Other Purchased Services							
002900 1991		0.00	0.00	0.00	0.00	5,935.50	5,935.50
Other Oth Sal & Comp - PT							
002900 2200		0.00	0.00	0.00	0.00	178.07	178.07
Other Fica							
002900 5300		0.00	0.00	0.00	0.00	1,000.00	1,000.00
Other Communication							
002900 6100		0.00	3,176.77	0.00	3,176.77	3,428.00	251.23
Other Supplies							
Acct Unit Totals		70,878.64	72,586.07	0.00	143,464.71	268,127.99	124,663.28
Company Totals		70,878.64	72,586.07	0.00	143,464.71	268,127.99	124,663.28
Report Totals		70,878.64	72,586.07	0.00	143,464.71	268,127.99	124,663.28



Title I Travel Procedures

Traveling With Title I Funds

- + A Travel Authorization form must be submitted 30 (local) or 45 (out of town) days prior to travel.
- + The most current version of this form can be found online in the myAPS Forms Center.

Traveling With Title I Funds

- + Attach the following documents to the Travel Authorization form before submission:
 - + Title I Educational Meeting Rationale Form
 - + Copy of your flight information
 - + Conference Agenda with session descriptions
 - + Lodging information
 - + Registration information

Traveling With Title I Funds

- + Submit the Travel Authorization form and attachments to your Executive Director for approval.
- + Request the Executive Director to approve the Travel Authorization form and forward the form and attachments to your Federal Grant Specialist.
- + Travelers will be notified of approval via email.

Traveling with Title I Funds

- + Travel cards will only be loaded with funds to cover costs for registration, flights (if applicable), lodging, parking, and ground transportation (taxi or shuttle).
- + Travelers will be required to pay for meals during travel using their personal funds. They will be reimbursed for food at the per diem rate per meal.
- + You can find per diem rates by visiting www.gsa.gov/mie.

Itemized and Non-Itemized Receipts

Non-Itemized

& & & 411 & & &
***** CREDIT CARD VOUCHER *****

RIVERCENTER HARRIOTT HOTEL
SAN ANTONIO, TX
STARBUCKS

CHECK: 4136
SERVER: 4008 LUPE
DATE: 30NOV'12 7:44AM
CARD TYPE: VISA/MASTERCARD
ACCT #: XXXXXXXXXXXX9469
EXP DATE: XX/XX
AUTH CODE: 032618

SUBTOTAL: 6.97

GRATUITY \$: 0

TOTAL \$: 6.97

SIGNATURE_

Itemized

& & & 411 & & &
***** STARBUCKS *****
RIVERCENTER HARRIOTT HOTEL
4008 LUPE

CHK 4136 30NOV'12 7:44AM

1 CHZ DANISH-	2.50
1 GRAN CARAMEL APP	3.95
Sub-Total:	6.45
Tax	0.52
Total:	6.97

XXXXXXXXXXXX9469 XX/XX
VISA/MASTERCARD 6.97
---4008 CLOSED 30NOV 7:45AM---

Traveling with Title I Funds

- + Registration should not exceed \$800.
- + Lodging: The nightly rate (including taxes and fees) must not exceed \$250.
- + Ground Transportation: All transportation must be requested on the Travel Authorization form and approved prior to travel.
- + Airfare: Flights must not exceed \$500. Exceptions must be preapproved by OFGPC.
- + Baggage: 1 bag per traveler is allowed. Fees incurred for oversized or overweight baggage are the responsibility of the traveler.

Unallowable Travel Expenses

- + Membership Dues
- + Room Service Fees
- + Delivery Charges
- + Tips/Gratuities
- + Alcoholic Beverages
- + Unauthorized car rentals and fuel
- + Hotel movie fees
- + Online travel sites/Travel agency fees
- + Ticket change fees
- + Excess baggage fees
- + Internet access fees
- + Unauthorized airline charge fees
- + Items considered incidentals
- + Valet parking fees

Upon Your Return

- + Complete the Travel & Expense Report (also found on the myAPS site).
- + Include all original, itemized receipts. Travelers will not be reimbursed for non-itemized receipts.
- + Travelers will be required to reimburse the district for any unallowable purchases made with the travel card.
- + Submit documentation to your Executive Director for signature. Have them forward it to your Federal Grant Specialist once approved.



Title I Equipment Procedures

Title I Equipment

- All equipment purchased with federal funds must be tagged with a label and included on the Federal Inventory Form.

School Name: Johnson Elementary School

Federal Inventory Form



	Item Description/ Item Purchased	Serial Number	Acquisition Date	Acquisition Cost	Vendor	Location Where Items Are Housed	Funding Source Title I /SUARRA/SIG/RT3
	Promethean Board	ABC123456789	3/21/13	\$3,440	CDW	Classroom-7C42	Title I
	Promethean Board	XYZ123456790	5/15/14	\$3,590	CDW	Classroom-7D65	Title I

6150 vs. 6160

- + Expendable Equipment (6150): calculators, VCRs, DVD players, nooks, document cameras, tablets, iPads, ereaders, Kindles, Kindle Fire, flip cameras, digital cameras, digital timers, keyboards, remote printers, tague reading system, flash drives, portable DVD players.

6150 vs. 6160

- + Expendable Computer Equipment (6160): computers, laptops, printers, disk drives, smartboards, interactive white boards, mimio pads, mobile laptop carts, nook charging carts, iTunes apps, speakers, label makers, scanners, word processors, buzzer systems, mobile cart stands.

Questions?

