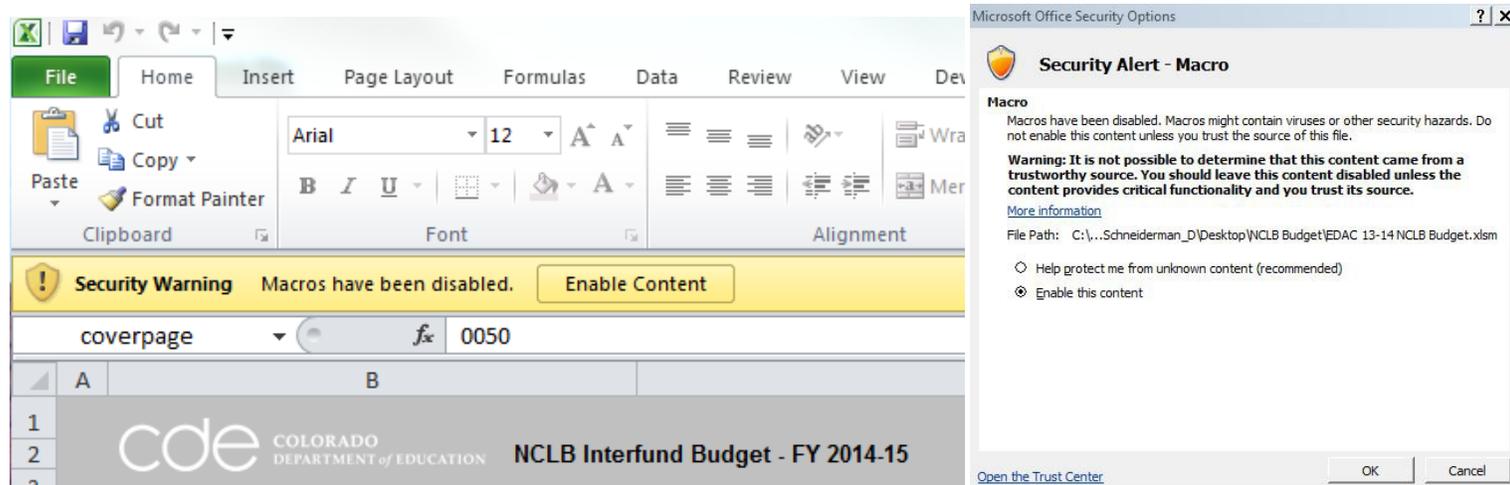


Before entering any data in the file **ENABLE MACROS**. The file will not work unless macros are enabled.



Excel Version 2007 and above: Click on Options and Enable this content

Save the file (to hard drive or desktop) and name in the following format: XXXX School District NCLB Budget 14-15

For problems, please contact the Office of Grants Fiscal  
[Office of Grants Fiscal Contact Information](#)

## SECTION I: GENERAL INFORMATION

The following instructions will assist districts and BOCES in completing the Electronic Budget section of the NCLB Consolidated Application. All applicants are required to use the electronic version of the budget form. The Consolidated Application will be deemed incomplete without a completed budget.

The budget contains the following sheets:

- Cover Page
- Budget Summary
- Table 2bcd
- BOCES-Consortium (for BOCES/Consortium ONLY)
- Strategy Development
- Tiered Instruction
- Leadership & Ed Effectiveness
- Continuum of Services
- Other
- CSW Programs
- Location Totals
- Set-Aside Summary
- Work Notes & CDE Comments

The Electronic Budget file contains the following features:

- Worksheets are linked – information from the strategy sheets flows to the summary sheets and location totals sheet
- Formulated to calculate subtotals and totals automatically
- Formulated to budget indirect costs and statutorily mandated set asides.

Fill out only one file for the 2014-2015 application process. Only one budget is required reflecting both prior year carryover and current year allocations.

Enter dollar amounts as **whole dollars**. Do not enter any cents.

Complete all white cells where applicable.

**Gray** cells are not intended to be typed in and should not be completed.

**Red** backgrounds on cells indicate that input is wrong or incomplete. The input in the cell itself may be incorrect or an error in an associated cell.

**Do not submit a budget file if it contains any cells with a red background.** Call CDE, Office of Grants Fiscal for assistance.

**Do not cut and paste cells.** If cell contents must be moved: (1) *copy* and paste, then (2) delete the original content.

Cutting and pasting will invalidate the formatting and programing that is part of the file. This will result in the applicant having to re-enter all data on a new file. Always use the delete key to delete input; NEVER use the spacebar.

Use the Zoom feature to change the size of the information on the screen; this will have no effect on the printout. Column width within input sheets can be adjusted to fit in your monitor; this will affect the printout.

## SECTION II: COVER PAGE

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Complete all white cells with the applicant’s District/BOCES information.

**Row #4: District/BOCES Code** - Select the District/BOCES 4 digit code from dropdown.

**Row #5:** Automatically populated based on selection on Row 4.

**Row #6: Indirect Cost Rate** – Automatically populated based on selection on Row 4.

**Row #8: Eligible for REAP** - Select “YES” or “NO” from dropdown.

Note: LEA’s are eligible for only one flexibility option per fiscal year (REAP-flex or Transfer). If “YES” is selected for REAP then **Row #9** will indicate “NO” for Transfer. If “NO” is selected for REAP then **Row #9** will indicate “YES” for Transfer.

**Row #10: Title I District Set Aside Permitted** - Automatically populated based on accreditation plan type assignment.

**Row #11: Title I SES/CHOICE Set Aside Required** - Automatically populated based on plan type assignment.

**Row #13: Original, Mod, or Revised Budget** - Select appropriate option from dropdown.

**Row #14: Modification or Revision Number** - Enter a number, Leave Blank for Original Submission.

**Row #15: Date** - Enter date of submission.

**Row #17: Lead Title II or III Consortium or BOCES** - Select “Yes” or “No” from dropdown.  
“Yes” must be selected for the BOCES-Consortium sign-over sheet to function.

**Rows #19-22:** Enter District contact information.

**Row #26:** Check the box to indicate request for call from CDE during modification process.

### SECTION III: BUDGET SUMMARY- ALLOCATIONS

Prior to beginning the process of completing/inputting budgetary data in any of the worksheets, enter current year allocations and carryover amounts on the *Budget Summary* Sheet.

**Row #9:** Enter current year allocation (preliminary for Original Submission or Modifications or final for Revisions) for all applicable Title programs.

**Rows #10 and #11:** Any amount that will be transferred from Title II-A to Title I-A, if applicable, should be input in Cell E11. Cell C10 will then automatically populate with the amount transferred into Title I-A.

**Rows #12 and #13:** REAP-flexed amounts will flow to *Budget Summary* sheet (for informational purposes only) as REAPED funds are budgeted.

**Row #14:** Enter prior year carryover amounts. Carryover amounts can be estimated.

**Row #65:** Use to override Indirect Cost calculation from **Row #64**.

This sheet will tabulate and summarize (by grant, program and bolded object code) all items that are budgeted on the strategy sheets.

The budget is considered balanced when “matches” is indicated in all columns on Row #68. DO NOT submit a budget that indicates otherwise.

### SECTION IV: Table 5bcd

**Cell F3:** Amount automatically populates with Title I allocation plus transfers into Title I from *Budget Summary* sheet.

**Cells K4-K14 and K16-K17:** Enter amount of Set-Aside to be budgeted for each section.

**Cell L4:** Enter contribution from state/local funds for Choice/SES.

**Cell C15:** Check appropriate box for any District Managed Activities in Title I Schools.

**Cell F28-F29:** Enter carryover amounts for Parental Activities and Neglected from FY2013-14.

**Cell L28-L29:** Enter direct administration and indirect cost totals the district/BOCES will take

**Cell L32:** Funds for use in schools automatically populates based on set-asides, direct admin and indirect costs indicated.

### SECTION V: BOCES/CONSORTIUM

**This sheet is to be used by BOCES or Lead Fiscal Agents for Title II-A and Title III-A Consortiums Only.**

On *Cover Page*, select “Yes” from dropdown on Row #17. “Yes” must be selected on the *Cover Page* for this sheet to function.

The name of the BOCES or LEA lead fiscal agent for Title II-A and Title III-A Consortium will automatically populate on Row #11.

**Column B:** Enter the 4-digit code in column B for all LEA’s that have signed over grant funds.

**Applicant must begin data entry in cell B12.**

**DO NOT** skip any rows when adding member or participating districts. Skipping rows will compromise the functionality of the Excel file (e.g., if a district code is entered in cell B14 and next district code is entered in cell B16 that will invalidate critical data).

**Column C:** Automatically populates, as applicable, with the district's name.

**Column D:** Indicates whether the member or participating district has a permitted PPC Title I-A set aside.

**Column E:** Indicates whether the member or participating district has a required SES/Choice Title I-A set aside.

**Column D:** Will populate "YES" if a Title I PPC Set Aside is permitted.

**Column E:** Will populate "YES" if a Title I SES/Choice Set Aside is required.

**Column F:** Calculates the amount of PPC set aside permitted will be based on.

**Column G:** Calculates the amount of SES/Choice set aside required will be based on.

**Columns H through L:**

For each member or participating district, enter the current year allocation for each Title program that has been signed over to the BOCES or Consortium. Totals on **Row #9** should match current year allocation amounts from *Budget Summary* sheet **Row #9**.

**SECTION VI: STRATEGY DEVELOPMENT**

**Column B:** Input narrative describing the Strategy.

**SECTION VII: STRATEGY SHEETS**

These instructions apply to the following four strategy sheets: *Tiered Instruction, Leadership & Educator Effectiveness, Continuum of Services* and *Other*.

**Column A:** Select **Strategy Number** from dropdown.

Using the dropdown to number the strategies on each sheet enables the file to total amounts budgeted for each strategy on the *Strategy Development* sheet.

**Column B:** Input narrative describing the Action Step.

**Column C:** Select **Location** from dropdown.

Dropdown will list all schools associated with LEA (as selected on Row #4 of the Cover Page) and include a location for District Level activities. For BOCES/Consortium, the dropdown will list all schools from member or participating districts (as listed on BOCES/Consortium sheet), District Level and BOCES Level.

Schools are listed by name, school code and EMH level: School Name XXXX E/M/H

District Level is listed by name and district code: District Level XXXX D

Title I-A Set Asides are to be budgeted at the District Level.

Title I-A Parent Involvement (9211) can be budgeted at the School Level.

Nonpublic Schools within LEA boundaries are listed by name and school code: School Name XXXX P.

Neglected and Delinquent Facilities are listed by name and school code: School Name XXXX F.

The school list was created with the most recent information submitted to CDE (School Master List). If the

school is not listed in the dropdown use OTHER XXXX O and explain any additional entry on the *Work Notes & CDE Comments* sheet.

**Column D:** Select **Program Code** from dropdown.

Instructional Program  
 Support Program  
 Improvement of Instructional Services  
 Administration

**Column E:** Select **Object Code** from dropdown.

0100 Salary - If 0100 Salary is selected, **Columns F -Salary Position** and **Column G - FTE** are required  
 0200 Benefits  
 0300 Purchased Services  
 0400 Purchased Property Services  
 0500 Other Purchased Services  
 0580 Travel Training Registration  
 0600 Supplies  
 0640 Books and Periodicals  
 0730 Capitalized Equipment  
 0735 Non-Cap Equipment  
 0800 Other

**Column F:** Select **Salary Position** from dropdown.

Applicable only if 0100 Salary or 0200 Benefits was selected in **Column E – Object Code**  
 (For all other **Object Codes** in **Column E**, cells in **Column F-G** will be grayed out)  
 Do not enter any information in the gray cells.

**Column G:** Input **FTE** number if **Column E - Object Code** is 0100 Salary.  
 Do not enter any information in the gray cells.

**Column H:** Select **Funding Source** from dropdown. Funding sources include, as applicable:

Title I-A, Title I-D, Title II-A, Title III-A, Title III-SAI and Title VI-B

Title I-A grant set aside codes as listed in the Chart of Accounts. Budgeted set asides will flow into *Set Aside Summary* sheet and the *Budget Summary* sheet.

Title II-A REAP(flex) for use in I-A, II-D, III-A, III-SAI, IV-A and V-A. REAP(flex) budgeted amounts will flow into Row #12 and #13 of the *Budget Summary* sheet (for informational purposes only).

**Column I:** Input dollar amount as a whole number.

**Column AB:** Select **Changes** from dropdown. Changes include the following:

Modification 1, Modification 2, Modification 3, Modification 4  
Revision 1, Revision 2, Revision 3

**Please use Column AB only during modifications and/or revisions**

**Column AC:** Input **Comments** associated with the changes referenced in **Column AB**

## SECTION VIII: CSW Programs (Consolidated Schoolwide Programs)

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**Column B and C:** Strategy description and Action Step is automatically populated.

**Column D:** Select each school from the **Location** dropdown that is included in the Consolidation.

**Column I:** Select the **Funding Source** from the dropdown.

**Column J:** Input the amount each **Location/Funding Source** is contributing to the Consolidation.

Budgeted amounts flow to **Row #58** of the *Budget Summary* sheet. DO NOT input amount in **Row #58**.

## SECTION IX: LOCATION TOTALS

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Display only sheet for informational purposes. Summarizes amounts budgeted at each location.

## SECTION X: Set-Aside Summary

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Displays amounts budgeted for Title I-A set asides. Amounts budgeted on Strategy sheets flow into *Set Aside Summary* sheet.

**Cell I-14:** Input State and Local contribution amount for CH/SES, if applicable.

**Cell I-25:** Input unused amount from prior year for PA-S, if applicable.

**Cell I-26:** Input unused amount from prior year for PA-D, if applicable.

**Cell I-38:** Input unused amount from prior year for NG, if applicable.

## SECTION XI: WORK NOTES & CDE COMMENTS

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As needed, use this sheet to make comments to CDE regarding the budget  
If OTHER is used as a School Name for **Location** please identify the school on this sheet.

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## SECTION XII: EQUIPMENT VS SUPPLIES

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Refer to the definitions in the Chart of Accounts to determine if items are:

**Supplies:** Supplies (0600)

As per the definitions in the Chart of Accounts, typically supplies are items which are consumable, wear out, or deteriorate.

**Equipment:** Capitalized (0730)

Non-Capitalized (0735)

All equipment items must be listed regardless of the cost of the item.

Because Federal dollars are being used for purchases, non-capitalized equipment must be listed even though the Chart of Accounts allows non-capitalized equipment to be entered as supplies (0600).

Equipment costing \$500 or more considered "small and attractive" must also be listed and inventoried as non-capitalized equipment.

Ex: Computers, regardless of the cost, should be listed as equipment not supplies.