Before entering any data in the file ENABLE MACROS. The file will not work unless macros are enabled.
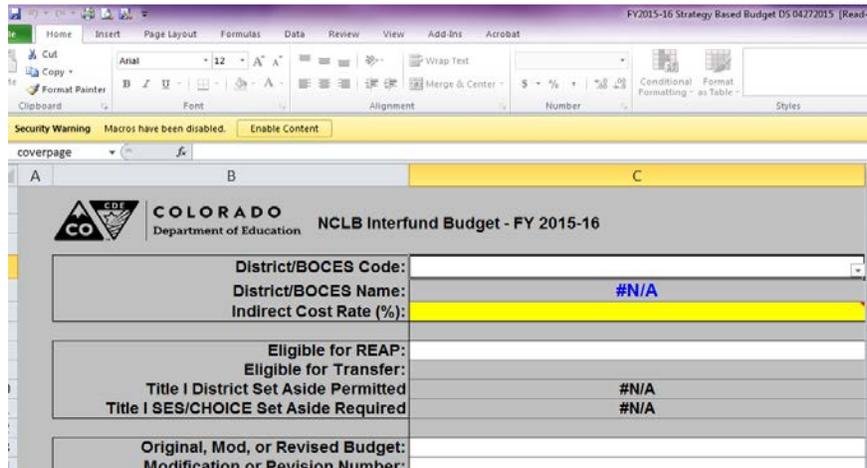
Excel Version 2007 and above: Click on "Enable Content"
Save the file (to hard drive or desktop) and name the file in the following format: XXXX School District NCLB Budget 15-16.
For problems, please contact the Office of Grants Fiscal
Office of Grants Fiscal Contact Information

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
  BOCES-Consortium (for BOCES/Consortium ONLY)
  Strategy Development
  Tiered Instruction
  Leadership & Ed Effectiveness
  Continuum of Services
  Other
  CSW Programs
  Other
  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 2015-2016 application process. Only one budget is required reflecting both prior year carryover and current year allocation.

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 *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 programming 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

Complete all white cells within the applicant's District/ BOCES information

> **Row # 4: District/BOCES Code -** Select the District 4 digit number from **dropdown.**
>
> **Row #5:** Automatically populated based on selection on Row 4.
>
> **Row #6: Indirect Cost Rate –** Please enter the indirect cost rate here. When indirect cost rates become available, future versions of this year's budget will automatically populate indirect cost rate based on selection in row 4.
>
> **Row #8: Eligible for REAP -** Choose "Yes" or "No" from **dropdown.**
>
>> Note: LEA's are eligible for one flexibility option per fiscal year (REAP-flex or Transfer). If 'Yes' is chosen for REAP then Row #9 will indicate 'No' to Transfer. If 'No' is indicated for REAP then line #9 will indicate 'Yes' to 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 From **dropdown.**

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

Row #15: Date – Enter date of submission.

Row #17: Title III Consortium or BOCES - Enter "YES" or "NO" from **dropdown.**

'Yes' MUST be chosen in order 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 #13-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 #16 and 17-REAP-flexed amounts will flow to *Budget Summary* sheet (for informational purposes only) as REAPED funds are budgeted.

Row #18-Enter prior year carryover amounts. Carryover amounts can be estimated.

Row #69-Use to override Indirect Cost calculation from Row #68.

Any amount that will be transferred from Title II-A to Title I-A, if applicable, should be indicated in Cell E11.

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: 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 the 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 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 the current year allocation amounts from *Budget Summary* sheet **Row #9**.

Section V: Strategy Development

A strategy is an overall district approach for improving student achievement that may also include major initiatives. It describes how the practices, or changes in practices, in the district/school will result in improved outcomes for students. Strategies should be:

Systematic and organized

Selected to accomplish an objective/goal/target

Describe the specific change in practice necessary to meet the identified Goal or Target

Action oriented

NEW: There are seven pre-populated strategies in the budget for optional district use.

Lines 8-25 are left blank for the school/district to input narrative for additional strategies, if needed.

Column B: Input narrative describing the strategy.

Section VI: 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 the BOCES/Consortium sheet), District Level and BOCES Level.

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

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

Title I-A Set Asides are 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 and 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, Column 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 Positio**n from dropdown.

Applicable only of 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 sells.

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 on 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 VII: CSW Programs (Consolidated School Wide Programs)

Column B & 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 #62** of the Budget Summary sheet. DO NOT input amount in **Row #62.**

Section VIII: Location Totals

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

Section IX: Set-Aside Summary

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 X: Work Notes & CDE Comments

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.

Section XI: Equipment Vs. Supplies

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

Supplies: Supplies (0600)
As per the definition 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 be listed and inventoried as non-capitalized equipment.
Ex: Computers, regardless of the cost, should be listed as equipment not supplies.

Grants Fiscal Contact Information

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