

[Explanation: This budget tool was created in response to feedback from our grantees who had difficulty completing their budgets in a Word document. For this past reporting period, this tool was provided as an optional resource that grantees could use, but were not required to use, for their budget reporting. All grantees chose to use the tool, resulting in fewer calculation errors from previous reporting cycles. Feedback from grantees on the tool was exceedingly positive. The tool will allow the grantees to track the budget over the life of the grant. An additional benefit of the tool is that it allows all grantee budget data, including any budget revisions, to be located in one file. Use of this Workbook will alleviate issues that arise when there is personnel turnover at the State Education Agency (SEA). New project directors will be able to easily locate not just current budget information, but have historical information as well on changes, approvals, etc. that will allow for a more seamless transition from one project director to the next.

### **Public Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 18xx-xxxx. Public reporting burden for this collection of information is estimated to average two (2) hours/per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit (34 C.F.R.75.720). If you have any comments concerning the accuracy of the time estimate, suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application or survey, please contact Michael Berry at michael.berry@ed.gov directly.

	Year 1	Year 2	Year 3	Year 4	Year 5
Personnel	1,062,039.00				
Fringe					
Travel					
Equipment					
Supplies					
Contractual					
Construction					
Other					
Total Direct					
Indirect Costs					
Training Stipends					
Total Costs					

	Year 1 Approved Budget	Changes 1.6.20
Personnel	\$250,000.00	5000
Fringe	\$20,000.00	2000
Travel	\$30,000.00	
Equipment	\$0.00	
Supplies	\$25,000.00	-7000
Contractual		
Construction	\$0.00	
Other	\$350,000.00	
Total Direct	\$675,000.00	
Indirect Costs	\$7,500.00	
Training Stipends	\$0.00	
Total Costs	\$682,500.00	

Budget Narrative (1.6.20): The r  
 by \$5,000 and Fringe by \$2,000 t  
 states job series range of salary.  
 will be taken from Supplies. In o  
 activities under the Supplies line  
 resources to virtual thus cutting c  
 distributing, etc.

Year 1 Approved 1.6.20	Proposed Changes 3.20.20	Year 1 Approved 3.27.20
\$255,000.00	\$0.00	\$255,000.00
22000	\$0.00	22000
30000	-\$5,000.00	\$25,000.00
0		0
\$18,000.00		18000
0		0
0		0
350000		350000
675000		675000
7500		7500
0		0
\$682,500.00		\$682,500.00

request is to increase Personnel  
to account for changes to the  
The increase in these line items  
order to fully support the planned  
item the plan is to shift some  
down on the costs of printing,

Budget Narrative (3.10.20): The request is to reduce Travel by \$5,000 due to  
lower than anticipated attendance at the kick-off meeting.

Budget Categories	Allocation Amount	Quarter 1	Quarter 2
Personnel	\$255,000.00	\$15,000.00	\$30,000.00
Fringe	\$22,000.00	\$1,000.00	\$2,000.00
Travel	\$25,000.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$18,000.00	\$0.00	\$8,500.00
Contractual	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other (Subgrants)	\$350,000.00	\$75,000.00	\$75,000.00
Total Direct Costs	\$675,000.00	\$91,000.00	\$115,500.00
Indirect Costs	\$7,500.00	\$1,875.00	\$1,875.00
Training Stipends	\$0.00	\$0.00	\$0.00
Total Costs	\$682,500.00	\$92,875.00	\$117,375.00

Quarter 3	Quarter 4	Balance
\$60,000.00	\$60,000.00	\$90,000.00
\$4,000.00	\$4,000.00	\$11,000.00
\$1,000.00	\$8,000.00	\$16,000.00
\$0.00	\$0.00	\$0.00
\$4,500.00	\$0.00	\$5,000.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$85,000.00	\$85,000.00	\$30,000.00
\$154,500.00	\$157,000.00	\$152,000.00
\$1,875.00	\$1,875.00	\$0.00
\$0.00	\$0.00	\$0.00
\$156,375.00	\$158,875.00	\$157,000.00

FY 20XX Grantee	Amount
<b>Funds Awarded</b>	
Year 1 Award Amount	\$682,500
Total	\$682,500
<b>Funds Drawn-down in G5 (through March 31, 2020)</b>	
Total of G5 Draw-Downs	\$250,000
<b>Balance</b>	\$432,500
<b>Obligations Incurred but not Drawn Down (through March 31, 2020)</b>	
Personnel - Project Director Salary	\$25,000
Fringe - Project Director Fringe	\$10,000
Supplies - Subgrant competition supplies	\$7,500
Indirect Costs	\$2,500
Total	\$45,000
<b>Balance</b>	\$387,500
<b>Additional Obligations (through September 30, 2020)</b>	
Personnel - Project Director and Literacy Coach (1)	\$40,000
Fringe	\$10,000
Supplies - Subgrant competition and kickoff meeting supplies	\$20,000
Travel - Per diem for kick-off meeting	\$15,000
Indirect Costs	\$2,500
Total	\$87,500
<b>Balance</b>	\$300,000
Project Carryover Into Year 2	\$300,000

Please provide a detailed explanation for the use of carryover funds into Year 2:



Budget Line Item	Sam
Other (subgrants)	Smith School District Subgrant
	Jones School District Subgrant
Personnel	Personnel
Fringe	Fringe
Contractual	Contractual
Travel	Travel
Supplies	Supplies
Indirect Costs	Indirect Costs
Total	Total

**Sample Detailed Obligations and Expenditures**

Year 1 Award/Funds Allocated	Total funds obligated as of 3/31/2023	Total drawn-down as of 3/31/23	Total funds to be obligated 4/1/23 - 9/30/23	Difference
\$200,000.00	\$45,000.00	\$17,000.00	\$35,000.00	\$120,000.00
\$160,664.00	\$14,000.00	\$45,000.00	\$82,836.00	\$63,828.00
\$150,000.00	\$20,000.00	\$35,000.00	\$75,000.00	\$55,000.00
\$35,000.00	\$0.00	\$10,000.00	\$17,500.00	\$17,500.00
\$75,000.00	\$75,000.00	\$14,500.00	\$0.00	\$0.00
\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00
\$25,000.00	\$10,000.00	\$5,000.00	\$8,000.00	\$7,000.00
\$11,836.00	\$163.88	\$163.88	\$0.00	\$11,672.12
\$682,500.00	\$164,163.88	\$126,663.88	\$218,336.00	\$300,000.12

	Year 1 Approved Budget	Year 1 Funds Expended	Year 1 Carryover
Personnel	\$250,000.00	\$75,000.00	\$175,000.00
Fringe	\$20,000.00	\$25,000.00	-\$5,000.00
Travel	\$30,000.00	\$15,000.00	\$15,000.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$25,000.00	\$25,000.00	\$0.00
Contractual			\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other (Subgrants)	\$350,000.00	\$20,000.00	\$330,000.00
Total Direct	\$675,000.00		\$675,000.00
Indirect Costs	\$7,500.00	\$5,000.00	\$2,500.00
Training Stipends	\$0.00		\$0.00
Total Costs	\$682,500.00	\$165,000.00	\$517,500.00

Year 2 Narrative: Please provide a detailed narrative explaining any increase and/or decrease:

Year 2 Approved Budget	Carryover Plus Year 2 Budget	Proposed Increase/Decrease
\$50,000.00	\$225,000.00	-\$120,000.00
\$20,000.00	\$15,000.00	\$5,000.00
\$15,000.00	\$30,000.00	\$0.00
\$0.00	\$0.00	\$0.00
\$25,000.00	\$25,000.00	\$10,000.00
\$170,000.00	\$170,000.00	\$0.00
\$0.00	\$0.00	\$0.00
\$5,000,000.00	\$5,330,000.00	\$160,000.00
\$5,280,000.00	\$5,955,000.00	\$0.00
\$7,500.00	\$10,000.00	\$15,000.00
\$0.00	\$0.00	\$0.00
\$5,287,500.00	\$5,805,000.00	

Final Year 2 Budget
\$105,000.00
\$20,000.00
\$30,000.00
\$0.00
\$35,000.00
\$100,000.00
\$0.00
\$5,490,000.00
\$5,780,000.00
\$25,000.00
\$0.00
\$5,805,000.00