**CURSORY GEAR UP BUDGET WORKSHEET**

**November 1, 2020- March 31, 2021 Due electronically March 31, 2021**

**District Name:**

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| --- | --- | --- | --- |
| **Category of Expenses** | **Grant Funds Requested/Carried Over**  **July 1, - October 30, 2020** | **Grant Funds Expended /Encumbered through October 30, 2020** | **Funds Left to date** |
| **Personnel Costs**  (Includes extra duty assignments, stipends, payment for training & subs.) | $ | $ | $ |
| **Employee Benefits**  (Fringe benefits include FICA, OTRS) | $ | $ | $ |
| **Travel Costs**  (includes lodging, travel reimbursement, meals or per diem, conf. registration fees) | $ | $ | $ |
| **Materials & Supplies**  (items required or necessary to carry out the aims, intent, & activities of grant) | $ | $ | $ |
| **Contractual**  (Items that require a contract, i.e., consultants, trainers, etc.) | $ | $ | $ |
| **Other Costs**  (Includes printing, postage, test fees, tuition fees etc.) | $ | $ | $ |
| **Total Expenses** (Lines 1-7) | $ | $ | $ |

**Grant Funds Expended –** should reflect the actual amount of funds spent from November. 1, 2020 through March 31, 2021 for the designated categories. If line items do not match and a budget change request has not been submitted for approval, provide a detailed description. For example: Personnel costs were reduced by X amount due to fewer staff attending professional development. X amount was moved to direct student services to cover increased participation in college visits.

**Budget Narrative** - Provide a description for each line item in the budget **“Funds left after full implementation”** column above. These amounts of money represent funds that are left over after all activities and programs identified in the implementation plan have been completed. The description should clearly reflect how the estimate of projected expenses was determined. For example - Travel Costs: *five trips to Oklahoma City from Tulsa to attend training meetings @ 200 miles per trip X $.405/mile = $81.* **Provide details of “Other Costs”**, for example – *Refreshments for five information meetings: $250; Printing for project flyer: $100***. (Not limited to the space provided)**

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| --- |
| Personnel Costs: |
| Employee Benefits: |
| Travel Costs: |
| Materials & Supplies: |
| Contractual: |
| Other Costs: |

**Superintendent of Schools: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Education Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**