Budget Development Guidelines/Requirements

1. Talk to fiscal person at school site and ask what % is used for benefits and what district policy is regarding substitute pay and stipend pay. Do this before budget process begins. Report benefit amount used beside % sign on budget form. Benefits should include what the district pays - including teacher retirement, etc. School policy will dictate what can be paid, some schools have a negotiated federal stipend rate and GEAR UP stipends cannot exceed that rate. Federal and state withholdings are not benefits. Withholding is the amount the employee owes for taxes – nobody but the employee can pay those monies.
2. Review Allowable Cost Sheet for GEAR UP Expenditures before the budgeting process begins.
3. Review Suggested Monies for Direct Student Services and Suggested Monies for Professional Development before budgeting process begins

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1. Break expenses info fall and spring and fall (this is indicated on the budget form). Doing this will make budget items easier to identify on the Mid-Year Budget Report.
2. Check to make sure all budgeted items are identified on the Implementation Plan (IP).
3. Check to make sure all budgeted items support the GEAR UP objectives.
4. Remind school fiscal staff and administration that any money left at the end of the budget year does not go to the school but will be deducted from the next year funding.
5. Get all signatures on cover page.
6. Turn in the 2022-23 proposed budgets to Jolynn, June 30, 2022. Please make an appointment in person/phone with Jolynn for a minimum of 1 hours for questions and clarification. (Budgets and Implementation Forms will be accepted before the due date.)
7. Proposed budget and plans will include:
8. Cover Page with signatures
9. Hard Copy of Implementation Form
10. Hard Copy of Budget Narrative
11. Food Expenditure Form when food is part of the budget.

(The hard copy is needed for office school files. The auditors randomly ask for school files to check on funding.)