

GEAR UP FINAL BUDGET WORKSHEET

July 1, 2023- June 30, 2024

Due no later than, July 15, 2024

District Name:

Category of Expenses	Total Grant Funds Requested July 1, 2023	Grant Funds Expended/Encumbered through June 30, 2024	Funds Left after Full Implementation
Personnel Costs (includes extra duty assignments, stipends, payment for training & subs.)	\$	\$	\$
Employee Benefits (Fringe benefits include Fed. & State taxes, 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, ropes course, meeting refreshments, etc.)	\$	\$	\$
Total Expenses (Lines 1-7)	\$	\$	\$

Grant Funds Expended – should reflect the actual amount of funds spent/encumbered from July 1, 2023 through June 30, 2024 for the designated categories. If line items do not match and a budget change request has not been submitted for approvals provide a detailed description on the next page. 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 – If you have **Funds left after Full Implementation** provide a description for each line item in the budget. 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 and why the estimate was not met. **For example -** Travel Costs: *five trips to Oklahoma City from Tulsa to attend training meetings @ 200 miles per trip X \$.405/mile = \$81, two trips were taken.* **Provide details of “Other Costs”,** for example –

Refreshments for five information meetings: \$250; Printing for project flyer: \$100, refreshments and printing were donated.

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

(Additional pages maybe necessary)

Superintendent of Schools: _____

Date: _____

Education Coordinator: _____

Date: _____