

Mid-Year Budget Instructions

1. Verify the amounts of grant funds spent that the district requested on the 2025-26 budget worksheet.
2. Utilize monthly budget log (excel spreadsheet part of the budget planning) if you used the form.
 - A. If the log was **not** used, go the district fiscal person and ask for an OCAS report for GEAR UP funds from July 1, – December 31, 2025. The Christmas holiday may cause last funds paid out being December 24, 2025. Using the OCAS report get highlighters and go through the OCAS report high lighting all expenditures by budget category. **Example:** Highlight all personnel cost in yellow. Add up all yellow lines and that is the total for personnel costs. If there are costs you aren't sure about, mark those and verify with fiscal employee before highlighting them.
 - B. If you did use the budget log, then make sure the numbers you have match what the school reported.
3. Verify that addition and subtraction are correct for each row and column of the budget form.
4. Verify descriptions for funds left over making certain the explanation matches the log or OCAS report.
5. Budget change request forms should support the goals and plans outlined on the June 20, 2025, Implementation Plan.
6. Attach one clean copy of the July 1, 2025-December 31, 2025 (Dec. 24, can be used) district OCAS report to the mid-yr budget worksheet and **sign** OCAS report.