



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

Year End Budget Closeout and Budget Revisions

21st Century Community Learning Centers

Webinar

May 4, 2017

STATE DEPARTMENT OF EDUCATION



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AGENDA

- Subgrantee Guidance Document & Website Resources (2:13)
- Approved Budgets (3:41)
- Budget Revisions (5:16)
- Obligations (10:15)
- Funds Not Expended (13:12)
- Final Requests for 2016-2017 Payments (14:47)
- Year-End Reporting Holdback (17:07)
- Important Dates (18:15)



WEBINAR OBJECTIVES

Participants will be able to:

1. Understand how to closeout the yearly grant funds.
2. Use the webinar as a resource to accurately closeout the 2016-2017 budget.

Benchmarks for Success:

1. Participants require less technical assistance.
2. Subgrantees submit timely budget closeout documents.



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SUBGRANTEE GUIDANCE & WEBSITE RESOURCES

www.sde.idaho.gov/student-engagement/cclc/index.html

1. Files/General Information/Program Information/Subgrantee Guidance (see page 12)
2. Files/Fiscal Management
 - a) Budget Justification Workbook for 2017-2018 online shortly
 - b) Budget Justification Workbook Revision



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APPROVED BUDGETS

The budget workbook contains your approved budget on the first tab.

BUDGET CATEGORIES	Requested Budget	EXPLANATORY NOTES & JUSTIFICATION	Total
Personnel	\$87,409.19	1 FT Director @ 40hrs/week	\$38,389.19
		1 PT Counselor @ 56 hours	\$3,360.00
		9 PT Student Mentors @ 110 days	\$32,760.00
		3 PT Summer Program Mentors @\$20/hr/40 hours	\$2,400.00
		Administrator Stipend*	\$2,500.00
		2 Certified Teacher/Tutors@ 1hr/day*100* \$20	\$4,000.00
		2 Certified Enrichment Providers@ 1hr day*100	\$4,000.00
Fringe Benefits	\$19,435.50	Fringe for above positions	\$19,435.50
Travel/Professional Development	\$6,500.00	State Prev and Supp Conf for 3 staff/partners	\$3,500.00
		Love and Logic National Conference for director	\$2,000.00
		In district travel for director, mileage	\$500.00
		Additional PD opportunities for staff*	\$500.00
Equipment	\$994.46	10 Finch Robots for Robotics class + shipping	\$994.46
Supplies	\$4,129.35	Consumables @ \$400/month (incl. summer program)*	\$4,129.35
Transportation	\$50.00	Transportation for Summer Field Trip to Pool	\$50.00
Purchased Services	\$16,816.50	Before School Counselor @ 34hrs/\$60/hr	\$2,040.00
		2 Club/Enrichment Experts (non-school employee)*	\$4,000.00
		IDLA academic classes*	\$9,090.00
		4 Rosetta Stone Language licences for student Language Club/Learning	\$1,032.00
		Pool Rental for Summer Camp	\$154.50
Other/Licensure	\$0.00	Hunter Safety Class tuition for 50 students @ \$10 each	\$500.00
Total Direct Costs	\$135,335.00		\$135,335.00
Indirect	\$0.00		\$0.00
Total Costs for Drawdown			
Grand Total	\$135,335.00		\$135,335.00



APPROVED BUDGETS

The following form must be used to summarize specific expenditures for drawdown requests.

Beginning Date: March 1, 2017 End Date: March 31, 2017

Budget period: July 1, 2016 - June 30, 2017

BUDGET CATEGORIES	APPROVED BUDGET	EXPLANATORY NOTES & JUSTIFICATION	GRANT FUNDS REQUESTED
Personnel	\$43,841.91	9 P/T Student Tutors, 1 F/T Director @.975 FTE, 1 Administrator Stipend, 1 P/T Counselor, 1 P/T AM certified tutor position (split 2 ways), 1 P/T Certified After School Tutor position (split 4 ways), 2 enrichment providers, 2 P/T subs	\$8,701.38
Fringe Benefits	\$10,152.49	Fringe for above positions	\$1,733.77
Travel/Professional Development	\$5,810.27	Registration & Lodging for Prevention and Support Conference, Love and Logic Curriculum, Director Mileage for February	\$3,141.66
Equipment	\$804.56	Subscription to Dropbox for Director files	\$99.00
Supplies	\$2,236.01	Love and Logic parent certificates, love and logic books, craft jewels, sentence strips, card stock, markers, pinto beans (for bingo markers), coding books (8 of them), emoji stickers for writing activity, playdoh, Just Dance games (2)	\$461.81
Transportation	\$9.82		
Purchased Services	\$15,454.00		
Other/Licensure	\$0.00		
Total Direct Costs	\$78,309.06		
Indirect	\$0.00		
Total Costs for Drawdown			\$14,137.62
Grand Total Remaining	\$64,171.44	Total amount requested since	

All costs listed must match up with original approved budgets as well as funds requested in the grant

July '16 Aug '16 Sept '16 Oct '16 Nov '16 Dec '16 Jan '17 Feb '17 **March '17** April '17

To see the balance on the program budget review the last month that was submitted and approved. By June 30 75% of the grant budget must be requested from the State Department of Education.



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BUDGET REVISIONS

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Budget period: July 1, 2016 - June 30, 2017

BUDGET CATEGORIES	APPROVED BUDGET	EXPLANATORY NOTES & JUSTIFICATION	GRANT FUNDS REQUESTED
Personnel	\$43,841.91	1 P/T Student Tutors, 1 F/T Director @.975 FTE, 1 Administrator Suspend, 1 P/T Counselor, 1 P/T AM certified tutor position (split 2 ways), 1 P/T Certified After School Tutor position (split 4 ways), 2 enrichment providers, 2 P/T subs	\$8,701.38
Fringe Benefits	\$10,152.49	Fringe for above positions	\$1,733.77
Travel/Professional Development	\$5,810.27	Registration & Lodging for Prevention and Support Conference, Love and Logic Curriculum, Director Mileage for February	\$3,141.66
Equipment	\$804.56	Subscription to Dropbox for Director files	\$99.00
Supplies	\$2,236.01	Love and Logic parent certificates, love and logic books, craft jewels, sentence strips, card stock, markers, pinto beans (for bingo markers), coding books (8 of them), emoji stickers for writing activity playdoh, Just Dance games (2)	\$461.81
Transportation	-\$160.18		
Purchased Services	\$15,454.00		
Other/Licensure	\$0.00		
Total Direct Costs	\$78,139.06		
Indirect	\$0.00		
Total Costs for Drawdown			\$14,137.62
Grand Total Remaining	\$64,001.44	Total amount requested since	

You can also see the balance in each budget categories.

If a balance reflects a negative number you need to request a budget revision.



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BUGET REVISIONS

Once all the information in yellow is completed email the document to Camille.

Grant Name/School District:		New Plymouth School District		
Round:		4		
21st CENTURY COMMUNITY LEARNING CENTERS 2016-17 GRANT BUDGET JUSTIFICATION AND BUDGET REVISION FORM				
The approved budget as listed on the first tab of the Budget Justification workbook should always appear in this column.				
Form must be used to summarize specific expenditures for drawdown requests.				
Beginning Date:		May 2017		
Budget period:		July 1, 2016 - June 30, 2017		
Indicate how much will be taken from what category by a negative sign.				
BUDGET CATEGORIES	APPROVED BUDGET	EXPLANATORY NOTES & JUSTIFICATION	GRANT FUNDS REQUESTED	New Budget Amount
Personnel	\$62,474.00	Due to low numbers of students, did not hire second teacher until three months into the program.	-\$1,890.00	\$60,584.00
Fringe Benefits	\$13,119.00	Fringe benefits for above adjustment	-\$328.00	\$12,791.00
Travel/Professional Development	\$5,237.00			\$5,237.00
Equipment	\$19,925.00	Purchased Apple TV - (\$150) technology approval submitted 5/17 Will be used to purchase a new keyboard (\$40.00), Computer Monitoring (\$100.00), telephone headset (\$300.00) and office chair (\$410).	\$1,000.00	\$20,925.00
Supplies	\$9,388.00	Added to supply budget for gardening and sewing classes	\$218.00	\$9,606.00
Transportation	\$24,242.00	Field trip to Zoo and Museum added - field trip request from submitted 5/18	\$1,000.00	\$25,242.00
Purchased Services	\$1,415.00			\$1,415.00
Other/Licensure	\$0.00			\$0.00
Total Direct Costs	\$135,800.00			\$135,800.00
Indirect	\$4,200.00			\$4,200.00
Total Costs for Drawdown			\$0.00	\$140,000.00
Grand Total Remaining	\$140,000.00	Total amount requested since		
The total cost should equal zero.				
Include both why the funding is needed in the new category and why the funds are will not be used in the old category.				



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BUGET REVISIONS

When approved the Budget Workbook will be updated, including all formula, and the sent to the Program Director. The updated balances will reflect on each monthly tab.

3									
7									
3	All costs listed must match up with original approved budgets as well as funds requested in the grant reimbursement system (GRA).								
9									
0									
1	Approved by Camille McCashland 4/24/2017								
2									
	2016-17 Approved Budget		Budget Revision	July '16	Aug '16	Sept '16	Oct '16	Nov '16	Dec '16
ready									



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Obligations

All funds must be obligated by June 30, 2017.

Obligations are orders placed for property or services, contracts, and similar transactions during a given period that requires payment during the same or a future period.

Examples

- Purchasing items
- Staff



FUNDS NOT EXPENDED

If the program does not expended all of their awarded funds they must be released back to the State Department of Education. This is done via a letter sent to Andrew Fletcher.

The letter must:

- Be on organizational letterhead
- Include the amount of the award to be released
- Signed by the organizational head (superintendent)

This funds will stay in Idaho and will be incorporated back into the 2017-2018 program awards.



FINAL REQUESTS FOR 2016-2017 PAYMENTS

The final date to request funds for the 2016-2017 award is September 15, 2017.

The 2017-2018 award will not be added to the Grant Reimbursement System (GRA) until the final payment is made. This does not mean you are not awarded for 2017-2018, it just means the funding is not available for your organization to request and formal award letters have not been sent.

Final payment can be made at any time prior to September 15.



YEAR-END REPORTING HOLDBACK

10 % of the grant award will be held by the State Department of Education until all year end documents are received. This does not include Tactile reports.



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IMPORTANT DATES

- June 15 – last day to submit a budget revision
- June 20 – notification of approved/declined budget revision
- June 30 – all funds obligated
- September 15 – final payment requests submitted
- September 25 – last payment date for the program year
- October 1 – latest date 2017-2018 program funds will become available in the GRA.

