

# ELECTRONIC BUDGET REVISION HELP SCREENS

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## ELECTRONIC BUDGET REVISION HELP SCREENS

### GENERAL INFORMATION

DPI developed an electronic budget revision format that is linked to the electronic consolidated federal title application budgets that school districts submit. This will help school districts submit budget revisions more efficiently and accurately. The Consolidated Application must be approved before budget revisions can be done.

The Consolidated Budget Revision report is available on the STate Automated Reporting System (STARS).

The URL for STARS is <https://secure.apps.state.nd.us/dpi/stars/Login.aspx> and STARS will support the following browsers:

PC – Internet Explorer 6.0+, Fire Fox 1.5+, or Netscape 8.1; Mac (OS X) – Fire Fox 1.5+, Netscape 7.2+, or Safari 2.0+.

All budget revisions for Title I (administration, targeted, schoolwide, schoolwide co-mingling, 5% teacher quality setaside, nonpublic, cooperatives, program improvement, and reallocated funds) and Titles II A, II D, III A, IV A, V A, REAP, and Transferability must be submitted electronically on DPI's STARS system. A Title I budget revision may include one or more of the Title I categories listed above since all categories roll up into one Title I budget. For the other title programs, including REAP and Transferability, a separate budget revision must be requested for each program since they each have separate budgets.

**School districts must submit a budget revision, and it must be approved by DPI staff, BEFORE the revision is implemented by the district.**

**Technical assistance** is available from the following DPI staff:

Consolidated Grants	Stephanie Gullickson	328-2176
Title I Part A	Laurie Matzke	328-2284
Title II Part A	Greg Gallagher	328-1838
Title II Part D	Greg Gallagher	328-1838
Title III Part A	Mari Rasmussen	328-2958
Title IV Part A	Valerie Fischer	328-4138
Title V Part A	Greg Gallagher	328-1838

### **Process.**

- A school district submits a budget revision electronically on the STARS.
- DPI reviews the budget revision, completes the "Final Approved Budget" column, completes Section G indicating the name of the authorized staff person, the date approved, the revised amount approved, and any comments.
- DPI checks the box indicating that the budget revision has been approved, which triggers a message at the top of the budget revision that it has been approved.
- DPI notifies the district via e-mail that the budget revision has been approved.

This **Help** screen document can be accessed throughout the report.

**Printing.** To print a budget revision, click on "Print Page" at the bottom left of the screen.

**Date Fields.** The format for date fields is MM/DD/YYYY.

**Check-Out.** To enter data into the program, click on "Check-Out" at the left side of the screens. This will change the report from read-only to write and data can then be entered into the cells. Once you have checked out of this report, it is locked in your name until it is checked-in.

**Check-In.** To leave the section that is being worked on and either go to another section or exit the report, click on “Check-In.” This will change the report from write to read-only and will save the data that has been entered. The user can always go back to a section, click on “check-out” and add new data or change existing data. Exiting the report will also check-in each section automatically.

**Save.** To save data entered into the program, click on “Save” located at the left side of the screen. **Be sure to save often.** A “Save Complete” message appears at the top right corner indicating the save was successful.

**Validate.** To check for warnings and errors, click on “Validate” at the left of the screen and follow the directions to correct the problems. If errors occur, a red asterisk will appear, and a summary of the errors will appear at the top of the page.

**Submit.** Once everything is finalized and all information is entered correctly, click on “Submit” at the left of the screen. Clicking on “Submit” submits the report to DPI and becomes read-only to the district staff. No changes can be made after that.

**Exit Report.** The entire Consolidated Budget Revision will be checked in, and the system will return to the Report Select screen.

**Log Out.** Click on “Exit Report” at the top right of the screen and then click on the blue “Log Out” at the top left of the next screen. It is very important to log out of the STARS properly.

**Equipment.** If requested equipment has a value of \$750 or more and a useful life of more than one year, include the cost in object code 730 for equipment in Section B. If equipment is less than \$750, include it in object code 600 for materials and supplies in Section B. Computers are always listed under equipment.

**Object Code Explanation.** Following is an explanation of the object codes:

- 110 Professional salaries—salaries paid to certificated individuals; i.e. certified teachers.
- 120 Non-professional salaries—salaries paid to other staff that are not certificated; i.e. paraprofessionals, secretaries, teachers’ aides, bus drivers.
- 200 Employee benefits—payments made on behalf of employees that are not part of gross salary; i.e. insurance, Social Security, retirement, unemployment compensation, Workers Compensation, annual leave, sick leave.
- 300 Purchased professional and technical service—services performed by those with specialized skills and knowledge; i.e. school management support activities, data processing, management consultants, auditors, accountants, lawyers, (contracted services).
- 430 Maintenance—repair of equipment.
- 580 Travel—Expenditures for staff travel, including mileage, airline tickets, taxi fares, meals, lodging.
- 600 Materials/Supplies—Expendable items that are consumed, worn out, or deteriorated in use; includes equipment that costs less than \$750, freight, books, school supplies, computer software programs.
- 730 Equipment that costs more than \$750 and is added to the school’s equipment inventory list. Computers are always considered equipment.
- 800 Other—dues, professional memberships, workshop registration fees.
- 900 Indirect costs—Costs that cannot be directly attributed to a program but are essential in operating a school; indirect cost is a percentage of total operating costs for object codes 110 through 800 (excluding 730); percentage is determined on an individual basis but is no larger than 10%.

**Resources.** The following resources can be found on DPI’s website at the applicable Internet addresses:

**Guidance for the Consolidated Application** (information on all of the title programs and on general topics that school districts must know and comply with, which is the school district’s responsibility to read and make available to program staff within the district) at <http://www.dpi.state.nd.us/grants/guidance.pdf>.

**General Requirements for Federal Programs** (grant administrative and financial requirements that are applicable to all grantees receiving federal funds, which is the school district's responsibility to know and comply with these requirements) at <http://www.dpi.state.nd.us/grants/require.pdf>.

## TO ACCESS BUDGET REVISION REPORT ON STARS

- Log on to DPI's STate Automated Reporting System (STARS).
- The school district administrator must give school district staff authority to use the report, which is the same process that the administrator gave staff authority to use the Consolidated Application on STARS. The directions for doing that is on our website at <http://www.dpi.state.nd.us/resources/STARS/Reports/manual.shtm> and then click on "Manage Users".
- Click on "Reports", then "Federal Title Reports", then "Consolidated Budget Revision" and then "Select".

## BUDGET REVISION SECTION

- Choose the applicable federal title program for which you want to submit a budget revision.
- Click on the "Add Budget Revision" link at the top of the screen. A blank budget revision format generates on the screen.

The heading at the top of the screen will give a status of the budget revision. If you have not submitted it, it will read "**Not Submitted.**" If you have submitted it but it has not been approved by DPI, it will read "**Submitted—Waiting Approval.**" If you have submitted it and it has been approved by DPI, it will read "**Submitted—Approved.**"

Once a budget revision has been submitted by you and approved by DPI, a second budget revision can be created.

- Click on the applicable title for which you want to submit another budget revision.
- Click on the "**Create New**" button. A budget revision format will show up on the screen and will be numbered "Budget Revision 2". The amounts in the "**Previously Approved Amounts**" column will be the amounts from the "**Final Approved Budget**" column of the previously approved budget revision. There should not be zeros in this column.

### **Section A – This section only applies to Title I budget revisions only.**

Click on the checkbox for the applicable category you are requesting (at least one must be checked).

- Title I District Admin, Title I Targeted, Title I Schoolwide, or Schoolwide Co-mingling
- Title I 5% Setaside – The **Title I 5% Setaside** budget revision should include proposed expenditures for the 5 percent setaside for highly qualified teachers in the core academic subjects that have not been budgeted on the Consolidated Application. This budget revision should include the name of the teacher(s) that will be taking coursework to become highly qualified, the position they currently hold at the school, the courses they are taking to become highly qualified, and the cost for the coursework they are taking. Costs for tuition, books, and registration fees should be listed under object code 800 dues, memberships, registration fees. If travel costs are incurred by the teacher to become highly qualified, the costs for mileage, meals, and lodging should fall under object code 580 travel. If you are paying the teacher a stipend to complete the coursework, the stipend would fall under object code 110 professional salaries.
- Title I Nonpublic
- Title I Cooperative
- Title I Program Improvement
  - Supplemental Services and School Choice – The **Title I PI Supplemental Services** budget revision should include proposed expenditures that districts in Program Improvement must spend on supplemental services that have not been budgeted on the

Consolidated Application. Districts with schools identified for program improvement are required to use a percentage of their Title I Part A allocation to pay for supplemental services. Districts also check the box if they don't need the setaside funds for supplemental services and would like to reallocate them to another allowable activity under Title I. The **Title I PI School Choice** budget revision should include proposed expenditures that districts in Program Improvement must spend on choice-related transportation costs that have not been budgeted on the Consolidated Application. Districts with schools identified for program improvement are required to use a percentage of their Title I Part A allocation to pay for choice-related transportation costs. Districts also check the box if they don't need the setaside funds for choice-related transportation costs and would like to reallocate them to another allowable activity under Title I.

- 10% Professional Development – The **Title I PI Professional Development** budget revision should include proposed expenditures that districts and schools in Program Improvement must spend on professional development that have not been budgeted on the Consolidated Application. Districts and schools identified for program improvement must spend 10 percent of the district's Title I Part A allocation for professional development. These funds are not part of the Title II Part A professional development funds.

Schools and districts that do not spend their entire 10 percent setaside for professional development during the school year during their first two years in improvement are required to carry over the unspent funds and add the amount to the new 10 percent setaside to be spent on professional development. Refer to the Guidance for suggestions and ideas on the use of these funds.

- Corrective Action and Alternative Governance
- Title I Reallocated Funds – School districts that plan to apply for **Title I Reallocated Funds** would check this box. Describe how you plan to use the reallocated funds. Address the need for these additional funds. Describe how they are supplemental and what specifically would be added to your Title I program if reallocated funds are approved. Prioritize the activities in the order in which you would like them funded. For example, if you plan to submit a request to conduct a Title I After School Program, you would need to include the following information: the number of days the program will run per week, the number of hours the program will run per day, the number of teachers that will be hired, the salary they will be paid per hour, the number of weeks the program will run, and the start and end date of the program.

Anytown School District plans to conduct an After School Program for Title I students. The program will run from May 2 through May 27. The program will run from 3:30 p.m. to 5:30 p.m. Monday through Thursday for four weeks. Two teachers will be hired and paid \$20 per hour. 4 weeks X 4 days per week = 16 days X 2 hours per day = 32 hours X 2 teachers = 64 hours @ \$20.00 per hour = **\$1,280.00**. Benefits are calculated at 15.7% X \$1,280 = **\$200.96**. Anytown School District would like to offer an after school snack to students. 20 students @ .50 each per day = \$10.00 X 16 days = **\$160.00**. Other supplies and materials needed to conduct the program are estimated at \$5.00 per day X 16 days = **\$80.00**. The total cost to conduct the after school program is as follows:

Salary for two teachers	object code 110 =	\$1,280.00
Benefits for two teachers	object code 200 =	\$200.96
Materials, supplies and snacks	object code 600 =	<u>\$240.00</u>
Total		\$1,720.96

**Section B – This section applies to ALL budget revisions.**

- Describe the purpose of the budget revision and the proposed activities that you plan to undertake in the text box. Specifically include the information that is requested for each individual section.

**Section C – This section applies to ALL budget revisions.**

- The first budget revision will have budget amounts entered in the “Previously Approved Amounts” column from the approved consolidated application. Subsequent budget revisions will have budget amounts entered in the “Previously Approved Amounts” column from the last approved budget revision. If there are zeros in the “Previously Approved Amounts” column, the budget revision will be invalid. In that case, call Stephanie Gullickson at 328-2176 for assistance.
- Enter dollar amounts in the second column titled “**Proposed Revised Amount**”. Do not include commas or dollar signs. **The total of this column should be the total of your entire Title I budget.**
- The amounts in the column titled “**Previously Approved Amount**” are automatically entered from either the Electronic Consolidated Application or the last approved budget revision.
- The column titled “**Final Approved Budget**” will be completed by DPI staff.
- Click on the “Save” button to save the dollar amounts and to total the column.

**Section D – This section applies only to Title I 5% Setaside budget revisions.**

If you are requesting a budget revision for the Title I 5% Teacher Quality Setaside:

- Click on only one of the three options for using the funds.

If you clicked on the first option above, do not complete the next section. If you clicked on the second or third option:

- Read these assurances carefully and click on each one.

**Section E – This section applies only to Title I Program Improvement budget revisions.**

If you are requesting a budget revision for the Title I Supplemental Services or School Choice:

- Read these assurances carefully and click on each one.

**Section F – This section applies to all budget revisions.**

- Enter the name of the person authorized to approve expenditures for the applicable title for which the budget revision is requested.
- Enter the date the budget revision is submitted.
- Click on the checkbox if the authorized representative approves this budget revision.
- Enter the name of the business manager.
- Enter the date the budget revision is submitted.
- Click on the checkbox if the business manager is aware of this budget revision.
- Click on the “Validate” button. The Budget Revision will be checked for errors and invalid data. These errors and warnings will be displayed within a pop-up window. The errors must be corrected before the budget revision can be submitted.
- Click on the “Submit” button after you are sure the information in the budget revision is correct. Once the budget revision is submitted, no further modifications may be made to the information. However, the district will still be able to read and print the information.