

Show Me the Money!:

How to effectively manage your budget



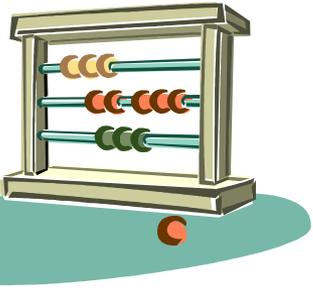
Brandon Dahl, Budget Coordinator and
Grants Manager, Washington Elementary
School District

Show me the money!!!
- Jerry Maguire (1996)

Getting to Know You...



Look Ma, I can count to 5!



1: Find one person, shake their hand and share a story about one student your 21st Century Program has helped to succeed.



2: Find two people wearing the same color as you and share a frustration you have with your 21st Century program.



3: Find three people, line up in order of age and share a strength of your program.



4: Find four people, line up in order of height and share three skills to describe a successful Coordinator.



5: Find five people, give each person a high five and share one word to describe your program.

The purpose of 21st Century Community-Learning Center Grant is to establish community-learning centers that provide students with standards-based academic enrichment classes and opportunities especially in math, reading and writing during out-of-school time. These academic activities are designed to complement the students' regular academic program.

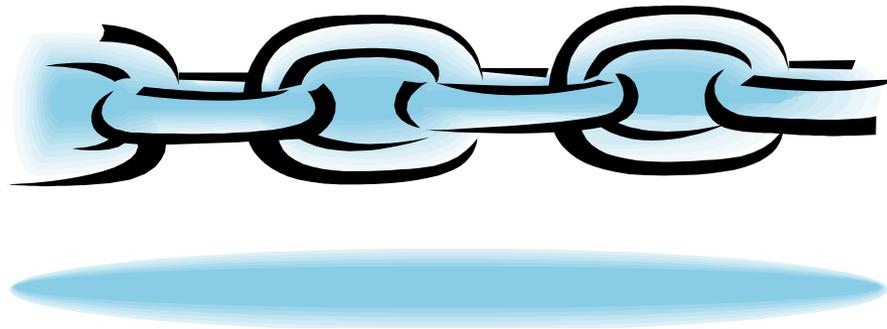


Every dollar of your 21st Century budget must be spent to forward the goals and objectives of the grant and school improvement plan.



Directly Linked

Program



Finance

Spend Wisely

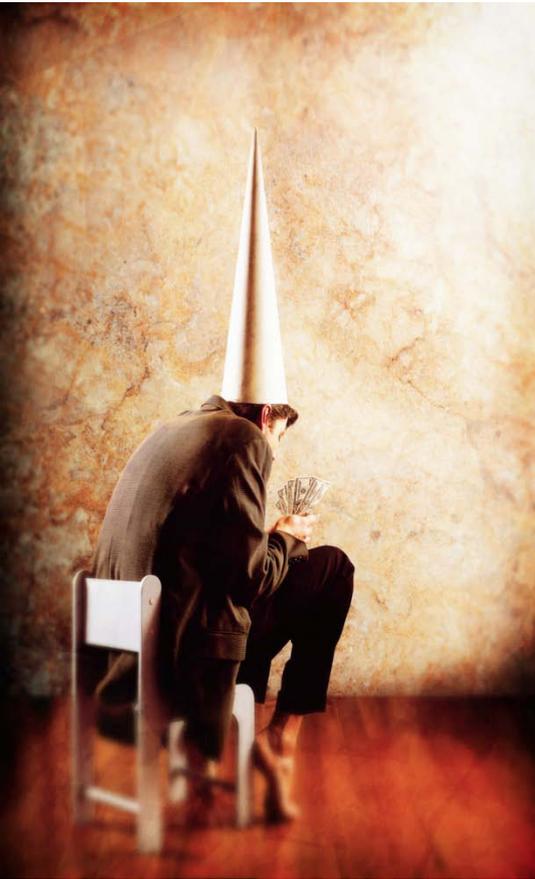


What you should be spending on

- **Teachers and Instructional Assistants**
 - This is where the majority of your funds should be
- Educational and enrichment vendors
 - Sports, music, art, science, martial arts, theatre, etc.
- Instructional supplies to support your programs
 - Re-useable resources
 - Academic workbooks and other instructional aids
 - Consumable classroom supplies
- Enrichment supplies to support your programs
 - Games
 - Musical instruments
 - Art supplies
 - Up to a \$200 limit depending on your budget
- Administrative costs/Transportation/Registrations
 - Other necessary expenses for the operation of the programs



What you should NOT be spending on



- Excessive amounts of capital and technology
- Excessive amounts of food
 - Or none at all
- Child care
- Too many adult classes
- Extremely high-priced resources
 - Dissection samples in bulk
 - Brand new expensive curriculum for a single class
- **Gift cards**

Watch out for Big Brother



- State and Federal regulations:

<http://www.azed.gov/century-learning-centers/grant-guidance-tools/>

- District/School regulations
 - Verbal /written quotes
 - Purchase orders
 - HR clearing time for external applicants
 - Payroll
- Don't burn bridges!
 - Other departments can be your best friends or worst enemies
 - They may not want the grant in the future

STAFFING	# of positions	# of weeks	Days per week	Hrs per day incl. prep	Rate of pay	Total Cost	Description
Certified Instructors - afternoon	11	25	3	2	\$20.33	\$33,544.50	Includes prep (1.5 + .5)
Certified Instructors - morning	2	27	5	1	\$20.33	\$5,489.10	Includes prep (.75 + .25)
Adult classes - instructor	1	27	2	3	\$20.33	\$3,293.46	Includes prep (2.0 + 1.0)
Site Coordinator	1				\$12,000.00	\$12,000.00	
Outreach Specialist	1				\$4,000.00	\$4,000.00	Half funded by Title I (\$8,000 total)
Substitutes	8				\$100.00	\$800.00	4 prof. develop. days x 2 coordinators
Instructional Assistants	2	27	3	3.5	\$12.00	\$6,804.00	Also serve as crossing guards
Summer Instructors	6	4	4	4.5	\$20.33	\$8,782.56	Includes prep (3.0 + 1.5)
Summer Instructional Assistants	2	4	4	5	\$12.00	\$1,920.00	Also serve as crossing guards
District-level staff						\$6,060.70	School's portion of District staff
TOTAL STIPENDS						\$82,694.32	
Benefits (19.30%)						\$15,960.00	
Insurance for District-level staff						\$626.84	
TOTAL STAFFING						\$99,281.16	
OTHER EXPENSES							
PLC Wednesday vendors						\$10,000.00	25 assemblies x \$400 per
Instructional Materials						\$1,432.50	
Conference registration						\$750.00	21st CCLC fall conference: \$250 x 3
Mileage						\$300.00	Mileage reimbursement
Transportation						\$3,600.00	
Custodial Supplies						\$300.00	Paper towels, soap, toilet paper, etc.
Office Supplies						\$200.00	Ink cartridges, file folders, labels, etc.
SUBTOTAL						\$115,863.66	
Indirect Costs (3.57%)						\$4,136.33	
TOTAL						\$120,000.00	

What do you mean you didn't spend all your money?!



- Vacancy savings
 - Not filling all positions
 - Cheaper hour rates of pay or fewer hours worked
 - Classes starting late
- Being too frugal
 - Yes, there is such a thing!
- Inaccurate projections

165 21ST CENTURY 2010-2011 01A -----	ORIGINAL	TRANFRS	REVISED				AVAILABLE	Projected	Amount
	APPROP	ADJSTMTS	BUDGET	YTD EXPEN	ENCUMBR	BUDGET	Expended	Available	
165.100.1000.6127.136.0000	STIPEND CERTIFIED	22,505.00	0.00	22,505.00	13,787.96	0.00	8,717.35	21,754.43	750.57
165.100.1000.6129.136.0000	SUBSTITUTE CERTIFIED	800.00	0.00	800.00	85.00	0.00	715.00	85.00	715.00
165.100.1000.6167.136.0000	STIPEND CLASSIFIED	8,748.00	(1,944.00)	6,804.00	3,540.32	0.00	3,263.68	5,585.86	1,218.14
165.100.1000.6200.136.0000	BENEFITS	5,786.00	(351.00)	5,435.00	0.00	0.00	5,434.73	0.00	5,435.00
165.100.1000.6221.136.0000	SOCIAL SECURITY OASDI	0.00	0.00	0.00	1,285.77	0.00	(1,285.77)	2,028.67	(2,028.67)
165.100.1000.6231.136.0000	STATE RETIREMENT	0.00	0.00	0.00	1,639.58	0.00	(1,639.58)	2,586.90	(2,586.90)
165.100.1000.6260.136.0000	WORKERS' COMPENSATION	0.00	0.00	0.00	174.13	0.00	(174.13)	274.74	(274.74)
165.100.1000.6330.136.0000	OTHER PROFESSIONAL PUR	12,150.00	2,295.00	14,445.00	6,822.39	4,950.00	4,967.39	11,772.39	2,672.61
165.100.1000.6643.136.0000	INSTRUCTIONAL AIDS	975.00	0.00	975.00	0.00	0.00	974.55	0.00	975.00
165.100.1500.6127.136.0000	STIPEND CERTIFIED	2,928.00	0.00	2,928.00	0.00	0.00	2,927.52	0.00	2,928.00
165.100.1500.6167.136.0000	STIPEND CLASSIFIED	1,920.00	0.00	1,920.00	0.00	0.00	1,920.00	0.00	1,920.00
165.100.1500.6200.136.0000	BENEFITS	875.00	0.00	875.00	0.00	0.00	874.98	0.00	875.00
165.100.2200.6167.136.0000	STIPEND CLASSIFIED	16,000.00	0.00	16,000.00	11,490.58	4,878.79	(369.37)		
165.100.2200.6200.136.0000	BENEFITS	2,888.00	0.00	2,888.00	0.00	0.00	2,888.00		
165.100.2200.6221.136.0000	SOCIAL SECURITY OASDI	0.00	0.00	0.00	878.15	371.65	(1,249.80)		
165.100.2200.6231.136.0000	STATE RETIREMENT	0.00	0.00	0.00	1,131.85	480.29	(1,612.14)		
165.100.2200.6260.136.0000	WORKERS' COMPENSATION	0.00	0.00	0.00	114.94	47.71	(162.65)		
165.100.2200.6331.136.0000	CONFERENCE/WORKSHPS	0.00	750.00	750.00	750.00	0.00	0.00	750.00	0.00
165.100.2200.6580.136.0000	TRAVEL	1,000.00	(815.00)	185.00	0.00	0.00	185.00	0.00	185.00
165.100.2200.6613.136.0000	OTHER SUPPLIES	200.00	(46.00)	154.00	20.64	0.00	133.30	20.64	133.36
165.100.2200.6731.136.0000	FURNITURE/EQUIP UNDR \$	900.00	0.00	900.00	870.03	0.00	29.97	870.03	29.97
165.179.2610.6618.136.0000	MAINTENANCE SUPPLIES	300.00	0.00	300.00	261.92	30.84	7.24	292.76	7.24
TOTAL 21ST CENTURY 2010-2011		77,974.00	(111.00)	77,862.92	40,558.37	10,759.28	26,545.27		12,954.57

Quid pro quo (this for that)

The money has to come from somewhere!



Final grant amendments are due by 4/2/2012!

Example situations...



What would you do if...



Situation 1: You budgeted for 2 morning and 10 after school classes. You talked to all of the teachers and have come to the conclusion that you won't be able to fill 2 entire morning classes, but will be able to fill 11 after school classes.

Situation 2: There is a serious lack of interest in teaching after school and your program is short 2 teachers. You have the budget for the classes, just no one to teach them.

Situation 3: You are 1 week into your program at the beginning of the school year and you have enough student demand for an additional 2 classes over what you budgeted for.

Make friends with departments that have deep pockets

- Enhance your program with multiple funding sources!
- Title I, Title III, Gifts & Donations, Tax Credit, etc.
- First, they have to like what you do
- Extra restrictions
- Make sure you know what's what!



JOB CODE	LAST NAME	FIRST NAME	POSITION	CLASS	EMPLOYEE ID #	CODE #	PAY RATE
8593	MCCARTY	SHARON	ACADEMIC PM	KG READING/PHONICS	704762	166.100.1000.6127.114.0000	\$20.33
8593	KLAUKA	BETH	ACADEMIC PM	1ST ELL	711279	166.100.1000.6127.114.0000	\$20.33
8593	LUNDBERG	HEATHER	ACADEMIC PM	2ND ELL	711249	166.100.1000.6127.114.0000	\$20.33
8593	SCOTT	CAITLIN	ACADEMIC PM	3RD MATH	708992	100.118.1000.6127.520.0020	\$20.33
8593	HEALEY	JILL	ACADEMIC PM	4-5 MATH	707019	100.118.1000.6127.520.0020	\$20.33
8593	HOANG	SARAH	ACADEMIC PM	SCIENCE	708661	166.100.1000.6127.114.0000	\$20.33
8595	ALEXANDER	ANNA	ENRICHMENT PM	LEADERSHIP	703954	166.100.1000.6127.114.0000	\$20.33
8593	SPENCER	KRISTIN	ACADEMIC PM	K ELL	707867	166.100.1000.6127.114.0000	\$20.33
8592	LAUZON	MEGAN	ACADEMIC AM	6TH MATH	703877	166.100.1000.6127.114.0000	\$20.33
8594	OSTERHOLD	ROBERT	ENRICHMENT AM	MIND STRATEGY GAMES	710485	166.100.1000.6127.114.0000	\$20.33
8597	GEDNEY	DEBORAH	SUBSTITUTE	SUBSTITUTE	703639	166.100.1000.6127.114.0000	\$20.33
8597	THOMPSON	MISSY	SUBSTITUTE	SUBSTITUTE	702521	166.100.1000.6127.114.0000	\$20.33
8596	OSTERHOLD	KEVIN	INSTRUCTIONAL ASSISTANT	INSTRUCTIONAL ASSISTANT	710485	166.100.1000.6167.114.0000	\$9.14
8596	GODING	BETHANY	INSTRUCTIONAL ASSISTANT	INSTRUCTIONAL ASSISTANT	709372	001.201.1000.6160.114.0000	\$9.61
8596	ANDERSON	SUSAN	INSTRUCTIONAL ASSISTANT	INSTRUCTIONAL ASSISTANT	702637	001.201.1000.6160.114.0000	\$10.02



Brandon Dahl

brandon.dahl@wesdschools.org

602-347-3524