

Title III, Part A Budget Tips

Administrative Costs – The total sum of Direct + Indirect + Audit costs must not exceed 2% of the original allocation amount per **ESEA Sec 4105(c)**. Add all budget line items in Functions 2230 + 2300 costs and **round down**, so as not to exceed 2% of the original!!

Amendments/Carryover: When a budget line-item changes, start the description with **INCREASE** or **DECREASE** or **NEW** and then provide an explanation for the change. Do not submit an increase/decrease in the amount of the item without an explanation of why the change is being made in the description. Make sure the EL or Immigrant Program Plan is amended as well so budget and plan align.

Attend Title III, Part A Directors' State Trainings – Or watch the recording!

Budget Guiding Questions Chart – Remember to use it! It will save you time, effort, and rejected budgets!

Budget Checklist – Remember to use it! It will save you time, effort, and rejected budgets!

Benefits – Create one budget line item (Object Code 200) for all the benefits unless your finance office wants you to separate these expenses. Make sure the Function code of the benefits match the Function code of the personnel's compensation!

Completion Report Variance – When a Function line item exceeds the 25% variance limit, a budget amendment must be submitted. When the variance is due to new items not in the approved budget and not just due to a cost variance, a budget amendment must be submitted.

Private Schools' Set-Aside – Round down! Itemize by school! Put each school a separate budget line item.

Regularly Reconcile Expenditure Detail Reports to the Current Approved Budget –

Review the Draft Title III, Part A Completion Report before Submission to the State – Errors can be caught early!

Supplement Not Supplant – Remember, this is still in Title III-A! If Title I, Title II, and/or Title IV are providing a certain item for **all** students – they must provide it for **all** ELs as well! What you purchase for ELs is something not being purchased for **all** students with other funds.

Transportation costs – Separate fuel from bus driver's salaries unless paying the LEA one lump sum that includes both, then describe in detail. Provide approximate number of English learners or immigrants being transported and the reason for transportation.

