

## Title III, Part A Budget Tips in Alphabetical Order:

**25% leeway in expenditures within a Function Code?** – NO, there is no function code overage leeway in Title III, Part A. An amendment is required to avoid overages.

**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.

**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!

- If separating the benefits, please describe them as FICA, Workers Comp, Life Ins., etc. substitutes during PD events, or for summer-school teachers, etc.

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

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

**Direct Admin Costs** – Round Down!! Don't charge more than 2% on the original allocation amount!

**Indirect Costs** – Use the LEA's Indirect cost rate noted in the GAN!

- These costs are not required in Title IIIA but may be charged to the grant. Be mindful that the grant is small already.
- If indirect costs were not included in the original budget, they may be included in the subsequent amended budgets.
- Remember that indirect costs, although in the budget as a total amount, can only be drawn on expended funds throughout the year, not on unexpended funds.

**Private Schools' Set-Aside** – Round down! Itemize by school!

**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.

