



Virgin Islands Department of  
**EDUCATION**

# 2015 Grants Management Fiscal Review Meeting

November 9, 2015 - St. Thomas

November 12, 2015 - St. Croix

Curriculum Center

St. Thomas, Virgin Islands

St. Croix, Virgin Islands

Presenters:

Maria Melendez-Tirado, Director

Keisha E. Culpepper-Smith, Federal Grants Manager

Cynthia Benjamin, Federal Grants Manager



# A snapshot of what we do:

- ▶ Consult with programs to prepare and submit the Consolidated Grant Application (CGA)
- ▶ Conduct site visits at programs/schools
- ▶ Provide technical assistance to programs/schools on processes involved with managing federal programs
- ▶ Compile information for programmatic and financial reporting monthly, quarterly, annually on Federal Programs for Office of the Governor, OMB and ED
- ▶ Provide professional development on federal regulations, application processes/timelines, and other related concepts to administration, school based managers and personnel who manage and spend federal funds

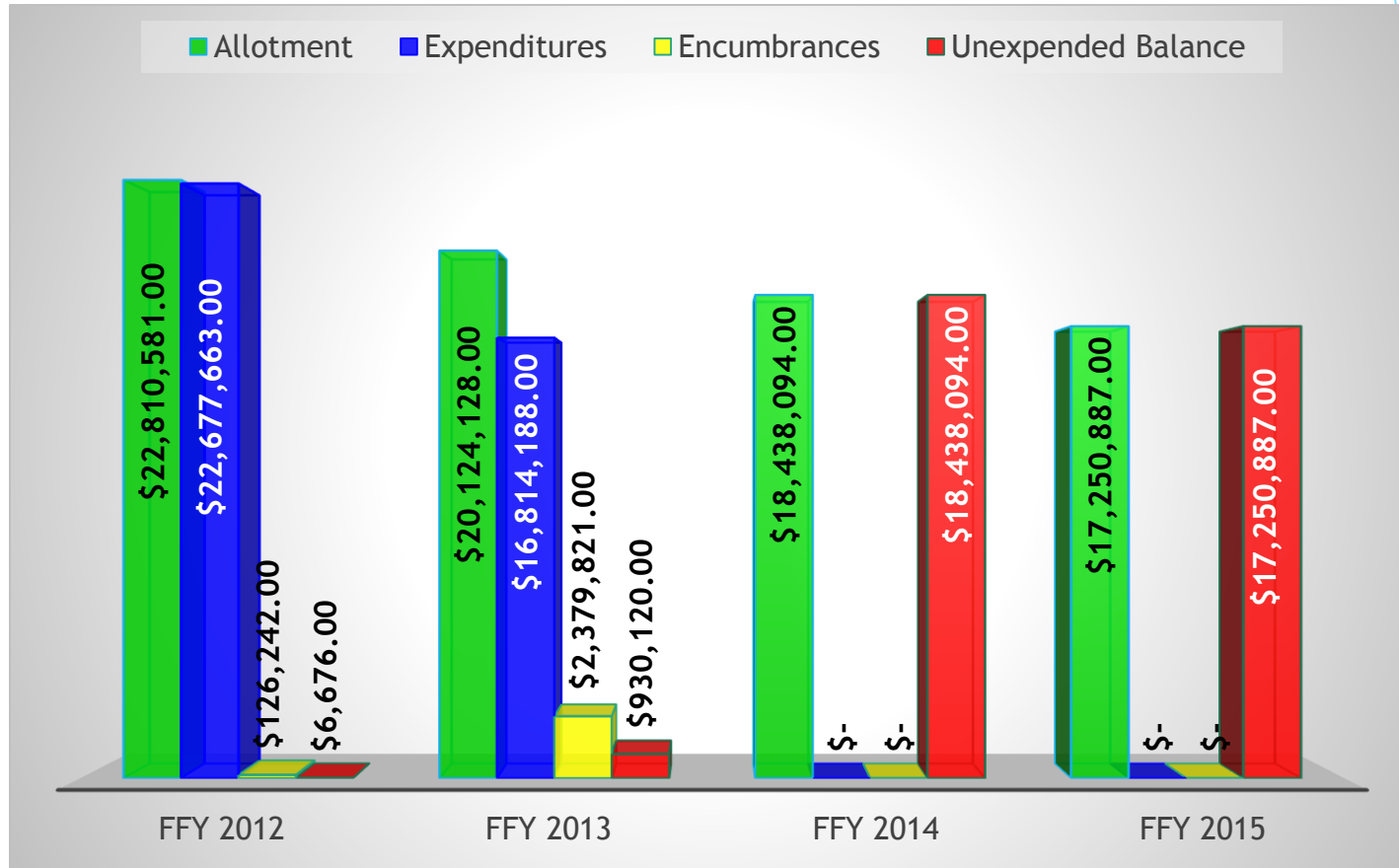
# Accomplishments

1. Submitted Performance Reports to USDE for FFY 2011 and FFY 2012
2. Liquidated 99% of its federal funds for FFY 2012 Consolidated Grant
3. Encumbered 95% of its Federal funds for FFY 2013 Consolidated Grant and 99% Special Education
4. Submitted FFY 2014 carryover and FFY 2015 Consolidated Grant Application

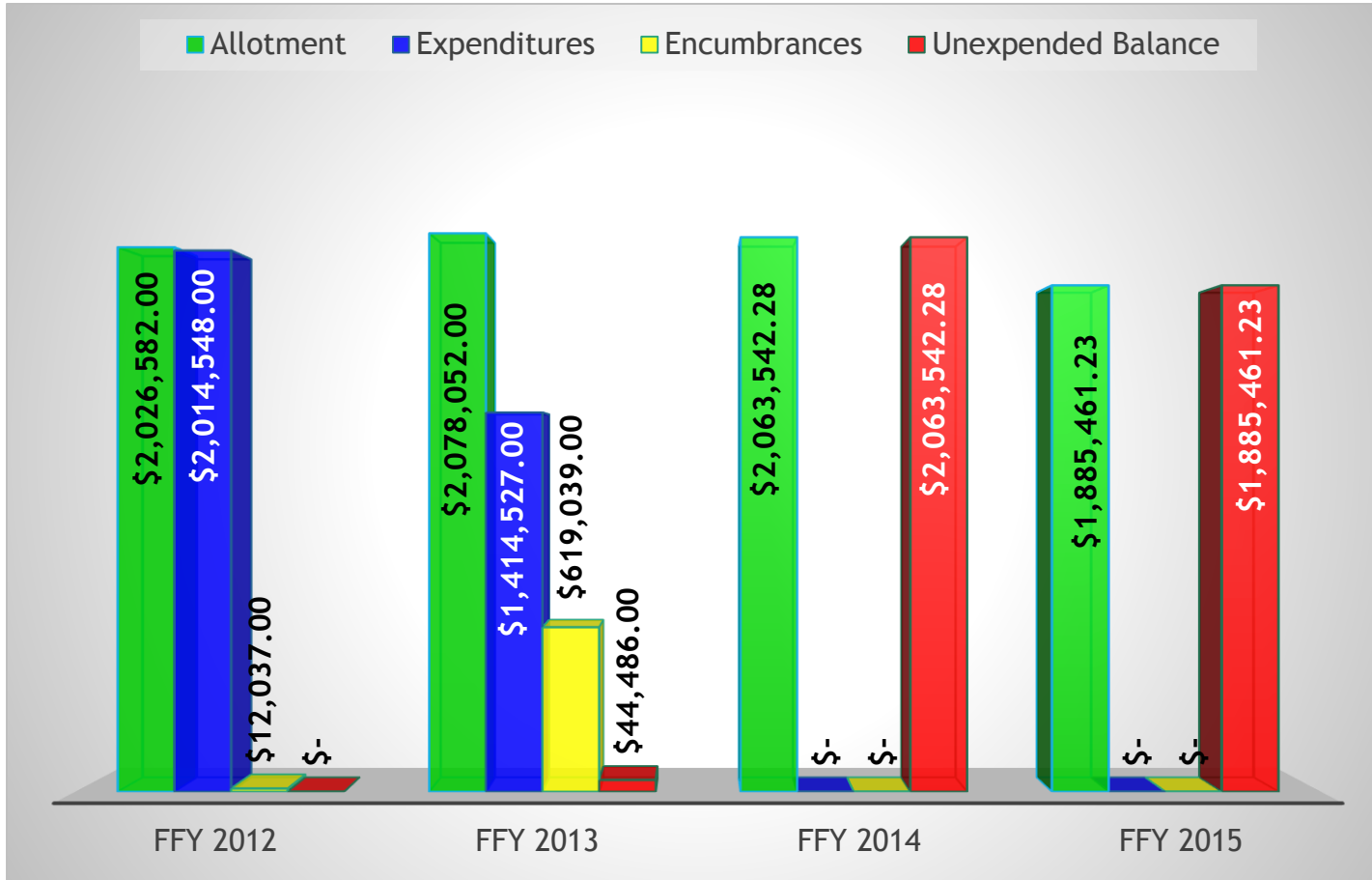
# Consolidated Grant Awards At a Glance FY 2012, 2013, 2014, 2015



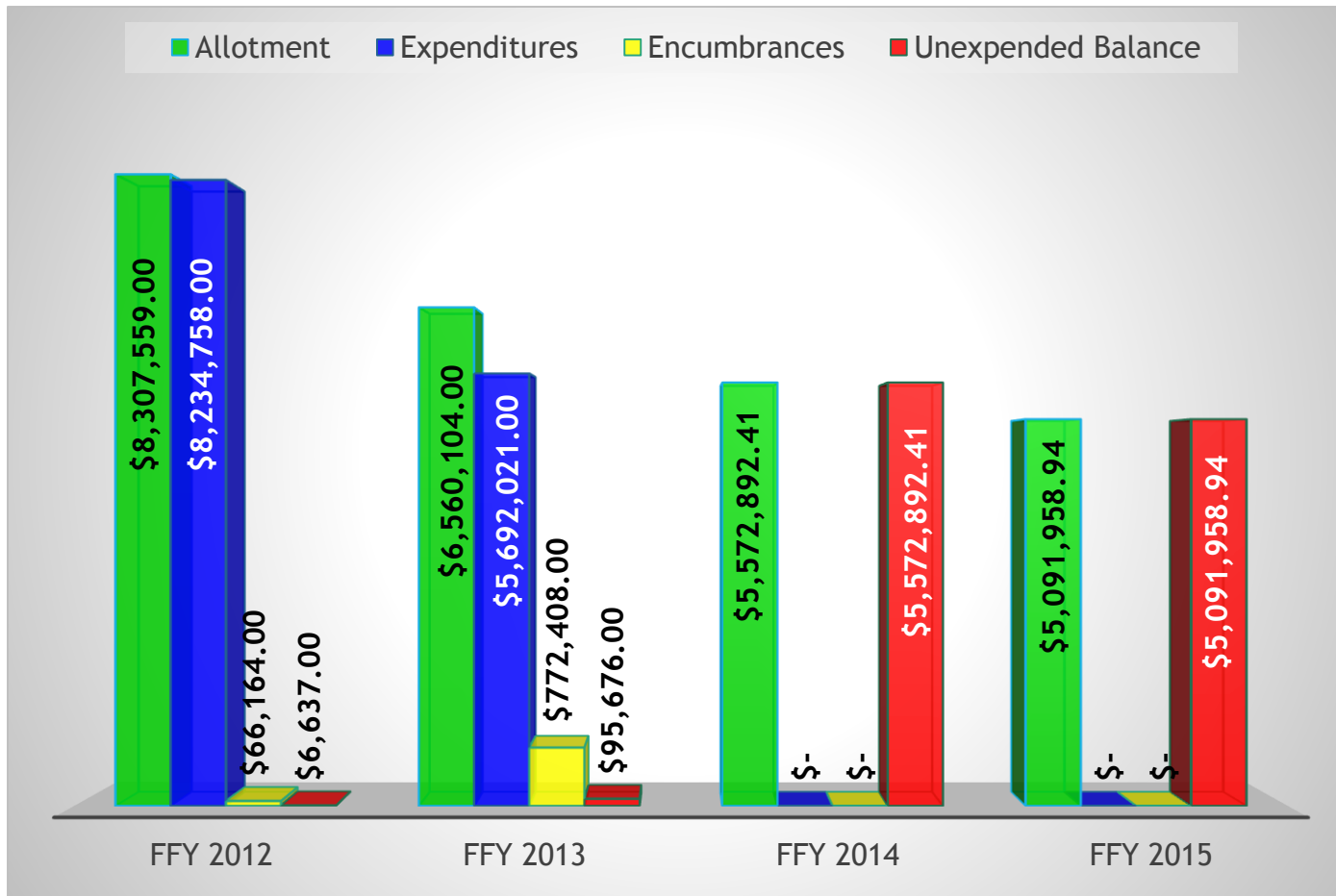
# Consolidated Grant



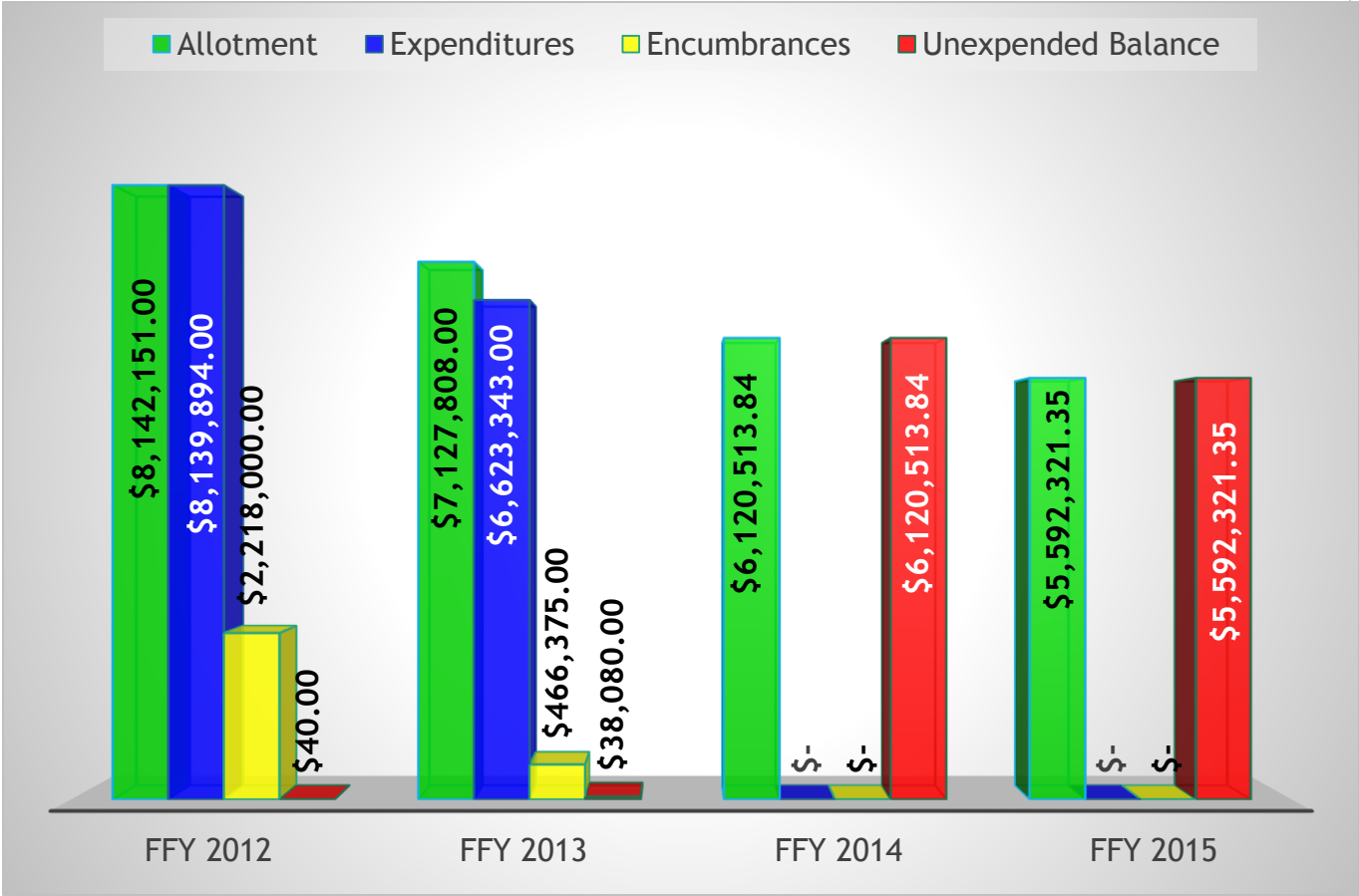
# State Programs



# St. Croix District

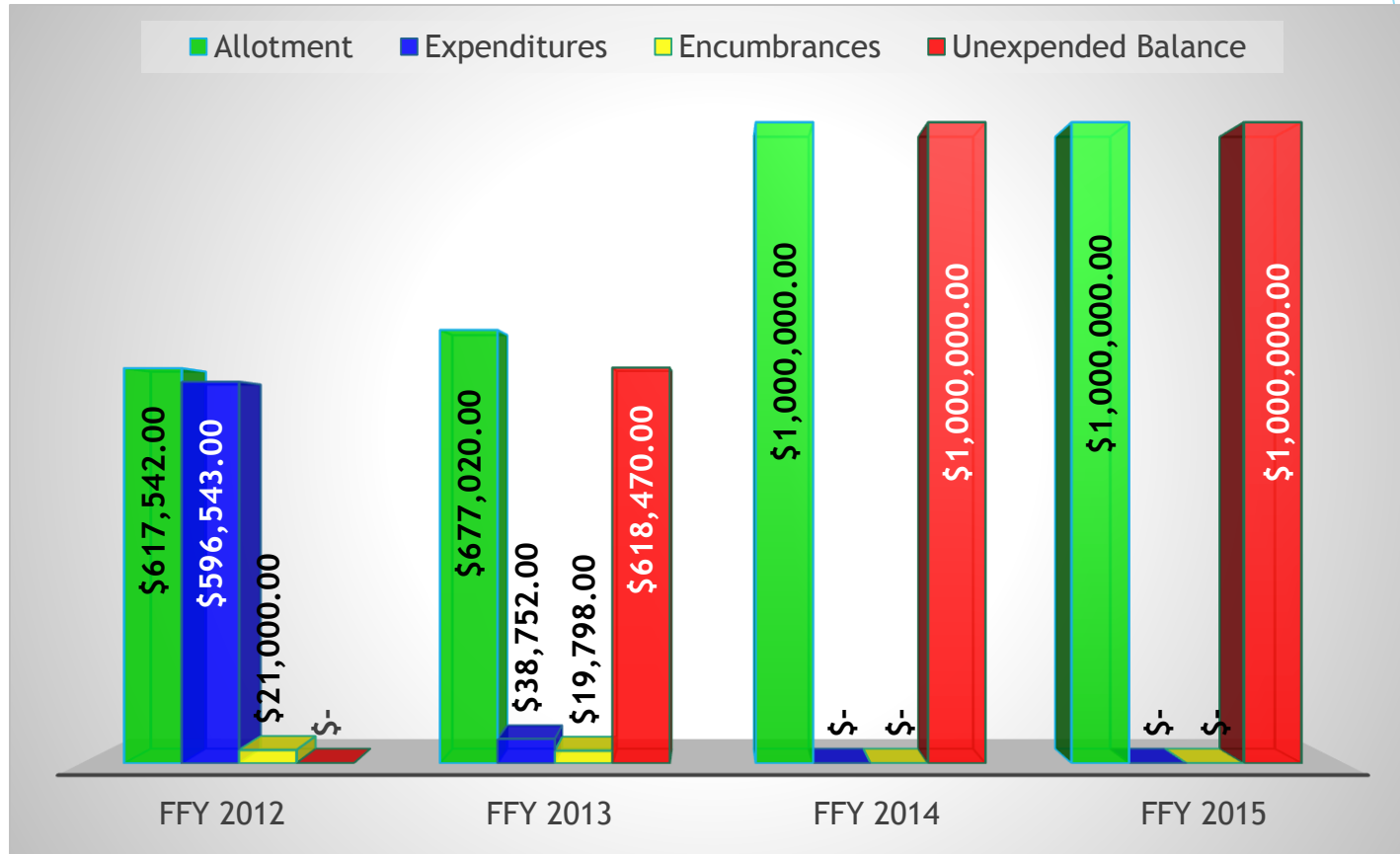


# St. Thomas/St. John District

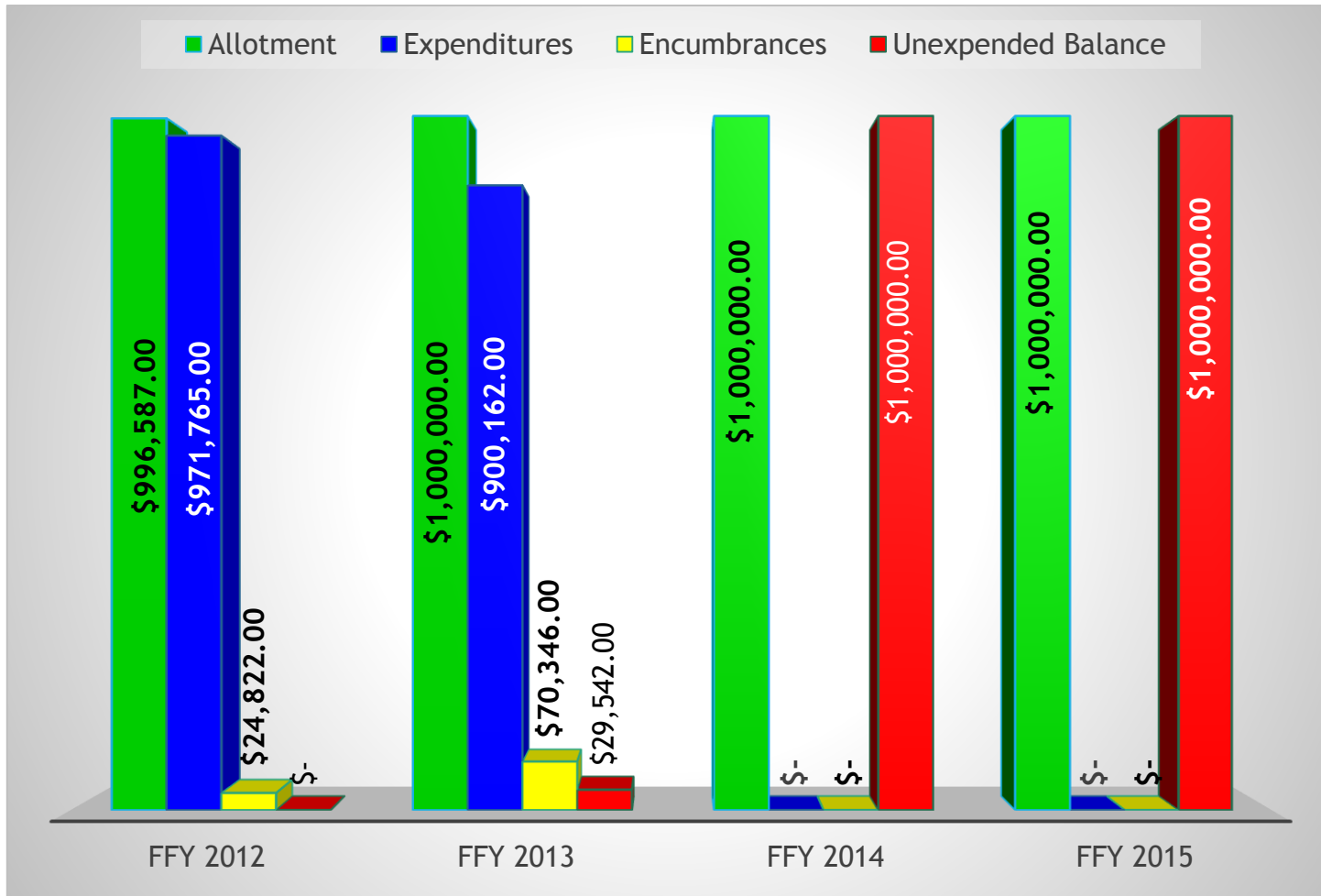




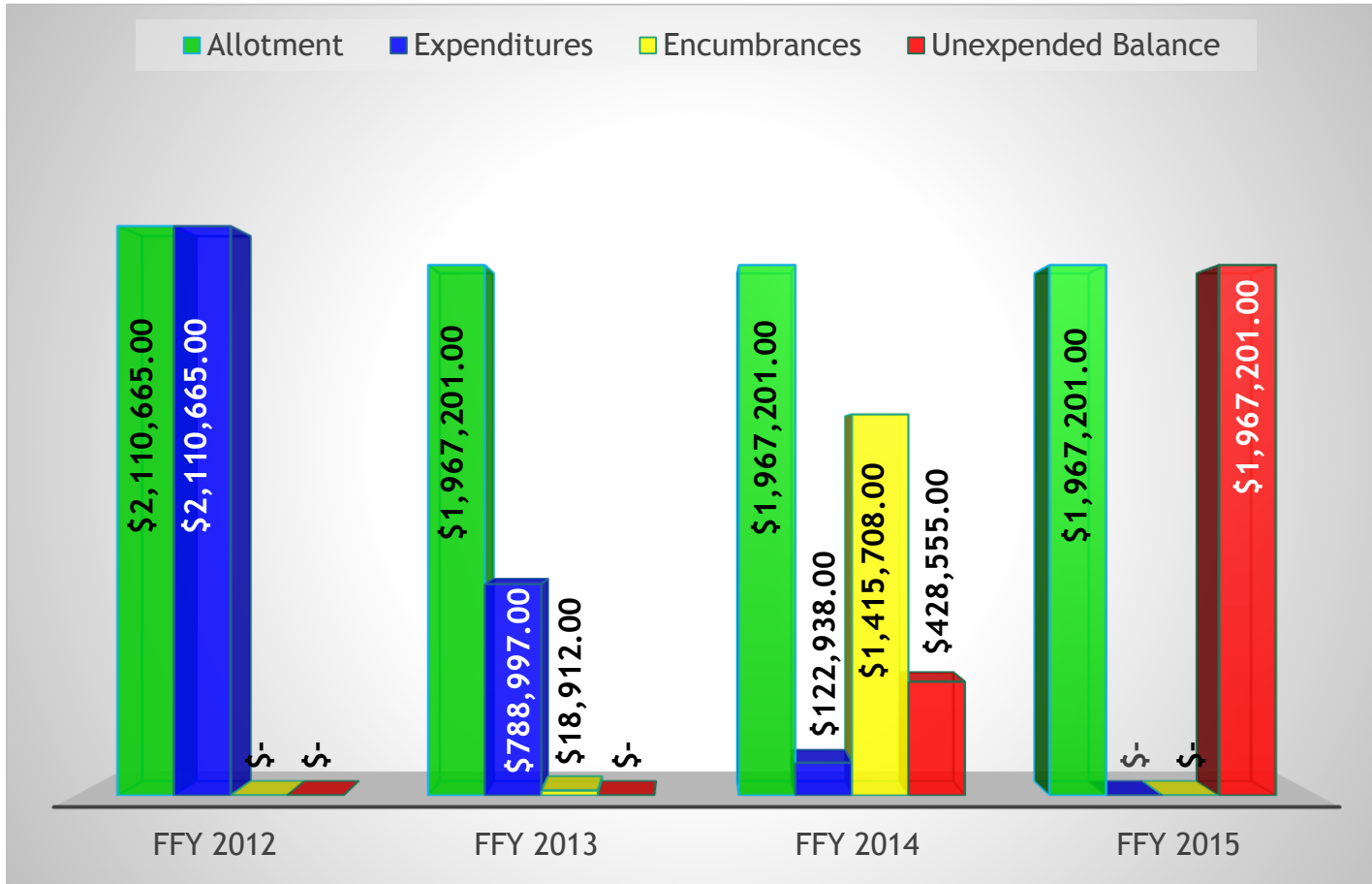
# Adult Education



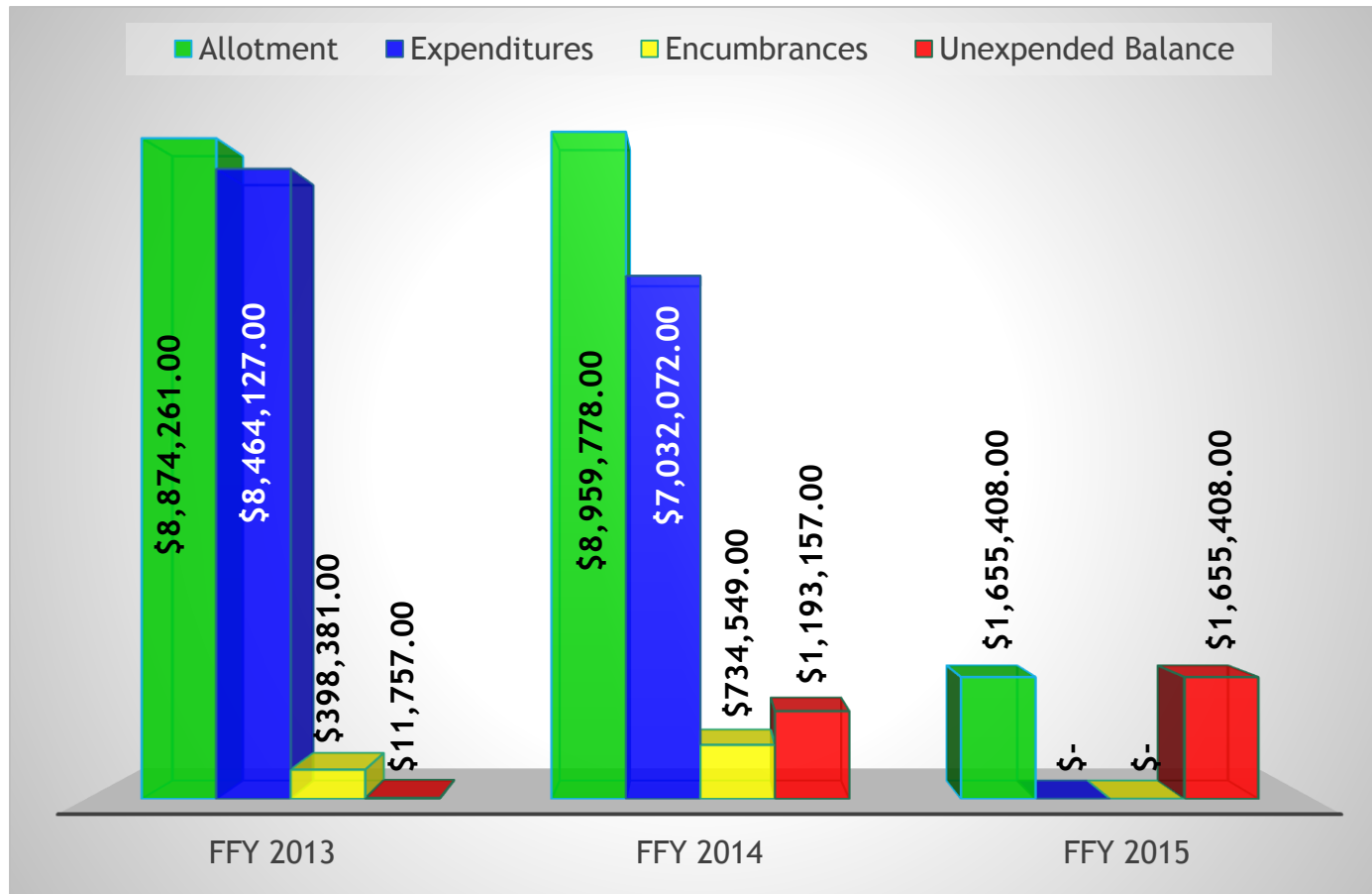
# Career and Technical Education



# 21<sup>st</sup> Century Community Learning Centers



# IDEA - Special Education

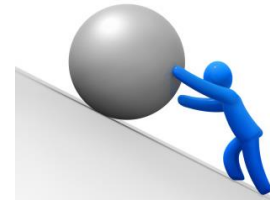


# Individual Grants



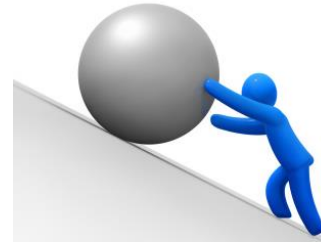
Program	Allotment	Expenditures	Encumbrances	Unexpended Balance
Striving Readers	\$ 1,045,863.00	\$ 853,050.00	\$ 118,000.00	\$ 74,813.00
Territories and Freely Associated States (TFASEG)	\$ 2,948,453.00	\$ 1,869,385.00	\$ 180,292.00	\$ 898,775.00
VI Virtual Information Systems (VIVIS)	\$ 2,606,687.00	\$ 391,835.00	\$ 46,951.00	\$ 2,167,901.00
Improving Education through Positive Climate (PBIS)	\$ 1,462,614.00	\$ 38,410.00	\$ 86,127.00	\$ 1,338,076.00
Advanced Placement Test Fees	\$ 13,623.00	\$ -	\$ -	\$ 13,623.00

# Challenges



- Late receipt of approved application (*to include carryover plans*) from USDE
- Special conditions on grant awards
- Timely procurement of goods and services in accordance with the approved Grant Application (*to include travel and per diems*)
  - **Failure to create a purchase order before the commencement of an activity**
  - **Start of employment prior to an executed per diem**

# Challenges (cont.)



- Adherence to deadlines
- Less than effective program management causing slow spending and excessive budget revisions



# Performance Periods



Federal Fiscal Year	OBLIGATION (obligate funds by the dates below to avoid carryover)	TYDINGS Carryover must be approved by USDE (best to obligate/encumber all federal funds during the first year of the grant for timely delivery of services)	All activities must be completed on or before	Purchase Order liquidation ends (all vendors must be paid to draw down funds)
FFY 2013	September 30, 2014	October 1, 2014 to September 30, 2015	September 30, 2015	December 31, 2015
FFY 2014	September 30, 2015	October 1, 2015 to September 30, 2016	September 30, 2016	December 31, 2016
FFY 2015	September 30, 2016	October 1, 2016 to September 30, 2017	September 30, 2017	December 31, 2017
FFY 2016	September 30, 2017	October 1, 2017 to September 30, 2018	September 30, 2018	December 31, 2018
FFY 2017	September 30, 2018	October 1, 2018 to September 30, 2019	September 30, 2019	December 31, 2019



# Goals



- Ensure that all federal funds available to the department are
  - applied for;
  - obtained; and
  - managed in accordance with specified terms and conditions.

100% Liquidation of FFY 2013 Federal funds (*work closely with procurement*)

100% timely obligation and liquidation of FFY 2014 carryover and FFY 2015 Federal funds (*upon receipt of approved application*)

- Ensure that all federal funds received into the territory are
  - utilized for the benefit of increasing student achievement;
  - supplemental to the Department; and
  - accounted for timely and appropriately.

# BUDGETS & REQUISITIONS



# Why Can't You Buy What You Want?

Funds must be used according to the approved application.

- ▶ Are the costs allowable?
- ▶ Are the costs allocable?
- ▶ Are the costs reasonable?



*Guide for allowable uses of funds:*

***OMB Circular A-87***

# Budgets

- ▶ Federal budgets are spending plans for programs.
- ▶ They must be as detailed as possible.
- ▶ They must mirror the approved application.
- ▶ They must reflect variances (*new indirect cost rate, new insurance rates, salary increases/decreases, etc.*).

# Sub Account Codes

## 575000 CAPITAL OUTLAY

- 575000 Machinery and equipment
- 575100 Computer hardware
- 541100 Capital expenditures, N.O.C.

## 540000 SUPPLIES

- 541000 Office supplies
- 543100 Food commodities
- 541100 Operating supplies
- 542000 Repairs and maintenance supplies
- 542100 Computers, cameras, printers, tools and other equipment (includes promethean boards)
- 545200 Professional books and Periodicals
- 546000 Data processing software
- 543000 Agriculture food and supplies

# Sub Account Codes (cont.)

## 564100 OTHER SERVICES

- 563100 Grants to Private Agencies or Individuals
- 560000 Travel
- 534000 Contractual/Professional Services
- 535000 Communication Services (Utilities)
- 536000 Non-Travel Transportation
- 535010 Advertising and Promotion
- 535020 Printing and Binding
- 531100 Debris Removal
- 533000 Rental of Buildings
- 564100 Other Services N.O.C.
- 534110 Training

# Sample Budget Worksheet

DEPARTMENT NAME: <u>EDUCATION</u> FEDERAL AWARD BUDGET:     FEDERAL AWARD BUDGET:     XXXXXXXXXXXX GRANT SUB-GRANT TITLE: GRANT PROGRAM TITLE: BUDGET REVISION #	FV	CFDA:	GRANT AWARD NO:	TOTAL BUDGET: FEDERAL GRANTOR AGENCY: GRANT AWARD BUDGET PERIOD: TOTAL INDIRECT COST RATE: 0.00 % DEPARTMENTAL INDIRECT COST: 0.00 % CENTRAL SERVICE INDIRECT COST: 0.00 %	
<b>DEPARTMENT/ AGENCY FEDERAL BUDGET PLAN OR IV</b>					
<b>REVENUE BUDGET</b>				<b>BUDGET BUDGET</b>	

		FEDERAL BUDGET				LOCAL BUDGET			TOTAL BUDGET	REVENUE		
		ORG	PROJECT			PROJECT				PROJECT		
OBJECT NO.	OBJECT CLASS	FEDERAL/LOCAL	FEDERAL SHARE	INCREASE/DECREASE	REVISED BUDGET	FY 00 - 0000	FY 00 - 000000	BUDGET BUDGET		FY 00 - 0000	OBJECT CLASS	REVENUE # 1, 2, 3, 4
457200	INDIRECT COST											Departmental Indirect Cost
<b>TOTAL REVENUE BUDGET</b>												
		EXPENDITURE BUDGET				LOCAL BUDGET			TOTAL BUDGET	EXPENDITURE		
		ORG	PROJECT			PROJECT				PROJECT		
OBJECT NO.	OBJECT CLASS	FEDERAL/LOCAL	FEDERAL SHARE	INCREASE/DECREASE	REVISED BUDGET	FY 00 - 0000	FY 00 - 000000	BUDGET BUDGET		FY 00 - 0000	OBJECT CLASS	REVENUE # 1, 2, 3, 4
511000	PERSONNEL											Subtotal Personnel
520010	FRINGE BENEFIT											
<b>SUBTOTAL PERSONNEL</b>												
531000	UTILITIES											
540000	SUPPLIES											
564100	OTHER											
575000	CAPITAL OUTLAY											
<b>SUBTOTAL BUDGET</b>												
563100	INDIRECT COST											Subtotal Indirect Cost
<b>SUB TOTAL</b>												
<b>TOTAL EXPENDITURE BUDGET</b>												
TRANSFER TO CENTRAL SERVICE (INDIRECT COST)												
RETAINED IN DEPARTMENT (INDIRECT COST)												
<b>TOTAL BUDGET LESS CAPITAL OUTLAY</b>												

SIGNATURE PROGRAM DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_ SIGNATURE DEPARTMENT HEAD: \_\_\_\_\_ DATE: \_\_\_\_\_

# **Please include the following necessary information on the budget worksheet:**

- ▶ **Fiscal Year**
- ▶ **Grant/Sub Grant Title**
- ▶ **Grant Program Title**
- ▶ **Total Budget**
- ▶ **Federal Grantor Agency**
- ▶ **Org Codes**
- ▶ **Project Code**



# Personnel/Fringe Benefits

DEPARTMENT NAME: EDUCATION	GRANT AWARD NO: 0
GRANT/SUB-GRANT TITLE: 0	GRANT AWARD BUDGET PERIOD: 0
GRANT PROGRAM TITLE: 0	
BUDGET REVISION #: 0	

BUDGET CONTROL #	POSITION TITLE	FEDERAL %	EMPLOYEE NUMBER	INSURANCE (FAMILY, SINGLE, VACANT, NONE)	EMPLOYEE	ANNUAL SALARY	PRORATED PERIOD	PRORATED SALARY	INCREASE/ DECREASE	REVISED SALARY
<b>Exempt (Sub-Account 511010)</b>										
						\$ -		\$ -	\$ -	\$ -
						\$ -		\$ -	\$ -	\$ -
						\$ -		\$ -	\$ -	\$ -
						\$ -		\$ -	\$ -	\$ -
						\$ -		\$ -	\$ -	\$ -
						\$ -		\$ -	\$ -	\$ -
						\$ -		\$ -	\$ -	\$ -
						\$ -		\$ -	\$ -	\$ -
						\$ -		\$ -	\$ -	\$ -
						\$ -		\$ -	\$ -	\$ -
						\$ -		\$ -	\$ -	\$ -
Subtotal Exempt Employees						\$ -		\$ -	\$ -	\$ -
<b>Classified (Sub Account 511000)</b>										
						\$ -		\$ -	\$ -	\$ -
						\$ -		\$ -	\$ -	\$ -
						\$ -		\$ -	\$ -	\$ -
						\$ -		\$ -	\$ -	\$ -
						\$ -		\$ -	\$ -	\$ -
						\$ -		\$ -	\$ -	\$ -
						\$ -		\$ -	\$ -	\$ -
						\$ -		\$ -	\$ -	\$ -
Subtotal Classified Employees						\$ -		\$ -	\$ -	\$ -
<b>Part time, per diem (Sub Account 512000)</b>										
						\$ -		\$ -	\$ -	\$ -
						\$ -		\$ -	\$ -	\$ -
						\$ -		\$ -	\$ -	\$ -
Subtotal Part time, per diem						\$ -		\$ -	\$ -	\$ -
<b>PRIME ACCOUNT TOTAL 15100 - PERSONAL COSTS</b>						\$ -		\$ -	\$ -	\$ -
<b>Sub Accounts FRINGE BENEFITS</b>										
522200	WORKMAN'S COMPENSATION (\$115.83 per fulltime employees)					<i>Calculate the Workman's Compensation</i>		\$ -	\$ -	\$ -
521000	FICA (7.65% TO A CEILING OF \$106,800)							\$ -	\$ -	\$ -
522000	HEALTH INSURANCE (\$9,468.24 PER FAMILY, \$5,385.84 SINGLE, \$7,427.04 VACANT, \$51.84 NONE)					<i>Calculate the Health Insurance Cost</i>		\$ -	\$ -	\$ -
520010	RETIREMENT (17.5% NO CEILING)							\$ -	\$ -	\$ -
522100	UNEMPLOYMENT INSURANCE (0.004% NO CEILING)							\$ -	\$ -	\$ -
<b>PRIME ACCOUNT TOTAL 35190 - FRINGE BENEFITS</b>						\$ -		\$ -	\$ -	\$ -
563300	INDIRECT COST PERSONNEL SERVICES							\$ -	\$ -	\$ -
563300	INDIRECT COST FRINGE BENEFITS							\$ -	\$ -	\$ -

# Personnel/Fringe Benefits

- ▶ Is each position supported by the grant identified in the budget?
- ▶ Are the duties of the positions identified in the budget narrative?
- ▶ Is the percentage allotted for each employee correct? (local vs. federal)
- ▶ Is the correct compensation listed for each employee?
- ▶ Is the correct rate used to calculate Workman's Compensation, Health Insurance and Retirement?

# Please include the following necessary information on the personnel/fringe worksheet:

- ▶ Position Control Number(s)
- ▶ Position Title
- ▶ Federal Percentage
- ▶ Employee Number(s)
- ▶ Employee Name(s)
- ▶ Annual Salary
- ▶ Prorated salary (if necessary)
- ▶ Workman's Compensation
- ▶ Health Insurance
- ▶ Retirement

***Please note: If you have employees that are 'split', their Workman's Compensation and Health Insurance should also be split.***

# Capital Outlay

DEPARTMENT NAME: EDUCATION	GRANT AWARD NO: 0
	GRANT AWARD BUDGET PERIOD: 0
GRANT/SUB-GRANT TITLE: 0	
GRANT PROGRAM TITLE: 0	
BUDGET REVISION #	0

## CAPITAL OUTLAY

DESCRIPTION	ORIGINAL BUDGET	INCREASE DECREASE	REVISED BUDGET
<b>MACHINERY &amp; EQUIPMENT</b>			
1	\$ -	\$ -	\$ -
2	\$ -	\$ -	\$ -
3	\$ -	\$ -	\$ -
4	\$ -	\$ -	\$ -
5	\$ -	\$ -	\$ -
6	\$ -	\$ -	\$ -
7	\$ -	\$ -	\$ -
8	\$ -	\$ -	\$ -
TOTAL MACHINERY & EQUIPMENT	\$ -	\$ -	\$ -
<b>COMPUTER HARDWARE</b>			
1	\$ -	\$ -	\$ -
2	\$ -	\$ -	\$ -
3	\$ -	\$ -	\$ -
4	\$ -	\$ -	\$ -
5	\$ -	\$ -	\$ -
6	\$ -	\$ -	\$ -
7	\$ -	\$ -	\$ -
8	\$ -	\$ -	\$ -
TOTAL COMPUTER HARDWARE	\$ -	\$ -	\$ -
<b>CAPITAL EXPENDITURES, N.O.C.</b>			
1	\$ -	\$ -	\$ -
2	\$ -	\$ -	\$ -
3	\$ -	\$ -	\$ -
4	\$ -	\$ -	\$ -
5	\$ -	\$ -	\$ -
6	\$ -	\$ -	\$ -
7	\$ -	\$ -	\$ -
8	\$ -	\$ -	\$ -
TOTAL CAPITAL EXPENDITURES, N.O.C.	\$ -	\$ -	\$ -
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# Capital Outlay/Supplies/Other Services

DEPARTMENT NAME: EDUCATION	GRANT AWARD NO: 0
GRANT/SUB-GRANT TITLE: 0	GRANT AWARD BUDGET PERIOD: 0
GRANT PROGRAM TITLE: 0	
BUDGET REVISION #: 0	

	ORIGINAL BUDGET	INCREASE DECREASE	REVISED BUDGET
<b>CAPITAL OUTLAY</b>			
575000 MACHINERY & EQUIPMENT (Capital Outlay)	-	-	-
575100 COMPUTER HARDWARE (Capital Outlay)	-	-	-
577000 CAPITAL EXPENDITURES, N.O.C. (Capital Outlay)	-	-	-
<b>Sub-total Capital Outlay</b>	\$ -	\$ -	\$ -
<b>SUPPLIES</b>			
541000 OFFICE SUPPLIES	-	-	-
543100 FOOD COMMODITIES	-	-	-
541100 OPERATING SUPPLIES	-	-	-
542000 REPAIR/MAINTENANCE SUPPLIES	-	-	-
542100 SMALL TOOLS & MINOR EQUIPMENT	-	-	-
546000 DATA PROCESSING SOFTWARE	-	-	-
545200 PROF. REF. BOOKS/PERIODICALS	-	-	-
543000 AGRICULTURE FOOD AND SUPPLIES	-	-	-
<b>Sub-total Supplies</b>	\$ -	\$ -	\$ -
<b>OTHER SERVICES &amp; CHARGES</b>			
563100 GRANTS TO PRIVATE AGENCIES OR INDIVIDUALS	-	-	-
SUBTOTAL	-	-	-
560000 TRAVEL (Other Services)	-	-	-
# INTER ISLAND TRIPS -	-	-	-
# MAINLAND TRIPS -	-	-	-
MILEAGE REIMBURSEMENT	-	-	-
SUBTOTAL	-	-	-
534000 CONTRACTUAL/PROFESSIONAL SERVICES (Other Services)	-	-	-
535000 COMMUNICATION SERVICES (Utilities)	-	-	-
536000 TRANSPORTATION (NOT TRAVEL)	-	-	-
535010 ADVERTISING & PROMOTION	-	-	-
535020 PRINTING & BINDING	-	-	-
531100 DEBRIS REMOVAL	-	-	-
532000 REPAIRS & MAINTENANCE	-	-	-
533000 RENTAL OF BLDGS (Rentals)	-	-	-
533020 RENTAL OF EQUIPMENT & OTHER (Rentals)	-	-	-
564100 OTHER SERVICES N.O.C. (Other Services)	-	-	-
534110 TRAINING (Other Services)	-	-	-
SUBTOTAL	-	-	-
<b>Sub-total Other Services</b>	\$ -	\$ -	\$ -
<b>UTILITIES</b>			
530000 ELECTRICITY (Utilities)	-	-	-
531010 WATER	-	-	-
<b>Sub-total Utilities</b>	\$ -	\$ -	\$ -
<b>563300 INDIRECT COST</b>	\$ -	\$ -	\$ -

# Other Services

DEPARTMENT NAME: EDUCATION		GRANT AWARD NO: 0	
		GRANT AWARD BUDGET PERIOD: 0	
GRANT/SUB-GRANT TITLE: 0			
GRANT PROGRAM TITLE: 0			
BUDGET REVISION #: 0			
DETAILS FOR PROFESSIONAL SERVICES, TRAVEL AND OTHER SERVICES N.O.C.			
DESCRIPTION	ORIGINAL BUDGET	INCREASE DECREASE	REVISED BUDGET
<b>PROFESSIONAL SERVICES</b>			
1	\$ -	\$ -	\$ -
2	\$ -	\$ -	\$ -
3	\$ -	\$ -	\$ -
4	\$ -	\$ -	\$ -
5	\$ -	\$ -	\$ -
TOTAL PROFESSIONAL SERVICES	\$ -	\$ -	\$ -
<b>TRAVEL</b>			
<u># INTER ISLAND TRIPS</u>			
1	\$ -	\$ -	\$ -
2	\$ -	\$ -	\$ -
3	\$ -	\$ -	\$ -
4	\$ -	\$ -	\$ -
5	\$ -	\$ -	\$ -
SUB-TOTAL	\$ -	\$ -	\$ -
<u># MAINLAND TRIPS</u>			
1	\$ -	\$ -	\$ -
2	\$ -	\$ -	\$ -
3	\$ -	\$ -	\$ -
4	\$ -	\$ -	\$ -
5	\$ -	\$ -	\$ -
SUB-TOTAL	\$ -	\$ -	\$ -
<u>MILEAGE REIMBURSEMENT</u>			
1	\$ -	\$ -	\$ -
2	\$ -	\$ -	\$ -
3	\$ -	\$ -	\$ -
4	\$ -	\$ -	\$ -
5	\$ -	\$ -	\$ -
SUB-TOTAL	\$ -	\$ -	\$ -
TOTAL TRAVEL	\$ -	\$ -	\$ -
<b>OTHER SERVICES N.O.C.</b>			
1	\$ -	\$ -	\$ -
2	\$ -	\$ -	\$ -
3	\$ -	\$ -	\$ -
4	\$ -	\$ -	\$ -
5	\$ -	\$ -	\$ -
TOTAL OTHER SERVICES N.O.C.	\$ -	\$ -	\$ -
<b>TRAINING</b>			
1	\$ -	\$ -	\$ -
2	\$ -	\$ -	\$ -
3	\$ -	\$ -	\$ -
4	\$ -	\$ -	\$ -
5	\$ -	\$ -	\$ -
TOTAL TRAINING	\$ -	\$ -	\$ -

# Budget Revisions



# When can budget revisions be done?

- Programs will be allowed no more than 3 revisions.
- Revision requests must be forwarded to the Office of Federal Grants no later than April 30<sup>th</sup>.

*You are encouraged to submit your revision on time.*

**Please note that if your revision request is outside of the threshold, the request must be forwarded to the US Department of Education for approval.**



# Budget Revision Process

1. Complete the budget revision form
2. Submit to the Office of Federal Grants for review and approval/disapproval
3. If approved, it will be forwarded to Budget Control. If disapproved, the program will be notified.
4. Budget Control will then enter in the Tyler Munis system and forward to BCA
5. BCA will review, approve, and post

# Budget Revision Memo

**Memorandum**

To: Office of Federal Grants

From:

Date:

**RE: Federal Budget Revision Request**

From				To			
Project Code	Org Code	Object Code	Amount	Project Code	Org Code	Object Code	Amount
<b>Total</b>			<b>\$</b>	<b>Total</b>			<b>\$</b>

**Note:** The total of the **From** column and the **To** column must be equal.

**Please answer the following questions.**

1. Why are these funds available?
2. Why is the budget revision necessary?
3. How will the funds be reprogrammed?

Approved/Disapproved

\_\_\_\_\_  
LEA Program Manager

\_\_\_\_\_  
Federal Grants Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Reasons Other Revisions May be Needed

- ▶ New Indirect Costs Rate(s)
- ▶ New Workman's Compensation Rates
- ▶ New Insurance Rates

**2014**

**2015**

- |          |            |             |
|----------|------------|-------------|
| ▶ Family | \$9,893.28 | \$10,085.76 |
| ▶ Single | \$5,733.36 | \$5,733.36  |
| ▶ Vacant | \$7,813.32 | \$5,733.36  |
| ▶ None   | \$51.84    | \$51.84     |
- ▶ Changes in the Retirement Percentage
  - ▶ Salary Increases or Decreases



# Revisions requiring USDE approval

- ▶ Program changes outside approved application
- ▶ Adding new components to program
- ▶ Dropping components from program



# Requisitions



# Avoiding Delays/Rejections of your Requisition(s)

- ▶ Enter contact in Reference section of requisition
- ▶ Check Fixed Asset box
- ▶ Upload Classroom Assignment form if there is multiple distribution of goods/assets
- ▶ Enter additional detail in Description box to ensure clarity
- ▶ Match requisition description with quotes - line by line (Do not bulk enter!!)
- ▶ Enter shipping in the freight cell as stated on the quote

## Avoiding Delays in your Requisition(s) (cont.)

- Ensure quantity and unit price are not **transposed**
- Ensure all required documents pertaining to the requisition are attached:
  - Quotations (3)
  - Justification letter
  - Sole source letter (*when applicable*)
  - SAMS form (*date of quote or later*)
  - Fixed Asset form (*when applicable*)
  - Contract (*when applicable*)



# TOOLS







# Per Diems

Secondary School Improvement Initiatives - IEKHS			Project Code: F1541		Org Code: 01C69B21						
			BRIDGE								
			Administrators @ \$40 per hour for 125 hours for the school year		Teachers @ \$22 per hour for 104 hours		Paraprofessionals/Support Staff @ \$15 per hour for 104 hours				
NAME	ARRIVAL DATE	ACTIVITY DATE	PERSONNEL	FICA	PERSONNEL	FICA	PERSONNEL	FICA	APPROVED/REJECTED	COMMENTS	APPROVED/REJECTED DATE
<b>BUDGET REVISION</b>	<b>06/12/12</b>	<b>N/A</b>	\$ 7,166.00	\$ 548.20	\$ 24,064.00	\$ 1,840.90	\$ 3,120.00	\$ 238.68			
Principal A			\$ (2,526.30)	\$ (193.26)							
Principal B			\$ (1,760.40)	\$ (134.67)							
Teacher A					\$ (2,200.00)	\$ (168.30)					
Teacher B					\$ (2,200.00)	\$ (168.30)					
Paraprofessional/Support Staff A							\$ (1,500.00)	\$ (114.75)			
Teacher C					\$ (1,760.00)	\$ (134.64)					
Teacher D					\$ (2,200.00)	\$ (168.30)					
Teacher E	06/21/12	06/25/12 - 07/30/12			\$ (2,200.00)	\$ (168.30)			Approved	N/A	07/02/12
Teacher F					\$ (2,200.00)	\$ (168.30)					
Teacher G	06/21/12	06/25/12 - 07/30/12			\$ (2,200.00)	\$ (168.30)			Approved	N/A	07/02/12
<b>Principal A</b>			\$ 140.35	\$ 10.74							
<b>Principal B</b>			\$ 1,760.40	\$ 134.67							
<b>Teacher A</b>					\$ 330.00	\$ 25.25					
<b>Teacher B</b>					\$ 330.00	\$ 25.25					
<b>Paraprofessional/Support Staff A</b>							\$ 157.50	\$ 12.05			
<b>Teacher C</b>					\$ 330.00	\$ 25.25					
<b>Teacher D</b>					\$ 330.00	\$ 25.25					
<b>Teacher E</b>					\$ 363.00	\$ 27.77					
<b>Teacher F</b>					\$ 660.00	\$ 50.49					
<b>Teacher G</b>					\$ 2,200.00	\$ 168.30					
<b>BUDGET REVISION</b>	<b>09/10/12</b>		\$ (1,926.05)	\$ (147.34)	\$ (7,636.00)	\$ (584.15)	\$ (277.50)	\$ (21.23)	Approved	N/A	09/10/12
			\$ -	\$ 0.00	\$ -	\$ -	\$ -	\$ -			

# Travel

PROGRAM XYZ - 00402024															
DATE	GTR #	NAME OF TRAVELER	ACTIVITY	ESTIMATED TRAVEL COST	AIRFARE	HOTEL	GVI	TRAVELER	TOTAL TRAVEL COST	PRE APPROVAL			TYLER MUNIS PRE ENCUMBERED		STATUS
										APPROVED/REJECTED	DATE	COMMENTS	CASH ADVANCE	AIRFARE	
				\$					6,000.00						
	T-100-12	Jane Doe	Conference	\$ 3,000.00					\$ 3,000.00						
03/23/12	T-101-12	John Doe		\$ 4,000.00					\$ 4,000.00	Rejected	03/23/12	Insufficient funds			
04/01/12		BUDGET REVISION							\$ 5,000.00	Approved	04/01/12	N/A	N/A	N/A	Completed
	T-100-12	Jane Doe	Conference	\$ 3,000.00	\$ (750.00)		\$ (1,800.00)		\$ 450.00	Approved	04/16/12	N/A	06/25/12	06/26/12	Completed
04/16/12	T-101-12	John Doe		\$ 4,000.00	\$ (750.00)		\$ (1,800.00)		\$ 1,450.00	Approved	04/16/12	N/A	06/25/12	06/26/12	Completed
07/01/12		BUDGET REVISION							\$ (900.00)	Approved	04/01/12	N/A	N/A	N/A	Completed
ENDING BALANCE				\$					-						



# We must continue our:

- ▶ Spending
- ▶ Tracking
- ▶ Monitoring
- ▶ Liquidating



# Questions





Thank You!



Michelle