CHARTER LEAS BASIC BUDGET PROCESS May 8, 2014

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404-657-9968

Budget Flow Chart

- June Get with Bookkeeper to expend all FY14 state funds, all federal carryover from FY13 & any part of your current federal FY14 allocation as needed.
- 2. Clean-up budgets/submit amendments as needed June 15 deadline. If more than 25% of any function code has been expended then amendment is needed. Close books.
- 3. July LEA updates FY15 CLIP with revised targets and strategies. July 31 CLIP final due date. Do paper budget so it's ready for the Consolidated Application.
- 4. Review MOE FY14 vs. FY13 for compliance and your FY15 MOE eligibility.
- 5. August Complete sp. ed. plan in Program Info proportionate share, personnel, and CEIS. Review Fiscal Effort and upload attachments MOE eligibility, SPP and others if appropriate. If sp. ed. section of CLIP approved, budgets can be processed.
- 6. Sept. Check FY 14 MOE before closing books. Final due date for FY15 special ed. grant budgets is Sept. 30.
- 7. Oct. Dec. Check Oct. FTE 1 closely or you lose funds. Submit FY14 carryover amendments total budget.
- 8. Jan. March Semi-annual certifications for any federal funded employee or a monthly log. Start local budget plan process. Get ready for March FTE- 3 count.



FUNDING EDUCATION

- GA district budgets for FY13 were:
 - 51% State funds or \$7.2 Billion
 - 41% Local funds or \$5.7 Billion, and
 - 8% Federal funds or 1.1 Billion

- Special ed. funding thru QBE/FTE and other state grants is about \$ 1 Billion (\$986 Million)
- State and local expenditures are important for 3 administrative rules for special education



3 Administrative Responsibilities

- Maintenance of Effort (MOE) Amount of local only or state/local expenditures for SWD must be maintained – Eligibility and Compliance MOE.
- Eligibility MOE to determine eligibility for IDEA allocation, an LEA must budget at least the same total or per pupil amount in state/local funds as it spent in the most recent prior year.
- Compliance MOE local or state/local expenditures for SWD is same or greater in FY14 than FY13.

Doing the Math for MOE in FY15

Eligibility: If an LEA expends \$90,000 in FY13 or 14 and sp. ed. projected budget is \$95,000 in FY15, the LEA meets the IDEA MOE eligibility requirement for receiving the FY15 IDEA grant award.

• Compliance: If an LEA expended \$90,000 in FY13 and expends \$92,000 in FY14, the LEA meets the MOE compliance requirement for FY13 to FY14. Auditors will check your FY14 local or state/local special education expenditures in FY15.



3 Administrative Responsibilities

2. Supplement not supplant requirement:

 IDEA funds must be used to supplement State, local and other Federal funds and not supplant them – 34 CFR 300.202

BUT

 If an LEA maintains its fiscal effort (MOE), it will only be using IDEA funds to supplement local or state/local funds, and not supplant.



3 Administrative Responsibilities

3. Excess Cost requirement:

 IDEA funds may only be used to pay for the excess costs of providing special education and related services for SWD – 34 CFR 300.202 (a)(2)

 Cost in excess of the average annual per pupil expenditures in an LEA during the preceding year for which expenditures are available for an elementary OR secondary school student.



FY2015 Budget

- 1. General funds Revenue Fund 100
 - a. State QBE Sp Ed Program Code 2011

Category I funds =
$$2021$$

II = 2031

III = 2041

IV = 2051

V = 2061

b. Local funds = 2023, 2033, 2043, 2053, 2363

FY2015 Budget

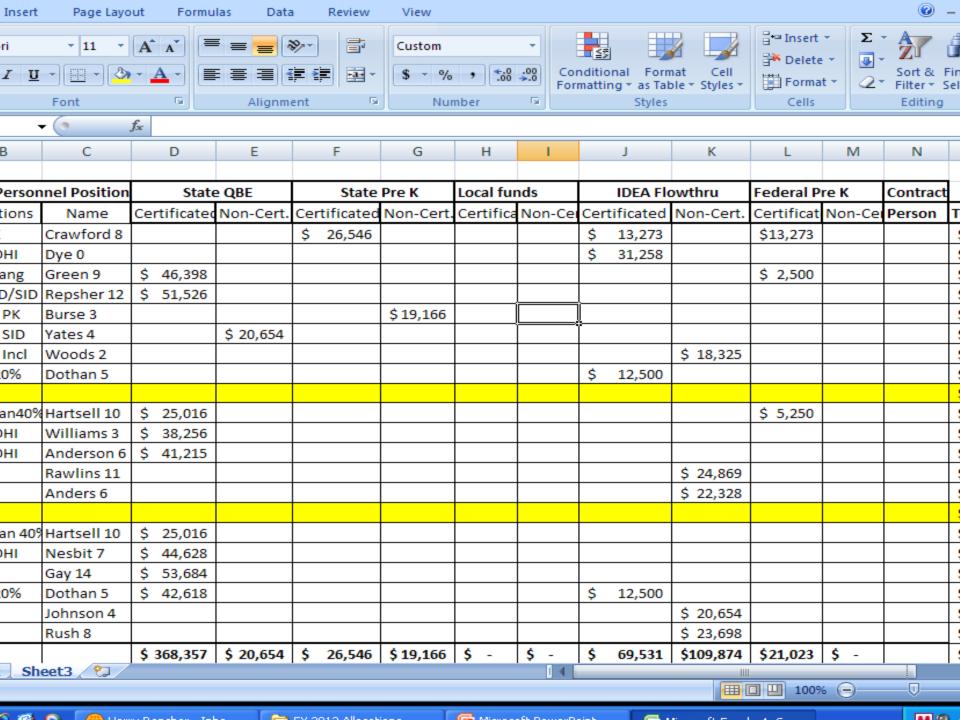
- 2. Federal IDEA funds Revenue Fund 404
 - a. Federal Preschool Program = 2820
 - b. IDEA Flow through Program = 2824
 - c. High Cost Fund Grant = 1831

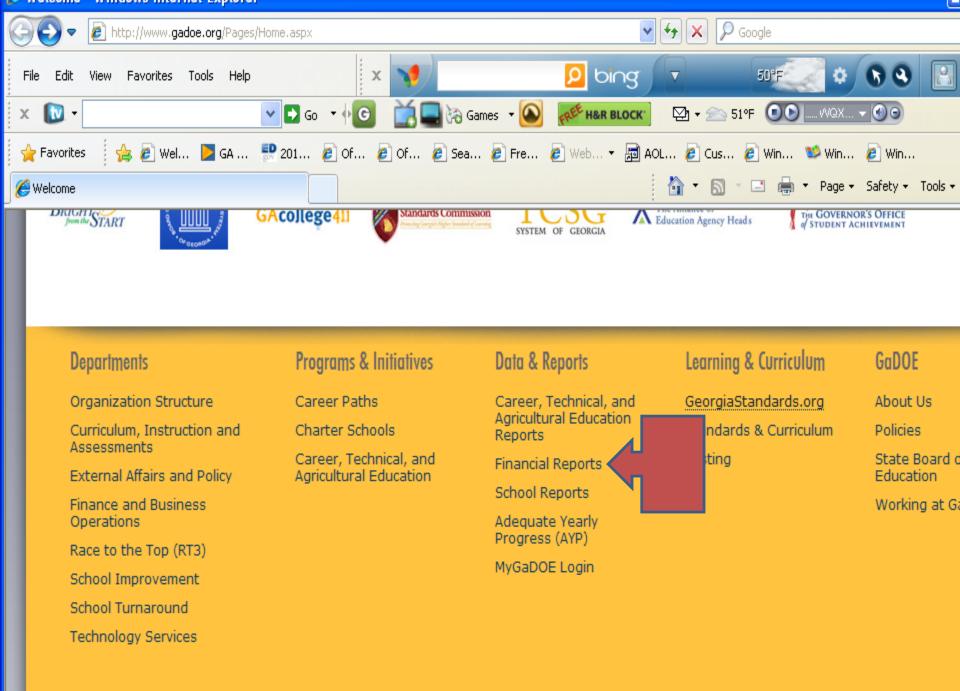
 Federal funding is about \$340 Million for special education with over \$305 Mil.to LEAs plus \$14 Mil. for GNETS & GLRS which supports the LEAs

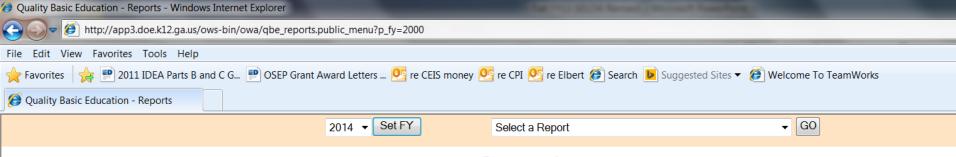
Preparing for FY2015 Budget

- Check state allocations and local funding
 - 1. Must use earned QBE for teacher positions first
 - 2. Must use QBE for School Psychologist/Social Worker
 - 3. Must use QBE for Sp Ed Leadership Sp Ed Director
 - 4. Use operational funds for teacher supplies
- Check federal funds for excess cost needs
 - 1. New teacher and preschool positions
 - 2. Most related services and contract service positions
 - 3. Assistant Director/Supervisor/Coordinator/
 Specialist/Facilitators above the QBE allotments
 - 4. Office staff and other excess cost items









Georgia Department of Education

Dr. John D.Barge State Superintendent of Schools

QBE REPORTS

Instructions

- · Select Year from the drop down box above.
- · Click Set FY.
- Select the desired report from the drop down box above.
- Click GO.

NOTE: All the reports will have to be printed using Legal Size paper (8.5"x14") and in Landscape format.

In order to View and Print these reports, Adobe Acrobat Reader should be installed in your computer. If this software is not installed in your computer, then please download a free copy from this site.

Acrobat Reader





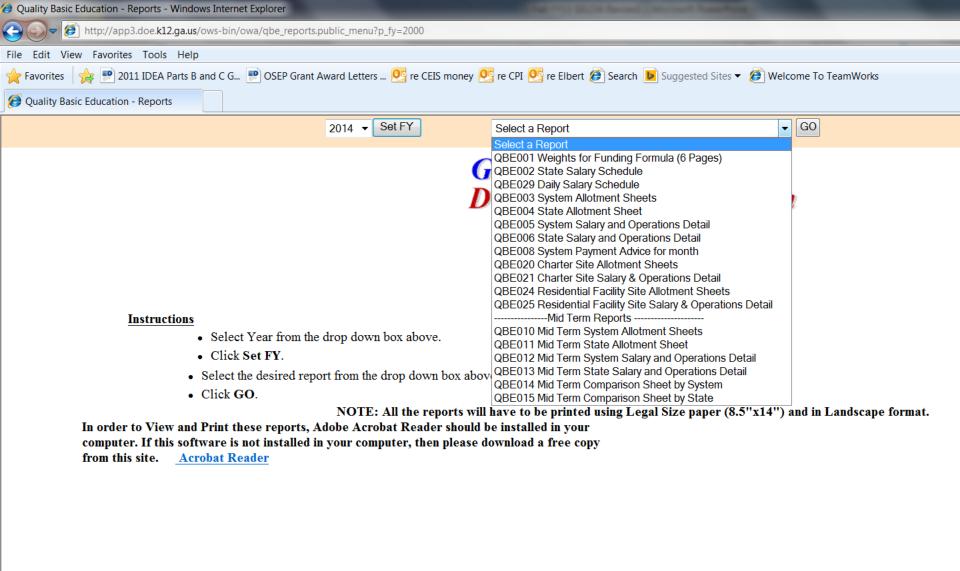
















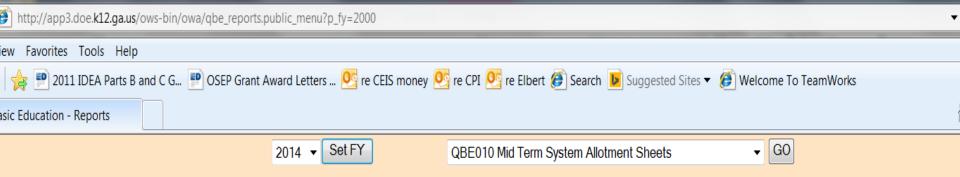










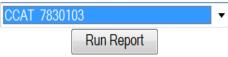


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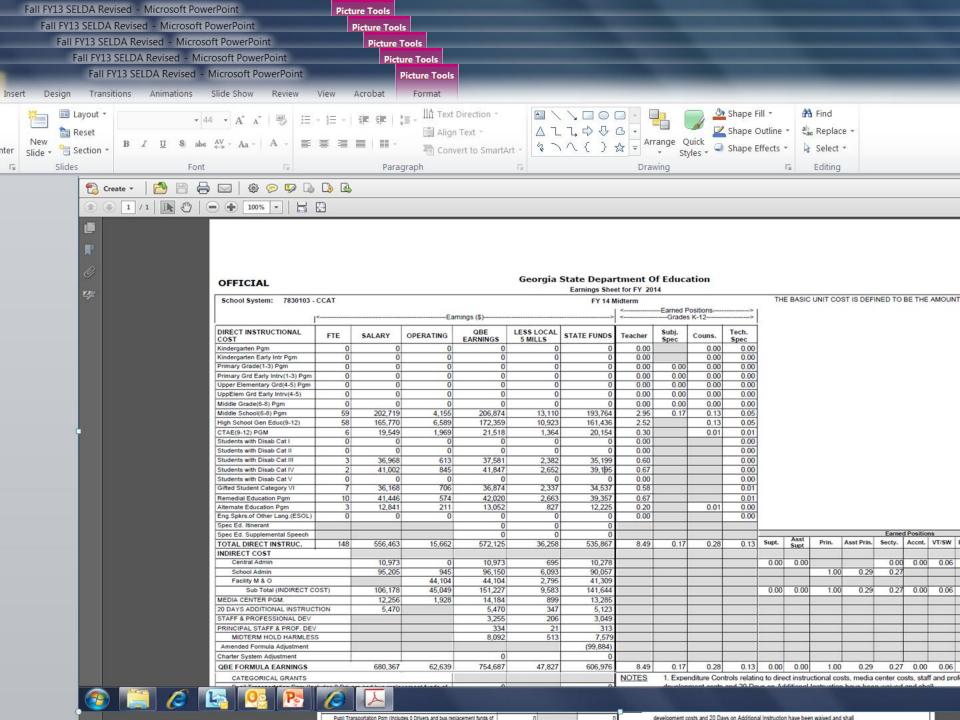
Georgia Department of Education

Dr. John D.Barge State Superintendent of Schools

Quality Basic Education - Reports



Select a System and Click on Run Report



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Window Help



























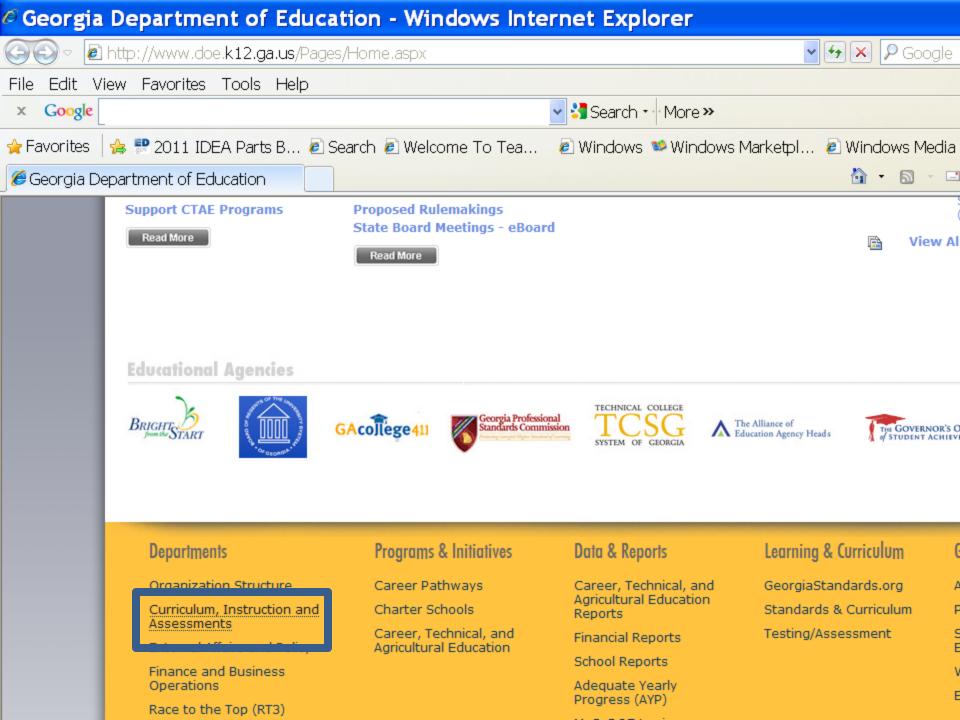


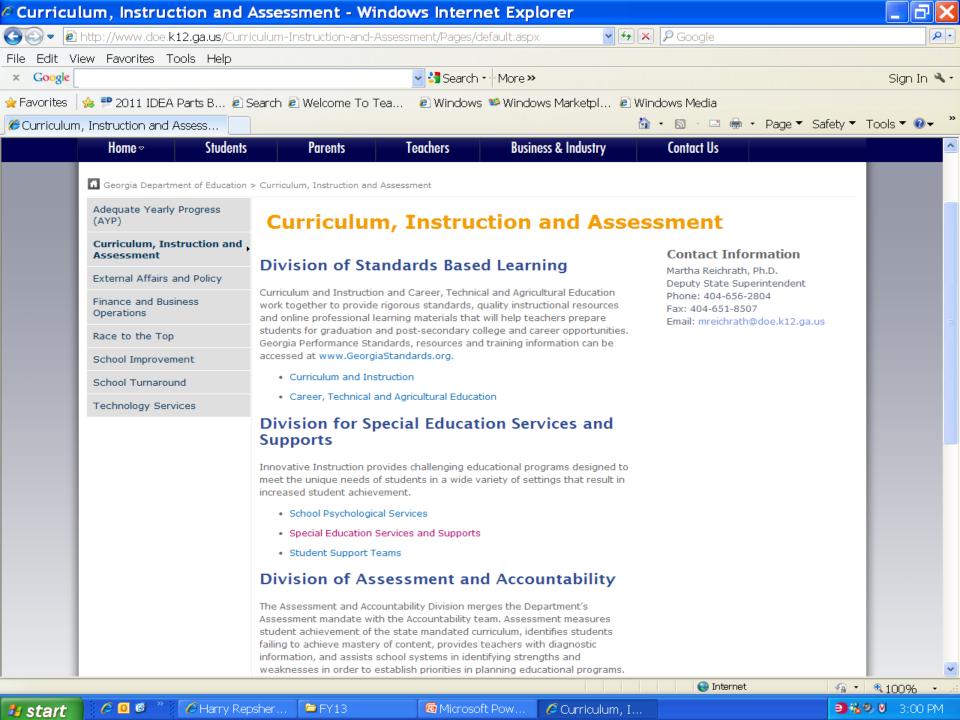
SALARY & OPERATION DETAILS FY: 2014 Folder Name: FY 14 Midterm

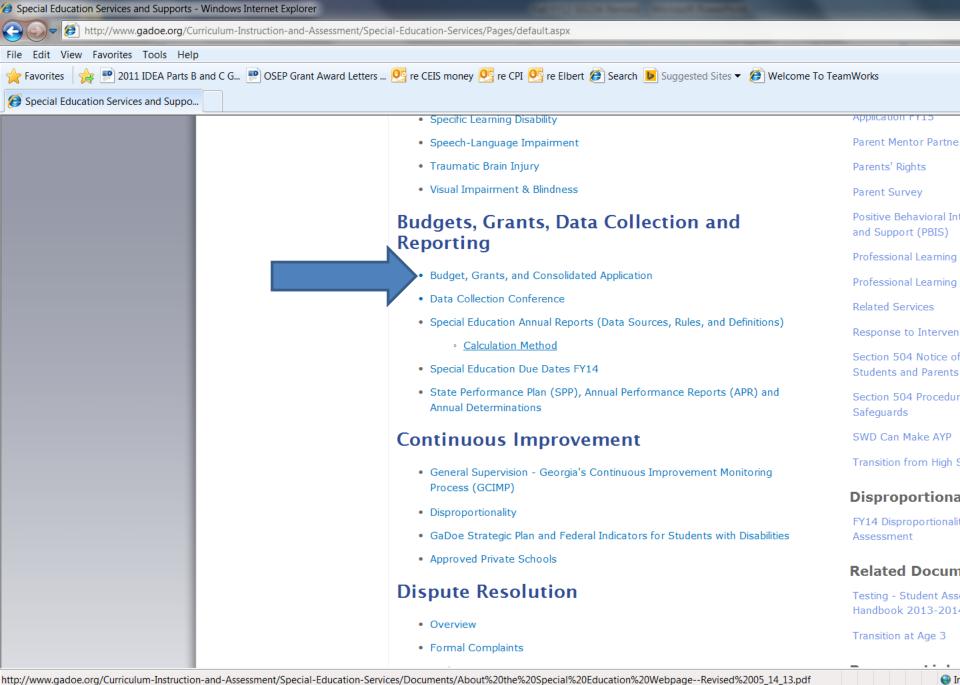
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Date 3

Spec. Ed I Spec. Ed II Spec. Ed III Spec. Ed IV Spec. Ed V CATEGORY TEACHER STUDENT RATIO 6.50 8 2.7883 2.3798 3,5493 5.7509 2.4511 WEIGHT FTE 0 3 0 SALARY (%) Without T&E T&E/HI With T&E Without T&E T&E/HI DIRECT INSTRICOST: 13,904 25,442 40,891 22,898 36,802 15,449 Teacher Aides/Parapro # Subject Specialists Counselors 104 111 Tech Specialist 23,002 13,967 36,968 25,511 15,491 41,002 SubTotal Indirect Costs-Central Administration Superintendent Asst. Superintendent (1)Secretary (1)Accountant Psychologist 46 31 Social Worker 570 346 231 611 Spec Ed Leadership 916 380 442 710 662 1,065 SubTotal Indirect Costs-School Administration Principal 183 111 294 122 Asst. Principal 76 51 Secretary 259 370 173 247 SubTotal 111 MEDIA 183 111 294 122 196 Personnel 183 294 122 SubTotal 20 Days Addtnl. Instruct. QBE Earnings SALARY 24,106 14,591 38,697 26,247 15,907 42,154 OPERATIONS (%) 613 613 845 845 Direct Instructional Operations Cost 613 613 845 845 Indirect Operations Costs Cental Administration 18 School Administration 894 596 596 894 FACILITY M & O SubTotal 912 912 608 39 26 Media Center Material SubTotal 39 26 QBE Earnings OPERATIONS 1.564 1,564 1,479 1,479 210 229 STAFF DEVELOPMENT PRINCIPAL STAFF & PROF. DEV Spec Ed. Itinerant SubTotal















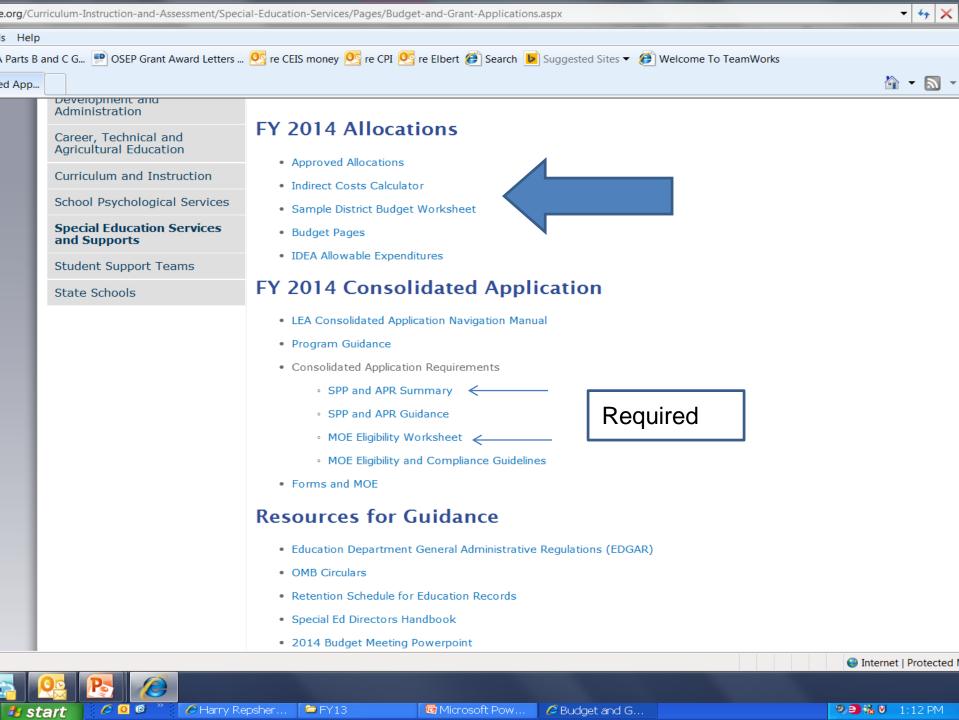


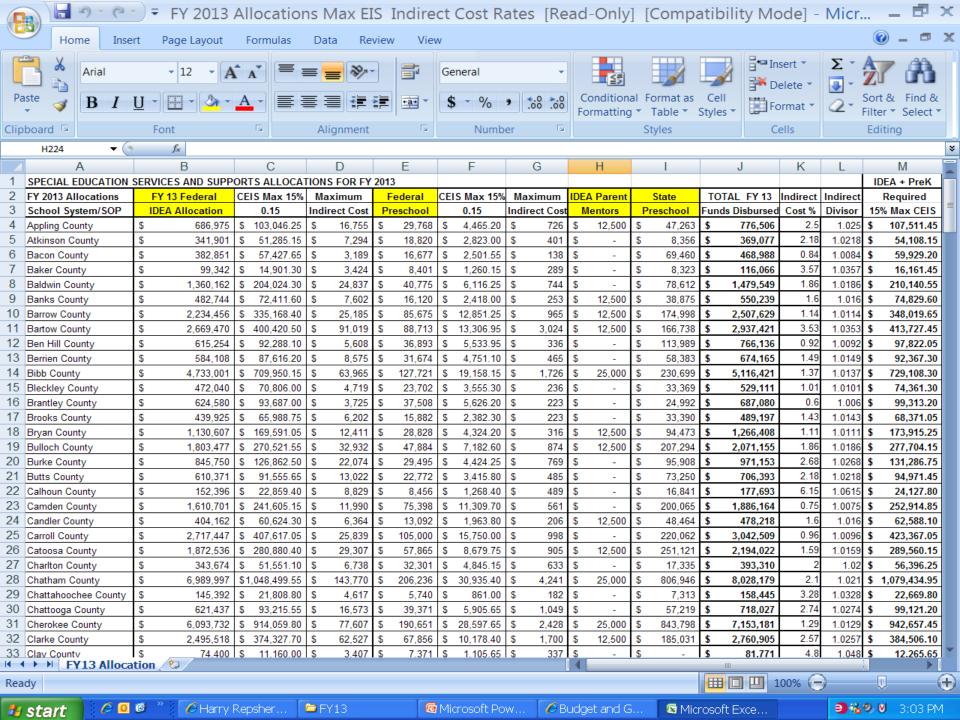


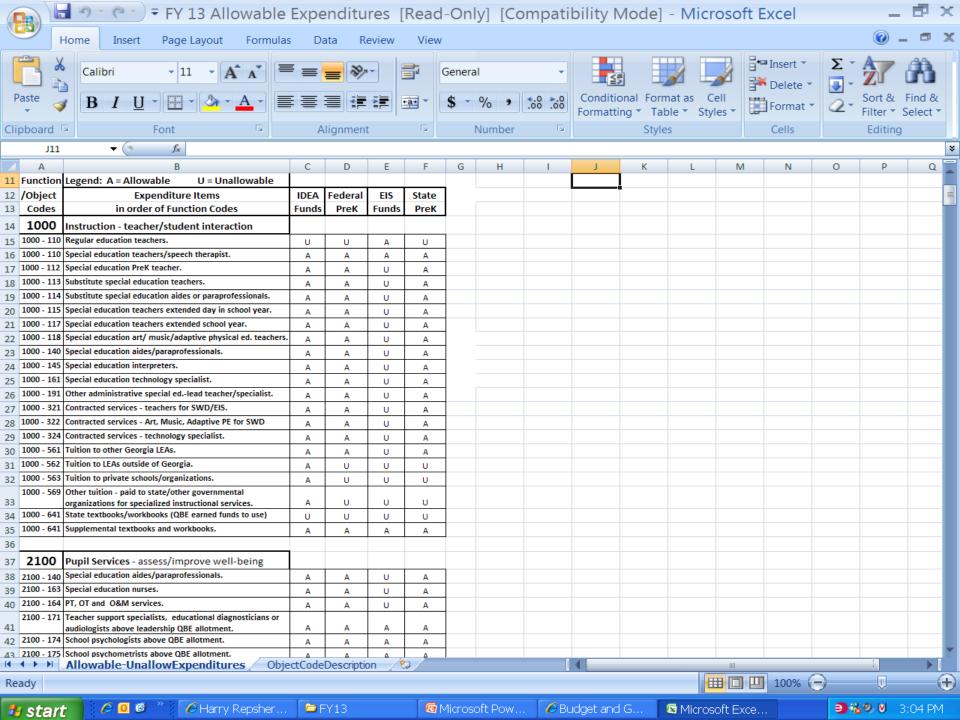












Federal Use of Funds

- Remember: Unallowable IDEA Expenditures
- No legal fees only staff development. Use for student services after a decision is reached in mediation /due process hearing but not for lawyers
- No new construction only renovation to make facility accessible grab bars, ramps, carpet, acoustical tiles
- No buses but you can modify AC, lift, seat belts
- No food/drinks unless for student instruction or in-services during normal meal time per agenda and no other opportunity is provided for lunch/dinner
- No awards/prizes for staff mugs, T-shirts, bags, etc.
- No political activities or lobbying
- No alcoholic beverages
- Generally, not for special education director's salary/benefits use all of QBE earnings first and then local funds or prorate the difference for federal IDEA funds



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Local Educational Ager (LEA) Consolidated Application Navigation



hat you will do:

dentify Roles within the LEA Consolidated Application.

Log into the LEA Consolidated Application Website.

LEA Consolidated Application

In 1999, Georgia began participating in the Federal Conson Application. The signing of No Child Left Behind (NCLB) led to some modifications in the application process for FY NCLB reverted back to the Elementary and Secondary Ed Act of 1965 (ESEA) in FY10 which led to additional modification of the American Recovery and Reinvest of 2009 (ARRA). The current programs that utilize the local educational agency (LEA) Consolidated Application Websit



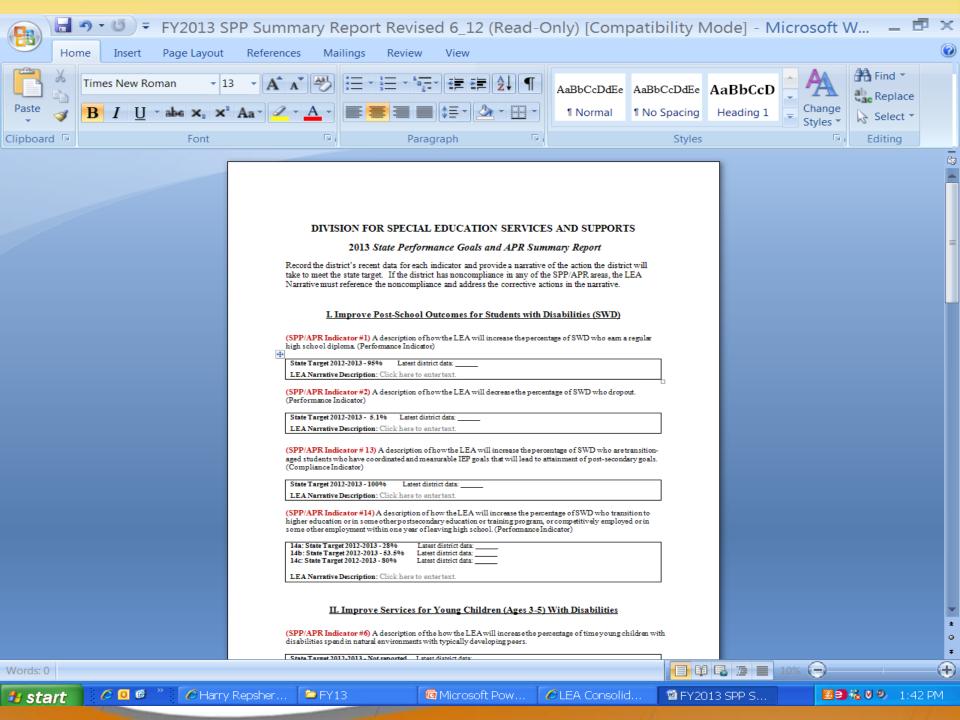








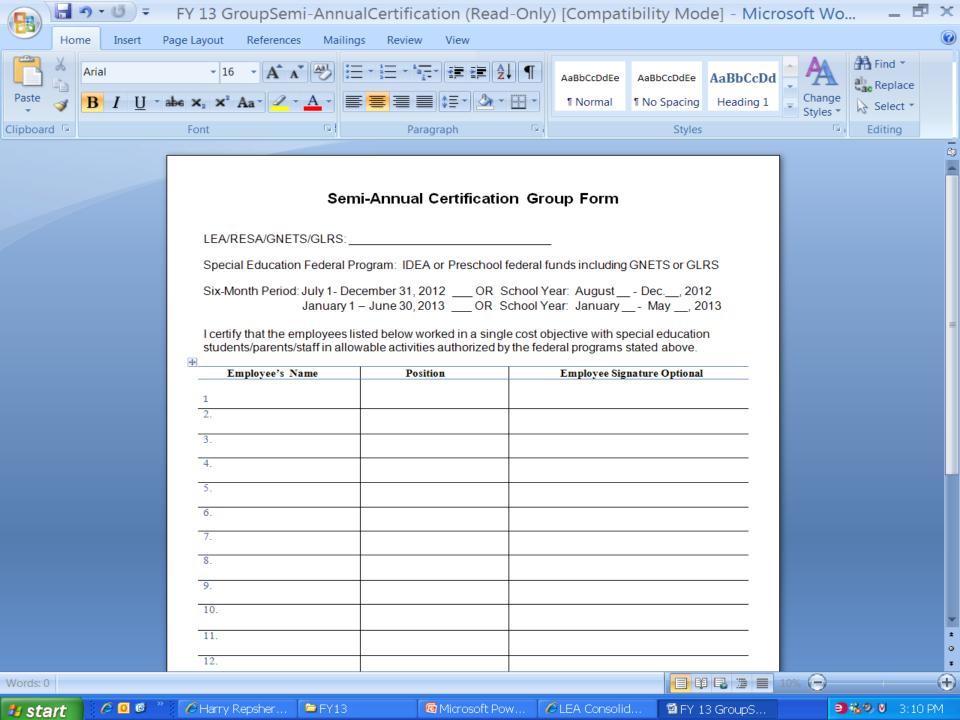


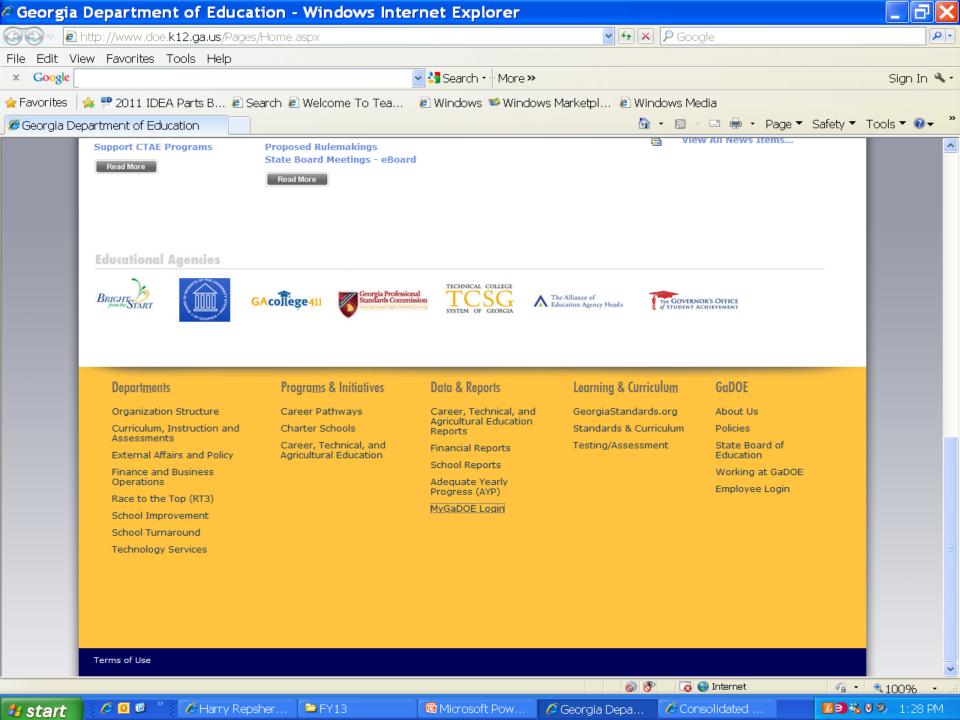


3. New 2015 MOE Compliance and Eligibility Worksheet - Microsoft Excel

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FY2015 Consolidated Application

REMEMBER - CON. APPL. IS A TWO STEP PROCESS

- 1. DISTRICT PLAN
- 2. SPECIAL EDUCATION PROGRAM PLAN

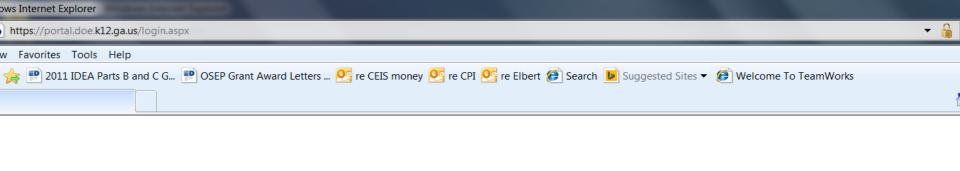
1. DISTRICT PLAN REMINDERS:

- Include Students with Disabilities (SWD) in overall district plan where a
 Descriptor indicates All Students or IDEA could be as simple as all
 students and all sub-groups or specific reference to SWD.
- If there is no revisions for special education portion of the district plan then
 your special education plan with budgets can be reviewed and approved. So
 do budgets prior to September. Completion of plan and budgets counts for
 determination if not completed by 12/31.

FY 2015 Con. Appl. (Cont'd)

2. SPECIAL EDUCATION PLAN AND BUDGET REMINDERS:

- Configure or add required budgets to the Con. Appl. your Budgets IDEA & Federal.
- Two required forms to upload under Program Information in IDEA budget for ALL applications 2015 Local Performance Plan and 2015 MOE Eligibility (projected FY15 budget is greater than FY14 or FY13).
- If district DID NOT MEET Fiscal Effort for FY2013 MOE, then you must upload the Exceptions to MOE form with appropriate documentation attached or provide a check for the difference.
- REQUIRED FORM: District can lower local MOE for FY2015 if your IDEA budget is greater than FY2014 and you met all determinations. Subtract 2014 initial budget from the 2015 initial and divide by 2.





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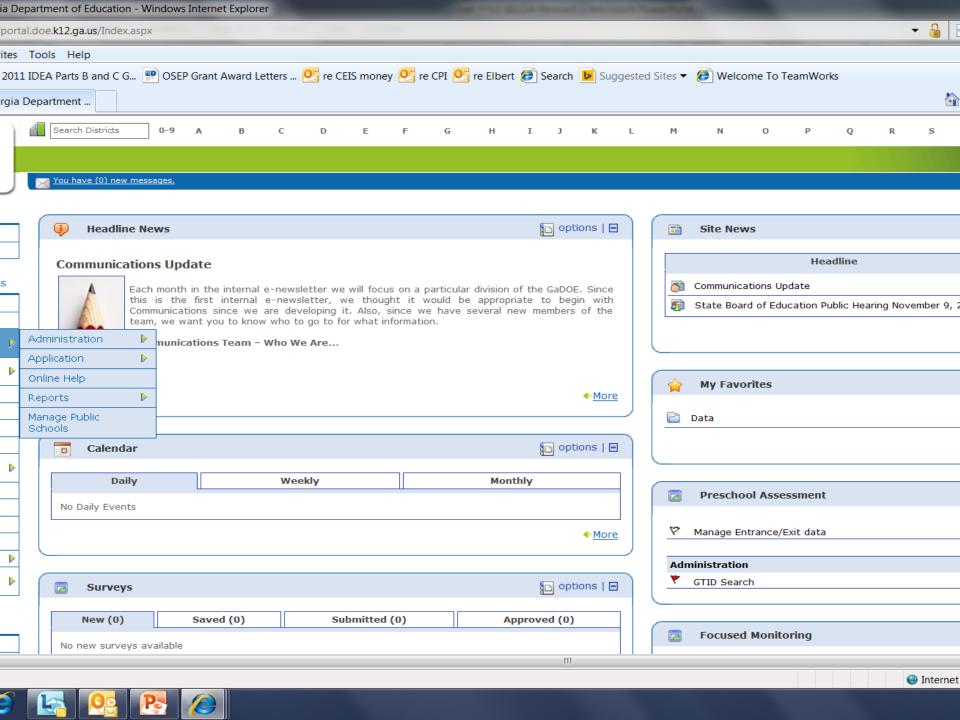


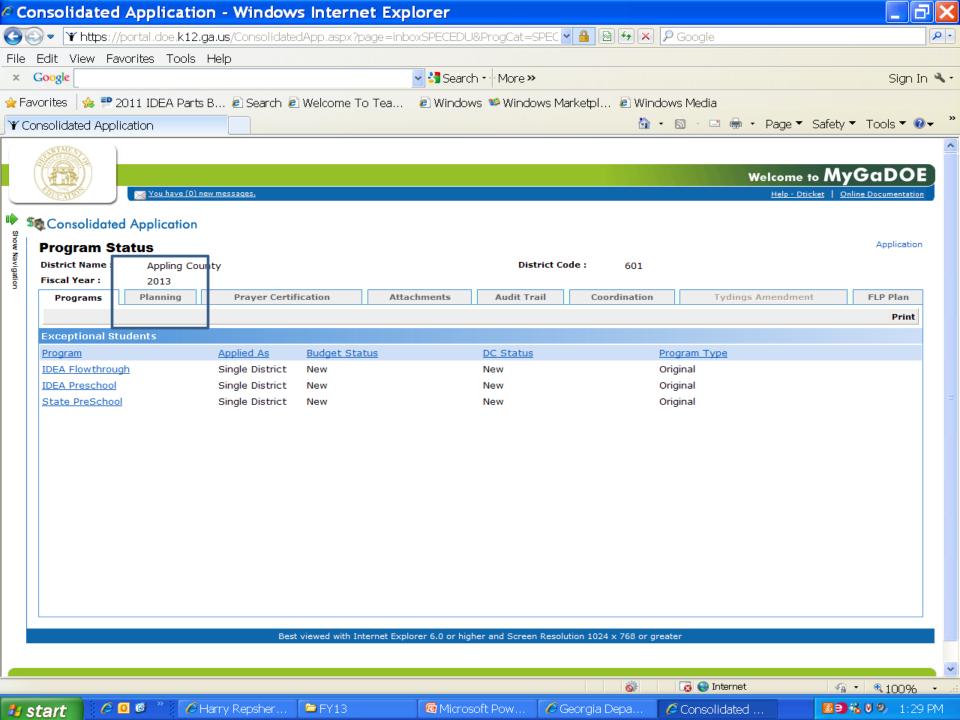


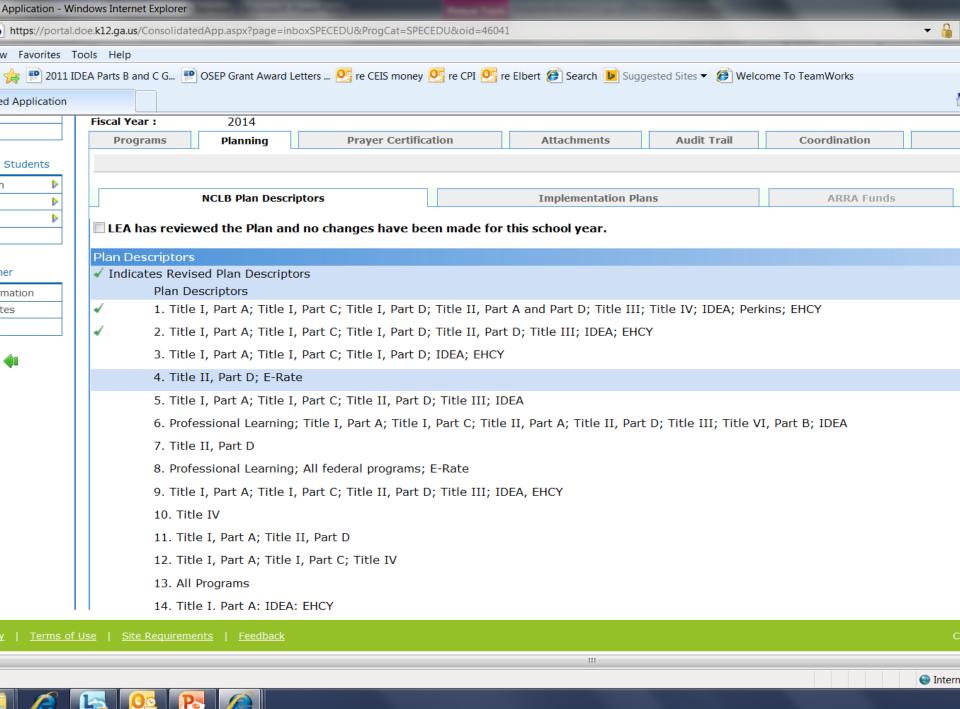


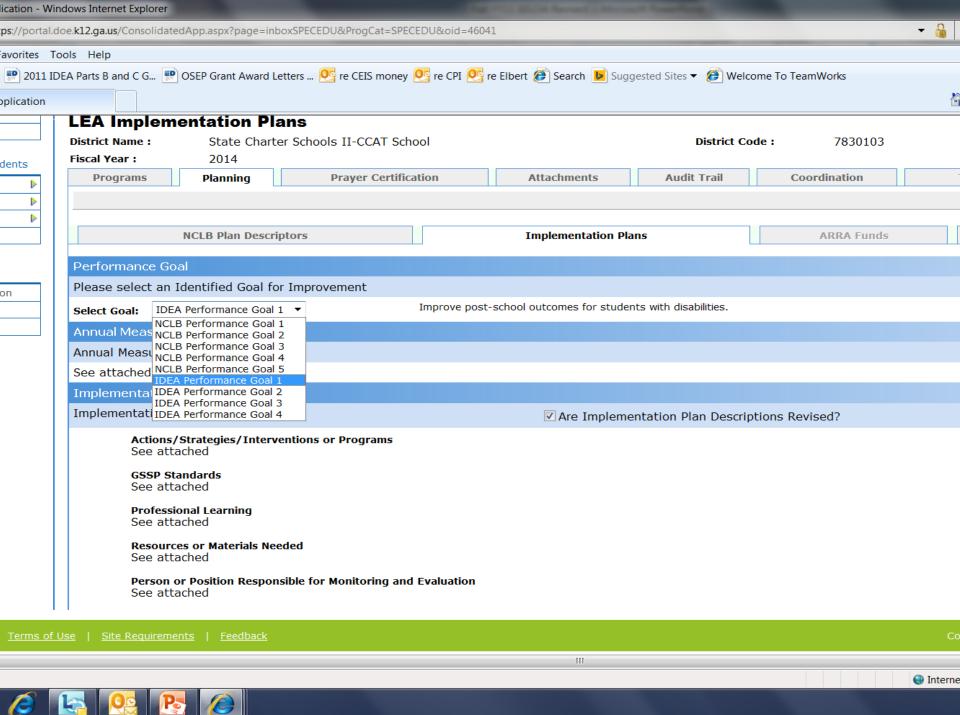












Help

















Charter **LEA Implementation Plan for Conservatory**

2013-20

Name of System

School Year

Identified Goals for Improvement: LEAs must develop actions/strategies/interventions or programs for each of the performance goals and the four IDEA performance go listed below. LEAs may add additional LEA performance goals that can not be addressed in one of the goals below. LEA may also add additional system goals as applical

Performance Goal 1: All students will reach high standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.

Performance Goal 2: All limited English proficient students will become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.

Performance Goal 3: All students will be taught by highly qualified teachers.

Performance Goal 4: All students will be educated in learning environments that are safe, drug free, and conducive to learning.

Performance Goal 5: All students will graduate from high school.

IDEA Performance Goal 1: Improve post-school outcomes for students with disabilities.

IDEA Performance Goal 2: Improve services for young children (ages 3 – 5) with disabilities.

IDEA Performance Goal 3: Improve the provision of a free and appropriate public education to students with disabilities.

IDEA Performance Goal 4: Improve compliance with state and federal laws and regulations.

Performance Goal 1: All students will reach high standards, at a minimum attaining proficiency or better in reading/language arts and mathematics

100% of all National Subject Area Standards and State/CCGPS standards are included Charter Conservatory's Curriculum.

<u>=</u>	ions/Strategies/ terventions or Programs	STANDARDS FOCUS	Performance Goal	IDEA GOAL#	Professional Learning (Include funding source and cost)	Resources or Materials Needed (Include funding source, funding cycle and cost)	Person or Position Responsible for Monitoring and Evaluation	Imp (I i
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Timeline for implementation (Plan should include 2-3 years)	Evaluation (What will be used to evaluate the action, strategy, intervention, or program?)	Monitoring of Intervention (Artifacts)	Eviden Imp (Stud Learning
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Means of



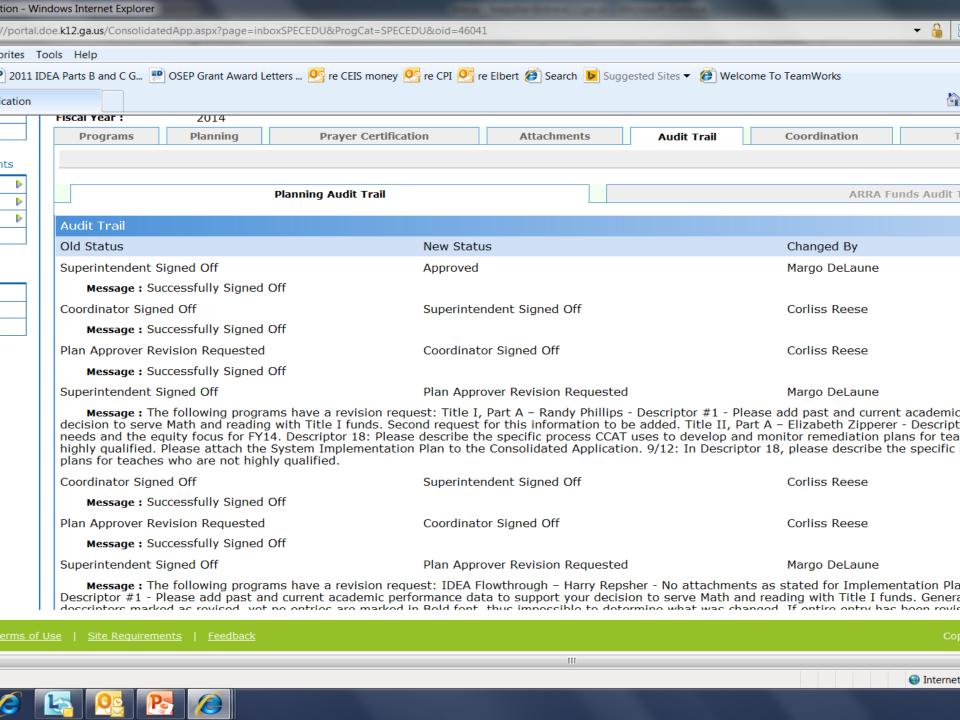


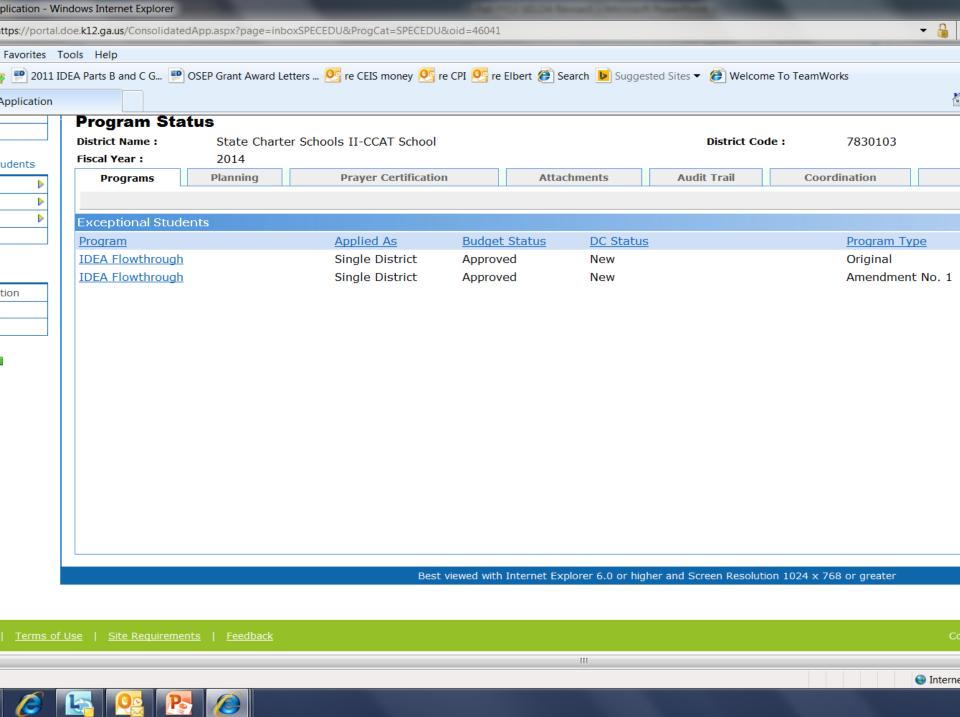


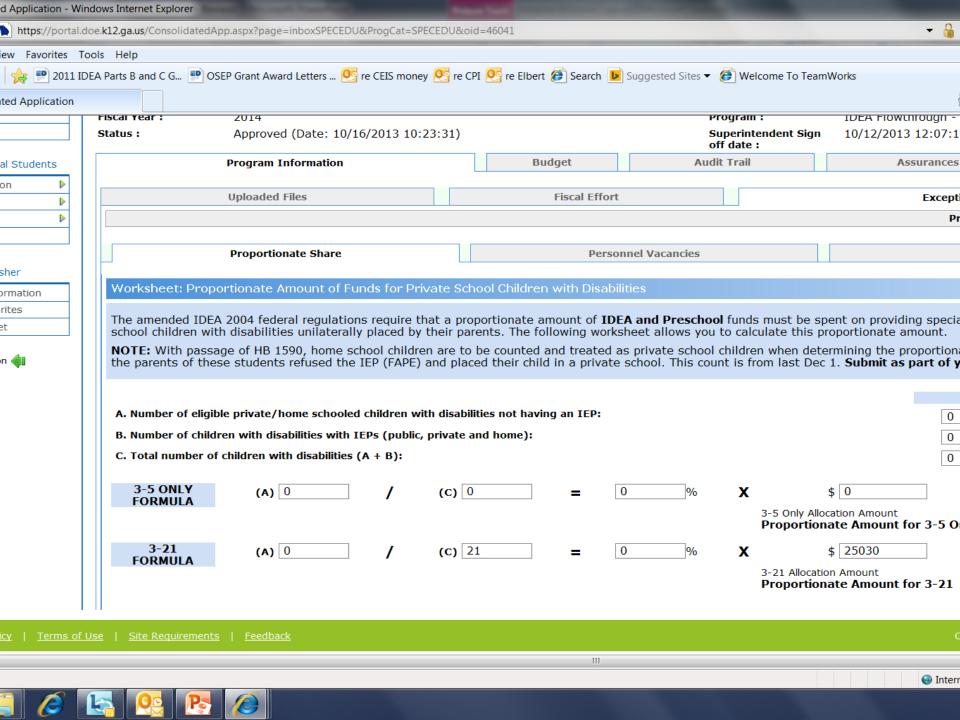


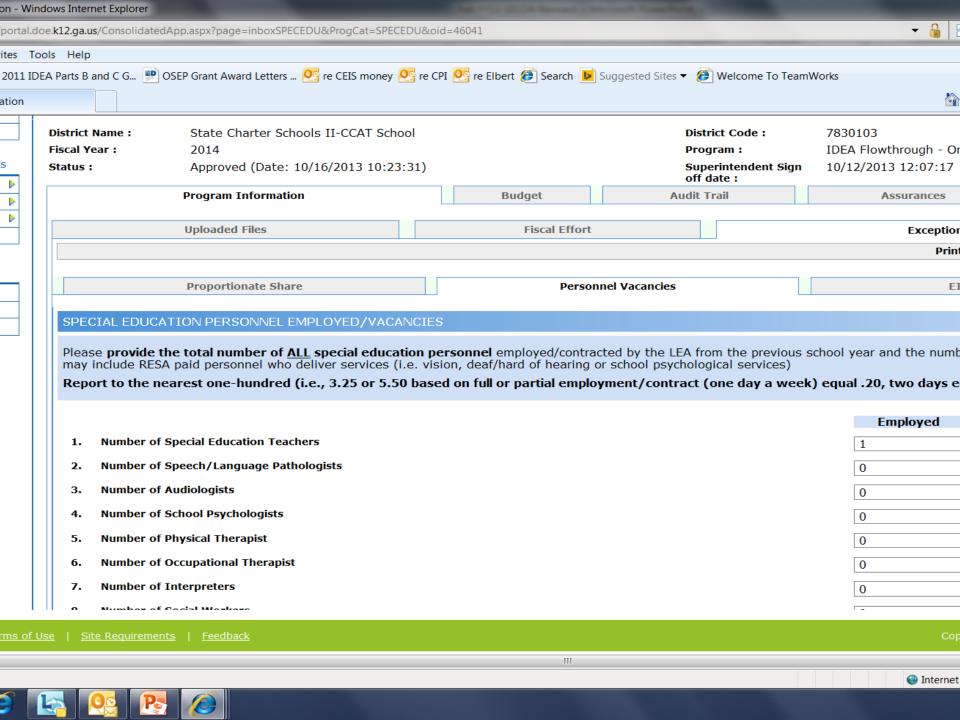


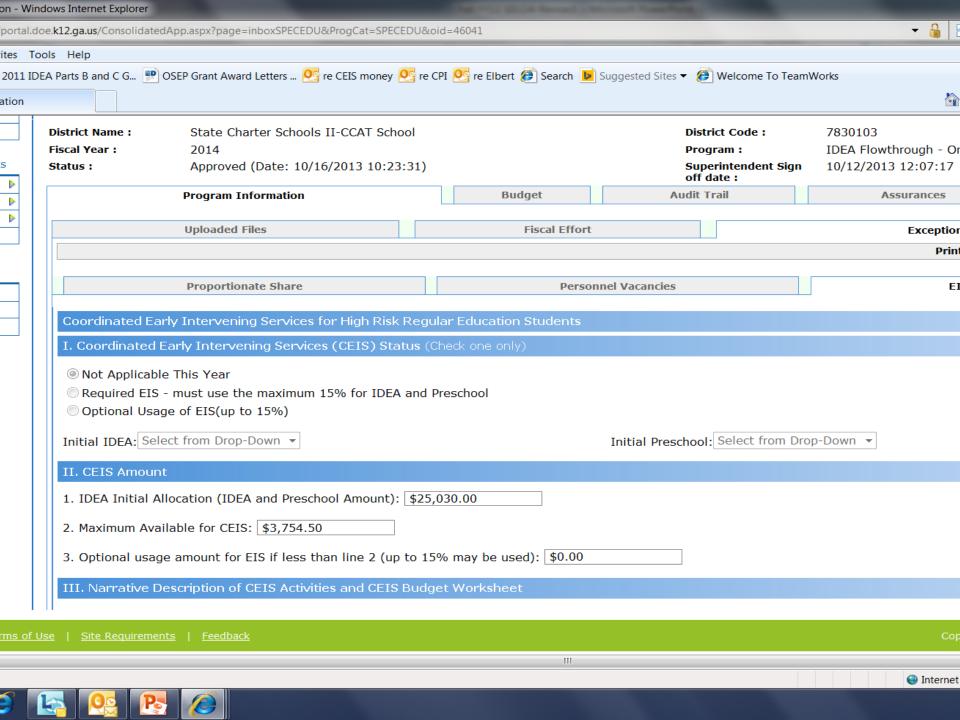


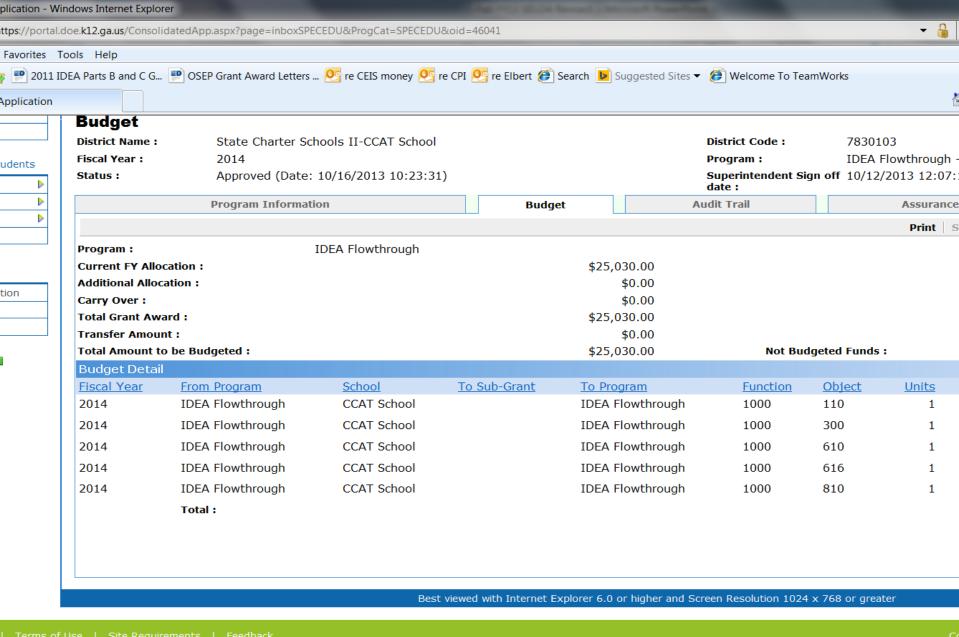












Site Requirement

<u>Feedback</u>



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