

Instructions for Using the Schools of Hope 2-Year Budget Development Tool

Before You Begin

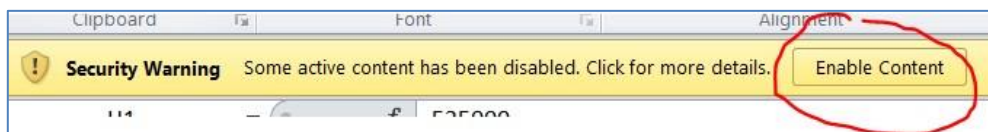
The **Schools of Hope 2-Year Budget Development Tool** is provided by the Program Office to assist Schools of Hope competitors to develop a two-year Implementation budget which incorporates both a detailed *quantity (X) cost* break-down, and the consolidation of budget items into a DOE 101S-ready budget grouped by function and object codes.

This tool is only intended as a means for schools to compile large budgets, and does not guarantee or imply program office approval. The Schools of Hope program contact will review both the detailed itemized list and the final DOE 101S-ready budget to ensure all budget requests are *allowable, necessary, reasonable, legal, and allocable*. Additional details, justification, and documentation may be required.

Using the Tool

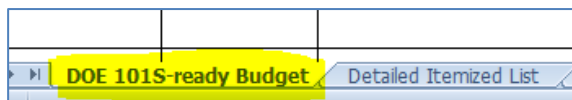
1. Enable content

- A *Security Warning* will be displayed at the top of your screen on first opening the tool.
- If the warning is present, click “Enable Content” before beginning to work on your budget.



2. Enter basic information

- On the “DOE 101S-ready Budget” sheet (the first tab at the bottom of the window), enter the identifying information



- Name of Eligible Recipient/Fiscal Agent - Use the school name as it appears on Maximum Allocations sheet and the 6-digit Unique ID
- DOE Assigned Project Number – Use the 13-character Project Number
- TAPS Number – Use the 6-character TAPS number

TIP: Be sure to save frequently, once you begin to work!

FLORIDA DEPARTMENT OF EDUCATION BUDGET NARRATIVE FORM	
A) Name of Eligible Recipient/Fiscal Agent:	Example School ABC (2017-123) / District Name
B) DOE Assigned Project Number:	123-2987B-0C000
C) TAPS Number:	17C040

- On the “Detailed Itemized List” sheet (second tab), complete the green fields as indicated.
 - H1 – enter the total award amount the school has been approved to allocate
 - D3 – enter the school name as it appears on the Maximum Allocations sheet

TIP: You may tab to move to the next field.

iii. H3 – enter the 7-digit Unique ID

D	H
Enter the Total Grant Award in Cell H1 ----->	
Enter School Name Below	CSP ID #

iv. YEAR ONE information

1. I3 – enter the actual or projected enrollment (head count) for Year One. NOTE: the program office will verify enrollment numbers with the district.
2. J3 – enter the number of *instructional* staff and the number of classrooms for Year One. Include special classrooms in this count (e.g. computer lab, multi-purpose room, media center)

v. YEAR TWO information

1. K3 – enter projected enrollment for Year Two. NOTE: this should be a total projection, not the number by which enrollment will increase.
2. L3 – enter projected number of instructional staff and number of classrooms for Year Two. NOTE: this should be a total projection, not the number by which staff/classrooms will increase.

I	J	K	L
Enter Projected # of Students and Teachers Below by Year			
# of Students	# of Teachers/Classrooms	# of Students	# of Teachers/Classrooms
YEAR 1		YEAR 2	

3. Enter budget items

We have done our best to make this form easy to use. You do not need to enter items in any particular order – the Tool will sort for you as part of the ‘consolidate’ process. However, this tool is not the only resource you should use when developing your budget; please visit the [2017 Red Book](#) for help determining what costs may be included in these budgets, as well as the correct Function and Object Codes.

NOTE: The Tool is specific to CSP allowable codes. If you find that a code isn't working, contact your CSP Grant Specialist.

- a. B6 & C6 – “Function” and “Object” – begin by entering the code for your first *specific* budget item. A drop-down menu is available as you begin to type in codes. Remember to use the Function and Object Codes from the Department’s [Red Book](#).

5	Function	Object
6		▼
7		

TIP: You can keep track of how much has been allocated and how much remains by checking cells N1 (“Total Budget”) and N2 (“Remaining”).

- b. D6 – Under “Description,” provide a *brief* description of the item requested. Keep in mind that the program office will need to know the *who/what/where/why* for each item.
- c. H6 – Input the individual item cost. Per the Green Book, this cost **must**
 - i. Be rounded to the nearest dollar amount and
 - ii. Include the cost of acquisition (e.g. shipping)
- d. I6 – Enter the quantity of items for the FIRST YEAR.
- e. K6 – Enter the quantity of items for the SECOND YEAR
- f. Continue until you have entered ALL budget items requested

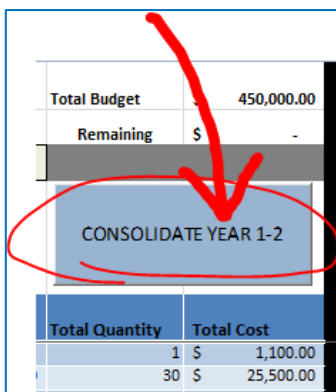
NOTE: Be sure to not leave an empty line between two budget items! This can cause the Tool to miscalculate totals.

~SAMPLE ENTRY BELOW AFTER ENTERING ITEMS ABOVE ~

Function	Object	Description	Cost Per Item	YEAR 1		YEAR 2	
				Quantity	Total Cost Year 1	Quantity2	Total Cost YR 2
7300	643	principal desktop computer	\$ 1,100.00	1	\$ 1,100.00	0	\$ -
6500	644	desktop computers for computer lab	\$ 850.00	15	\$ 12,750.00	15	\$ 12,750.00
5100	642	student desk/chair combo	\$ 95.00	175	\$ 16,625.00	175	\$ 16,625.00
5100	642	teacher desks	\$ 500.00	10	\$ 5,000.00	10	\$ 5,000.00

4. Complete DOE 101S-ready budget worksheet

- a. Once you have entered all budget items for both years, click the “Consolidate Year 1-2” button



- b. After clicking the Consolidate button, scroll to the right side of the “Itemized List” sheet to view your consolidated totals.

Total Budget		\$ 450,000.00									
Remaining		\$ -									
CONSOLIDATE YEAR 1-2							COPY AND PASTE FROM BELOW INTO DOE101S				
Total Quantity	Total Cost	(1)	(2)	(3)		(4)	(5)				
		FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE		FTE POSITION	AMOUNT				
1	\$ 1,100.00	7300	643	School Administration (Office of the Principal)--Capitalized Computer Hardware			\$ 1,100.00				
30	\$ 25,500.00	6500	644	Instructional-Related Technology--Noncapitalized Computer Hardware			\$ 25,500.00				
350	\$ 33,250.00	5100	642	Basic (FEFP K-12)--Noncapitalized Furniture, Fixtures, and Equipment			\$ 46,550.00				
20	\$ 10,000.00	5100	644	Basic (FEFP K-12)--Noncapitalized Computer Hardware			\$ 391,050.00				
20	\$ 3,000.00	5100	643	Basic (FEFP K-12)--Capitalized Computer Hardware			\$ 70,000.00				
20	\$ 15,000.00	6400	330	Instructional Staff Training Services--Travel			\$ 2,600.00				
270	\$ 175,500.00	7300	330	School Administration (Office of the Principal)--Travel			\$ 700.00				
20	\$ 70,000.00	7100	330	Board--Travel			\$ 700.00				
10	\$ 2,600.00	6200	643	Instructional Media Services--Capitalized Computer Hardware			\$ 1,251.00				
2	\$ 700.00	6500	642	Instructional-Related Technology--Noncapitalized Furniture, Fixtures, and Equipr			\$ 3,200.00				
2	\$ 700.00	6200	642	Instructional Media Services--Noncapitalized Furniture, Fixtures, and Equipment			\$ 2,803.00				
1	\$ 1,251.00	5100	520	Basic (FEFP K-12)--Textbooks			\$ 37,500.00				
16	\$ 3,200.00	5100	510	Basic (FEFP K-12)--Supplies			\$ 3,000.00				
6	\$ 600.00	7900	360	Operation of Plant--Rentals			\$ 10,951.00				
1	\$ 2,203.00	6400	311	Instructional Staff Training Services--Professional and Technical Services - First:			\$ 53,000.00				
1	\$ 550.00	5100	692	Basic (FEFP K-12)--Noncapitalized Software			\$ 95.00				

- c. The Budget Tool will automatically consolidate the amounts, pasting totals into the right side of worksheet.
- d. Copy and paste the line items from the consolidated totals into the DOE 101S-ready Budget sheet. Must select 'Paste Values' from paste options.
- e. Double check to ensure no information has been lost
- f. SAVE the file. Be sure to "Save As" and use the school name and Unique ID in the file name.

NOTE: Only after clicking CONSOLIDATE YEAR 1-2 will the worksheet automatically unprotect allowing a Copy and Paste of budget line items.

5. Submit the Budget

- a. Print the budget and DOE 101S document and send it to the Office of Grants Management
- b. Congratulations...You have completed the drafting and submitting of your school's two-year budget.

NOTE:

To reset the Budget Tool, click on the "CLEAR ALL DATA" on the top left-side of the worksheet to clear all budget line items.