


21st Century Community Learning Center

Edward G. Rendell, Governor • Thomas Gluck, Acting Secretary of Education

pennsylvania
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www.education.state.pa.us

**21st CCLC
Budget Guidelines
Webinar
August 25, 2010
Susan D'Annunzio
Division of Student Services and
Migrant Education
Pennsylvania Department of Education**




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21st CCLC Fiscal Management


- Fiscal Reporting Requirements
- Budget Do's and Don'ts & Unallowable Expenses
- Function and Object Codes
- Frequent Function Code Problems
- Budget Close Out
- Post Award Revision
- Establishing Carry-Over
- Submitting Expenditure Reports Using Approved Budget



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<div style="text-align: center;"> <h2 style="background-color: #e0f2f1; padding: 5px; display: inline-block;">21st CCLC Fiscal Reporting Requirements</h2>  </div> <ul style="list-style-type: none"> • Close out current year • Establish carry-over • Post Award Revisions • Must include the following: <ul style="list-style-type: none"> Summary budget form (SBF) Narrative budget (NB) Addendum <p>Submit one for each program year which identifies planned/actual expenditures by dollar amounts and cost bases. These dollar amounts should match.</p> <p style="text-align: right;">3</p>	

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<div style="text-align: center;"> <h2 style="background-color: #e0f2f1; padding: 5px; display: inline-block;">21st CCLC Fiscal Reporting Requirements</h2>  </div> <ul style="list-style-type: none"> • List only eligible expenditures and follow criteria and parameters identified in the budget instructions. • Budget narrative explains cost items in greater detail and specifies the actual cost basis for all major items, e.g. One counselor for 10 hours @\$25 per hour for 36 weeks=\$9000. <p style="text-align: right;">4</p>	

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**21st CCLC Grant
Program Revisions**



- Grantee Responsibility
- Use of Funds
- Post-award Changes
- Technology Expenses

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Budget Revisions



- 20% of a major category require PDE approval. (+/-)
- Explanation and documents required.
- FC # and grantee name on all documents
- Unlimited flexibility within major categories.
- No mathematical errors

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Budget Do's and Don'ts & Unallowable Expenses



- See 2020-2013 RFA Guidance document
- Refer to USDOE 21st CCLC Non-Regulatory Guidance document
- Review Education Department General Administrative Regulations (EDGAR)

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Frequent Function Code Problems




- Technical Equipment expenses listed under the 700 code must be approved before grantee can proceed with spending.
- Technical Equipment costs cannot exceed 5% of annual budget.
- Items with a unit cost less than \$1499 should be listed under 600/supplies.
- Math errors, insufficient /no line item details and cost bases.
- Formula provided does not match total.

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<div data-bbox="472 359 1097 478" style="background-color: #e0f2f1; padding: 10px; display: inline-block;"> <h2>21st CCLC Fiscal Reporting Requirements</h2> </div> <div data-bbox="1105 359 1260 489" style="float: right; text-align: right;">  </div> <p data-bbox="435 491 824 527">Close Out Current Year</p> <ul data-bbox="435 539 1016 722" style="list-style-type: none"> • Must include the following: <ul style="list-style-type: none"> Summary Budget form (SBF) Narrative Budget Form (NBF) Addendum <p data-bbox="464 739 1222 919">Submit one for each program year which identifies actual expenditures by dollar amounts and cost bases. These dollar amounts should match the cumulative expenditures reported on final Expenditure Report for FY and be listed to the penny.</p> <p data-bbox="1214 936 1230 957" style="text-align: right;">9</p>	

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<div data-bbox="472 1226 1097 1346" style="background-color: #e0f2f1; padding: 10px; display: inline-block;"> <h2>21st CCLC Fiscal Reporting Requirements</h2> </div> <div data-bbox="1105 1226 1260 1356" style="float: right; text-align: right;">  </div> <p data-bbox="435 1360 797 1396">Post Award Revisions</p> <ul data-bbox="435 1409 1006 1598" style="list-style-type: none"> • Must include the following: <ul style="list-style-type: none"> Addendum - explanation Summary budget form (SBF) Narrative budget (NB) <p data-bbox="464 1656 1206 1808">Submit one for each program year which you wish to revise, list expenditures by dollar amounts and cost bases. These dollar amounts should match.</p> <p data-bbox="1206 1808 1230 1829" style="text-align: right;">10</p>	

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21st CCLC Fiscal Reporting Requirements



Establish Carry-Over

- Must include the following:
 - Addendum
 - Summary budget form (SBF)
 - Narrative budget (NB)

Submit one for each program year which identifies planned expenditures by dollar amounts and cost bases. These dollar amounts should match and be listed to the penny, no rounding

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Cohort # _____


FC # _____ Grantee _____

SAP Vendor # _____ Address _____

Reporting Period _____

Prepared by _____ E-Mail _____

Telephone _____ Fax _____



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20__ - 20__ (enter Program Year) EXPENDITURE REPORT
21st CENTURY COMMUNITY LEARNING CENTER

Category	Approved Budget	Actual Expenditures	Cumulative Expenditures	Balance
100 Salaries	\$38,910.00			
200 Benefits	\$5,376.00			
300 Professional Technical Services	\$312,240.00			
400 Purchased Property Services				
500 Other Purchased Services	\$5,760.00			
600 Supplies	\$2,500.00			
700 Property				
Indirect Costs				
Grand Totals	\$384,786.00			

I certify that this report is an accurate representation of the financial status of this grant.

Grantee Signature _____ Date _____

PDE USE ONLY


Received Correct Approved


Bureau of Community & Student Services



FC _____



Department of Education,
 Bureau of Community & Student Services,
 Division of Higher Education
 Location Code: 10MIGRNTED
 PO Box 68153
 Harrisburg, PA 17106




(If the top section is not completed it will not be processed)

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Sample Budget Narrative			
Amount			
1000/Instruction			
300/Professional Services			
Contracted instructional staff through Agency ABC			
10 staff at \$22/hr X 18 hours/wk for 44 wks		\$174,240	
Contracted music/art instruction- \$20/hr x 300 hrs		\$ 6,000	
500/Other Purchased Services			
Staff travel (required State and national meetings)			
Staff travel (required 2 national conferences)			
Lodging 2 staff x \$225.00 per night x 2 nights = \$900 x 2 conferences = \$1800.00			
Registration \$100 per conference x 2 people x 2 conferences = \$400.00			
Mileage (TASD) 400 miles x \$.50 = \$ 200.00			
Flights (Foundations) 2 tickets at \$450.00 = \$900.00			
Per diem for 2 staff @ \$5 per day x 3 days = \$ 30.00 x 2 = \$ 780.00			\$4,080
State conference travel for 2 staff members			
Lodging \$125.00 x 2 x 3 nights = \$750			
Mileage 200 miles at \$.50 per mile = \$100			
Meals 2 staff x \$25.00 x 3 meals = \$150.00			\$ 1000
600/Supplies			
General office supplies and project supplies			
1 computer at \$700.00			
1 printer at \$500			
General office supplies (paper, pencils, tape, staples, etc.) \$100.00			
Balls 20 x 5 = \$100			
Jump ropes 25 x \$2.00 each = \$50.00			
Locking Filing Cabinet 1 @ \$50.00			
			\$ 1,500
Snacks not covered by USDA reimbursement			
200 snacks x \$2.00 x 5 months			\$ 1,000
		1000/Instruction Total \$ 187,820	

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2100/Pupil Personnel Services			
100/Salaries			
Full-time Program Director: \$27/hr for 25 hrs/wk for 44 wks		\$29,700	
Home/School Visitor \$15/hr for 10 hrs/wk for 35 wks		\$ 5,250	
Clerical support: \$9/hr for 440 hrs		\$ 3,960	
200/Benefits			
Program Director \$29,700 x 15%		\$4,455	
Home School Visitor \$5,250 x 10%		\$ 525	
Clerical support @ \$3,960 x 10%		\$ 396	
500/Other Purchased Services			
Travel- Home/School Visitor: 1360 miles @ .50/mile (44 weeks)		\$ 680	
		2100/Pupil Personnel Total \$ 44,966	
2700/Transportation			
300/Professional Services			
Contracted bus service through Bus Company ABC			
300 students at \$10/wk for 44 wks		\$132,000	
		2700/Transportation Totals \$ 132,000	
		GRAND TOTAL \$ 364,786	

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<div style="text-align: center;">  <h2 style="background-color: #e0f2f1; display: inline-block; padding: 5px;">Grant Payment Terms</h2> </div> <ul style="list-style-type: none"> • A final expenditure report should be submitted for final payment, 45 days after the termination of the contract. Use approved budget. • Funds not spent during the program year must be returned to the Commonwealth unless the grantee has received written pre-approval and an approved revised budget to carryover unused funds into the next grant year. <p style="text-align: right;">17</p>	

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 21st CCLC Contacts	
	
<p>Carmen M. Medina Chief, Division of Student Services and Migrant Education Pennsylvania Department of Education (717) 783-6466 cmedina@state.pa.us</p>	
<p>Susan D'Annunzio Student Services Supervisor (717) 346-3186 sdannunzio@state.pa.us</p>	
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