

BUDGET TIPS AND TRAPS

ILLINOIS READING FIRST BUDGET INFORMATION FY10

SAMPLE <u>Good</u> Budget Narrative Detail	SAMPLE <u>Bad</u> Budget Narrative Detail
Coach Salary, Mary Smith, 1.0 FTE, \$35,000	Salary \$35,000
Benefits \$15,715 - TRS 9.4% \$1,477 - THIS .84% \$132 - Medicare 1.45 % \$228 - Health Insurance \$5000 \$5,000 - Dental \$2000 \$2,000 - Federal TRS 23.38% \$3,674	Salary and Benefits: \$35,000/ \$15,715
Instructional supplies for reading workstations for 15 classrooms (Overhead projector, white boards, markers, erasers, magnetic letters, transparencies, etc.) x \$1500=\$22,500	Classroom supplies \$22,500
Classroom literacy environmental items for K-1 classrooms, 10 kidney shaped tables @ \$425=\$4250	Tables \$4250
DIBELS Assessment Subscription for 525 students @ \$2.00= \$1050	DIBELS \$1050
K-3 supplemental intervention materials for phonemic awareness improvements. K=\$5000, 1=\$5000, 2=\$5000, 3=\$5000 Total \$20,000	Supplemental materials= \$20,000
	1000 or 2210 Functions Bookkeeping, clerical and any other salary for personnel who do not directly instruct students (1000) or improve teacher instruction (2210) has to be (2300). Clerical, administrative assistants, bookkeepers, program managers are part of the 2300 function and are capped at 5%.
	Placing salaries and benefits on one line. They need to be separated and detailed on their own lines.(See Above)
	Not checking 5% cap for General Administration or not checking math calculations in all columns

SAMPLE <u>Good</u> Budget Narrative Detail	SAMPLE <u>Bad</u> Budget Narrative Detail
NO Food for Meetings or Professional Development	
General Administration is capped at 5% subs for 20 teachers for assessment tasks 20 subs x \$90 days x 15 days = \$27,000	Sub @ \$27,000
2210-300 Anita Archer (Give Name) for 2 day PD @ 2 Schools 2 days @ \$3,000 day = \$6,000 Travel, Hotel, per diem = \$3,000 Total = \$9,000	Consultant for Mar 11 @ \$9,000
2210-400 Professional Books for 20 Teachers @ \$42 each = \$840 Classroom Chart Tablets, 20 @ \$25 each = \$500	Professional Books @ \$840 Paper @ \$500
3000-400 Family Reading Nights & Take Home Books, 170 Students x \$6 x 2 books year \$340 x 6= \$2040	Books @ \$2040
2210-500 Digital Cameral @ \$550 for 10 class = \$5,500 Equipment over \$500 each CAPITAL OUTLAY	Cameras \$5,500