Early Childhood Block Grant/PFA and PI Funding

FISCAL INFORMATION

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www.isbe.net

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Budget Worksheets

The following budget worksheets offer EXAMPLES of allowable expenditures for both Preschool for All (PFA) and Prevention Initiative (PI) Programs. If additional support is needed, please contact your Early Childhood Consultant for assistance.

	PREVENTION INITIATIVE (PI) BIRTH TO THREE BUDGET WORKSHEET						
NC TIO	EXPENDITURE ACCOUNTING	SALARIES (Obj. 100's)	EMPLOYEE BENEFITS (Obj. 200's)	PURCHASED SERVICES (Obj. 300's)	SUPPLIES & MATERIALS (Obj. 400's)	CAPITAL OUTLAY (Obj. 500's)	OTHER OBJECTS (Obj. 600's)	NON CAP EQUIP (Obj. 700s)
2210	Improvement of Instruction Services	Substitute salaries &/or stipends for staff development. (List FTE, staff titles, names)	**Itemize costs.** Benefits - health insurance, Medicare, IMRF, FICA for substitutes. Example: health insurance $8000, IMRF $4000, FICA $2000	**Itemize Costs.** Workshops, conferences fees, hotel/mileage for conference travel *Mileage is reimbursable at the state rate, speakers/consultants for staff development activities, workers compensation. Affiliation/Credentialing/Model User Fee	**Itemize Costs.** Supplies needed for workshops, membership dues, transition materials			
2300	General Administration (5% Rule ~ May request up to 10% with ISBE approval.	**Itemize Costs.** Administrators allowable if EC PREK Center ONLY. Approvable: secretary/clerical salary at a prorated amount or PreK Coordinator. Review rules about Supplanting. (Must include FTE, staff title, name, and salary.) Example: .5 Clerical Support (Pam Green) $10,000	**Itemize Costs.** Benefits of General Administration. Example: .5 Clerical Support: health insurance $3000, IMRF $4000, FICA $2000, life ins $500, FICA $300.	Unemployment compensation, workers compensation, prorated Audit Fee (for EC only), equipment repair & maintenance (for EC only), phone service	**Itemize Costs.** Office supplies, paper, pens			
2540	Operation & Maintenance of Plant Services	**Itemize Costs.** Prorated Janitor salary, Activities concerned with keeping the physical plant operative. (Must include FTE, Title, Name, Salary) Example: .25 FTE Janitor (Joe Smith) $6000	**Itemize Costs.** Janitor benefits. (Refer to example in 2300.200)	**Itemize Costs.** Contractual custodial services, equipment maintenance and repair (prorated) janitor's unemployment compensation, and worker's compensation, prorated phone services, prorated water service.	**Itemize Items/Costs.** Cleaning supplies, prorated utilities/electricity service			
3000	Community Services	**Itemize Costs.** Parent Coordinator/Parent Educator salary, or appropriate prevention initiative staff specified by the program curriculum model, driver costs. (Must include FTE, title, name, salary.) Example: .5FTE Parent Coordinator (Suzy Jones) $16,000.	**Itemize Costs.** Parent Coordinator/Educator benefits. (life insurance, FICA, IMRF, Medicare) Example: .5 Parent Coordinator - life insurance $500, FICA $300, IMRF $4000, medical insurance $3000	**Itemize Costs.** Fees for parent workshops, guest speaker for parent meetings, screening activities, contractual transportation/in district travel/home visit services for community service related activities, postage, unemployment compensation, workers compensation.	**Itemize Costs.** Lending Library, food for parent meetings, printing related to community relations/parent meetings, home visit materials. Equipment <$500/unit. Gas related to transportation costs for community service activities.	**Describe & Itemize Each Capital Outlay Item.** Equipment & furniture >$500/unit for the program/parent education component. Example: 1 computer for parent use $800, 1 printer for parent use $600.		
4000	Payments to Other Governmental Units *(Funds just passing through)*			Purchased Services ONLY - not flow through. Purchased services must benefit the students/clients of the fiscal agent, not the subcontractor. INCLUDE governmental agency being paid			Flow through funds to another governmental entity/district to provide program/program services. INCLUDE governmental agency being paid	

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		PRESCHOOL FOR ALL (PFA) THREE TO FIVE BUDGET WORKSHEET						
FUNCTION	EXPENDITURE ACCOUNTING	SALARIES (Obj. 100's)	EMPLOYEE BENEFITS (Obj. 200's)	PURCHASED SERVICES (Obj. 300's)	SUPPLIES & MATERIALS (Obj. 400's)	CAPITAL OUTLAY (Obj. 500's)	OTHER OBJECTS (Obj. 600's)	NON-CAPITALIZED EQUIPMENT (Obj. 700's)
1000	**Instruction (Student Use)**	Teacher/Aide salaries (List FTE, staff title, name), substitutes for sick/personal days	**Itemize Costs.** Teacher/Aide benefits (health, insurance, Medicare, TRS, IMRF, FICA for subs.) Example: health insurance $8000, IMRF $4000, FICA $2000)	**Itemize Costs.** Worker compensation, field trip entry fees; unemployment; Software license fee or online service fees.	**Itemize Costs.** Resources needed for student use such as consumable supplies, books, manipulatives, and software packages.	**Itemize Costs.** Equipment or furniture >$500/unit housed in classroom for direct student instruction		**Provide Board Approval Date.** Non-capitalized equipment - items that would be classified as capital assets except they cost less than the capitalization threshold, but more than the $500 minimum value established for purposes of calculating per capita cost, threshold amount. Provide documentation of adoption/approval by the School Board.
2210	**Improvement of Instruction Services (Staff Use)**	Substitute salaries &/or stipends for staff development. (List FTE, staff titles, names)	**Itemize costs.** Benefits - health insurance, Medicare, IMRF, FICA for substitutes. Example: health insurance $8000, IMRF $4000, FICA $2000	**Itemize Costs.** Workshops and conference fees, hotel/mileage for staff conference travel *Mileage is reimbursable at the state rate, speakers and consultants for staff development activities (All items should also be indicated in the CQIP), workers compensation. mileage for travel to PD (IN STATE ONLY, refer to State Approved Rate), membership dues	**Itemize Costs.** Supplies/materials needed for workshops/staff development, (Items for staff PD or instructional improvement should be listed in CQIP)			
2300	**General Administration (5% Rule ~ May request up to 10% with ISBE approval.**	**Itemize Costs.** Administrator allowable if EC PREK Center ONLY. Approvable: secretary/clerical salary at a prorated amount or PreK Coordinator. Review rules about Supplanting. (Must include FTE, staff title, name, and salary.) Example: .5 Clerical Support (Pam Green) $10,000	**Itemize Costs.** Benefits of General Administration. Example: .5 Clerical Support: health insurance $3000, IMRF $4000, FICA $2000, life ins $500, FICA $300.	Unemployment compensation, workers compensation, prorated audit fee (for EC only), equipment repair & maintenance (for EC only), phone service	**Itemize Costs.** Office supplies, paper, pens			

2540	**Operation & Maintenance of Plant Services**	**Itemize Costs.** Prorated janitor salary. Activities concerned with keeping the physical plant operative. (Must include FTE, Title, Name, Salary) Example: .25 FTE Janitor (Joe Smith) $6000	**Itemize Costs.** Janitor benefits. (Refer to example in 2300.200)	**Itemize Costs.** Contractual custodial services, equipment maintenance and repair (prorated) janitor's unemployment compensation, and worker's compensation, prorated phone services, prorated water service. If a district must rent/lease space it may be included here. Note: The district/program cannot already own this space.	**Itemize Items/Costs.** Cleaning supplies, prorated utilities/electricity service		
2550	**Pupil Transportation Services**	Bus driver's salary, if district employee (List FTE, name & salary)	**Itemize Costs.** Related benefits for district employed bus driver (see example is 2300.200)	**Itemize Costs.** Contract for transportation for field trips, daily transportation for preschool students	Gas related to student transportation		
2560	**Food Services (students only)**	Cook (prorated amount) *FULL DAY PROGRAMS ONLY	**Itemize Costs.** Related benefits. See 2300.200 for example.	**Itemize Costs.** Catering Services for students only (not for parent events use 3000.300 for catering parent events).	Snacks for students, paper supplies (paper plates, napkins) for students only		
3000	**Community Services**	**Itemize Costs.** Parent Coordinator/Parent Educator salary (Must include FTE, title, name, salary.) Example: .5FTE Parent Coordinator (Suzy Jones) $16,000.	**Itemize Costs.** Parent Coordinator/Educator benefits. (life insurance, FICA, IMRF, Medicare) Example: .5 Parent Coordinator - life insurance $500, FICA $300, IMRF $4000, medical insurance $3000	**Itemize Costs.** Fees for parent workshops, guest speaker for parent workshop, screening activities, postage, unemployment compensation, workers compensation	**Itemize Costs.** Lending Library, food for parent meetings, printing related to community relations/parent meetings, home visit materials. Equipment <$500/unit.	**Describe & Itemize Each Capital Outlay Item.** Equipment & furniture >$500/unit for the program/parent education component. Example: 1 computer for parent use $800; 1 printer for parent use $600		**Provide Board Approval Date.** Non-capitalized equipment - items that would be classified as capital assets except they cost less than the capitalization threshold, but more than the $500 minimum value established for purposes of calculating per capita cost, threshold amount. Provide documentation of adoption/approval by the School Board.
4000	**Payments to Other Governmental Units** *(Funds just passing through)*			Purchased Services ONLY - not flow through. Purchased services must benefit the students/clients of the fiscal agent, not the subcontractor**.** INCLUDE what governmental agency being paid			Flow through funds to another governmental entity/district to provide program/program services. INCLUDE what governmental agency being paid
5000	**Debt Services**						ROE/LEA (Interest paid on loans)

Proration: Any prorated costs should be supported by a Cost Allocation Plan (CAP) to document prorated costs. See page 26 in the State and Federal Grant Administration Policy manual for CAP samples and state requirements.

General Questions

1. What is the difference between FRIS Inquiry and IWAS?

    FRIS Inquiry is an "inquiry" system where you can look up previously submitted and approved documents. FRIS Inquiry is updated every day and is a "view only" environment. (See FRIS Inquiry Quick Help)

    IWAS (ISBE Web Application Security System) is an interactive way to submit documents and information to ISBE. (Expenditure Reports, Continuation Applications, Program Reports)

2. What is the **RCDT** code?

    Each entity funded by ISBE is identified by a unique code, a Region-County-District Type (RCDT) code. The RCDT code entered on the budget determines who receives the payment for a grant. If you do not know your RCDT code, contact the Early Childhood Division at 217-524-4835.

Budgets/Payment Schedules/Amendments Question

3. Has my budget/amendment been approved?

    You can look up your project information on the Internet from the State Board of Education's Home Page. (See FRIS Inquiry Quick Help Guide)

    You can call the Early Childhood Division at phone number 217-524-4835.

4. When can I start obligating funds?

    Funds can be obligated as soon as a document has been received at the Illinois State Board of Education in "approvable form" (the initial RFP on the appropriate forms, the continuation application on IWAS), or July 1, whichever is later, an entity may begin obligating funds. This procedure also applies to amendments.

5. When should I amend my budget?

    All amendments are due at the Illinois State Board of Education 30 days prior to the end of the project (project end date: 6/30, amendment due date: 5/31)

    Amendments must be received prior to the obligation of funds based on the amendment.

    Amendments are required when:
    - the total funds available become known
    - the scope of your program is expected to change (adding a new component)
    - the expected expenditures exceed the budget cell by 20% or $1000, whichever is greater
    - opening a previously unbudgeted cell

- closing a previously budgeted cell

Note: Each sub-project (00-PFA (3-5), and 01- (PI) (0-3) must be amended separately.

6. Can activities for my program occur after the project ending date?

No, all activities for a Project must be completed within the Project period. Paying salaries on a 12 month cycle (as long as the activity is completed) is acceptable. The salaries for July and August would be shown on the final expenditure report on line 33 as outstanding obligations. Summer activities in July and August would be included in the following year's application.

7. Is there a limit on how much can be **budgeted** in a cell or a line?

In accordance with 23 Illinois Administrative Code 235, the budget shall specify that no more than 5 percent of the total grant award shall be used for administrative and general expenses not directly attributed to program activities, except that a higher limit not to exceed 10 percent may be negotiated with an applicant that has provided evidence that the excess administrative expenses are beyond its control and that it has exhausted all available and reasonable remedies to comply with the limitation.

The General Administration Function (Function 2300, total of Line 10, Column 11) may not exceed 5 percent of the total budget unless an exception up to 10 percent has been approved. If a 10 percent exception has been approved for Function 2300 the budgeted cell may not exceed 10 percent of the total grant allotment in the Final Expenditure Report. The appropriate functions and objects are open to use on the appropriate budget/amendment form. The budget should be formulated based on the needs of the entity.

8. Can I include cents on the Budget/Amendment/Payment Schedule?

No, all cents (including .00-decimal points and zeroes) are not acceptable.

9. Can I budget for TRS?

The employer's portion of TRS (NEC portion only) is an allowable budget item with state funds.

10. Where does Worker's Compensation and Unemployment Compensation belong on the budget?

Worker's Compensation and Unemployment Compensation are insurances paid by the employer on behalf of the employee; therefore these are considered purchased services NOT fringe benefits. Worker's Compensation and Unemployment Compensation are budgeted in Object 300, in the function in which the employee's salary is being budgeted.

11. Should I itemize all budgeted items being claimed on my budget or amendment breakdown?

Yes, please itemize **all** budgeted items – including all benefits included in your budget/amendment breakdown. (Example: Benefits: Insurance, IMRF, FICA, etc.) Reinstatement of the Expenditure Account is NOT acceptable. Please include enough detail that a reader can identify what costs are being requested.

12. How do you define Capital Outlay?

An equipment item is any instrument, machine, apparatus, or set of articles which meets **ALL** of the following criteria:

- under normal conditions of use, including reasonable care and maintenance it can be expected to serve its principal purpose for longer than twelve months;
- it does not lose its identity through fabrication or incorporation into a different or more complex unit or substance;
- it is nonexpendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it with an entirely new unit;
- it retains its appearance and character through use; and
- it the item costs **$500** or more/unit at the time of acquisition.

Note: Items classified as Capital Outlay must be inventoried and clearly labeled "Purchased with PFA Funds"

13. What is the difference between salaries and purchased services for staff time?

Salaries are amounts paid to permanent, temporary or substitute employees on the payroll of the administrating agency. Purchased services are amounts paid for personnel services rendered by personnel who are not on the payroll of the administrating agency.

14. Where should field trip **fees** be budgeted?

Field trip fees (zoo entrance fee, museum entrance fee, etc.) are part of the instructional process and belong in Function 1000, Object 300 – or Function 3000 for family activities. These costs are not a part of the transportation costs and should **not** be included in Function 2550.

15. What belongs in Function 2210?

Function 2210 - Improvement of Instruction is used for improving the instructional process. Included in this function would be staff time to develop new curriculum, staff time to attend workshops, conference attendance cost for staff and cost for staff in-service activities/materials. This function also includes staff training, supplies and materials for vertical transition activities. This does **not** include instructional activities/materials for students which are budgeted under Function 1000.

16. Where does the Early Childhood portion of the audit fee belong on the budget?

The audit fee is budgeted in Function 2300, Object 300. The audit fee should be prorated to include only the Early Childhood portion of the entity's audit costs.

17. What is considered an "other governmental unit" (Function 4000)?

Other local educational agencies (LEA's), community colleges, state universities, Regional Offices of Education (ROE's), Vocational Education Cooperatives, and Special Education Cooperatives would be considered a governmental unit. When a public entity is being paid instead of a person, the expenditure would be budgeted in Function 4000, not Function 3000-Community Services. Include what governmental unit is being paid in the budget breakdown description.

18. What is budgeted in Function 3000-Community Services?

Community Services are services provided to the community as a whole or some segment of the community such as parent activities, recreation programs, child-care programs, libraries, nonpublic school services and home/school services.

19. How do I determine the payment schedule?

The payment schedule requests should be based on the **cash needs of the entity** for this project. **If salaries/benefits are being requested, these should be reflected evenly throughout the entire span of the payment schedule**. Supplies, materials and equipment purchases to begin the new year should be reflected in the months in which the purchase orders will be paid. If staff development activities are being planned for the spring, these costs should be reflected in the month in which the planned activity costs will be paid. The payment schedule should always equal the total approved budget (line 30).

20. Should the amendment reflect the total new budget and payment schedule?

Yes, each budget amendment/payment schedule replaces the one prior. So, please include all budget cells (even the ones that are not changing) and a new payment schedule (even if it is not changing) on the Budget Summary and Payment Schedule.

21. When can I expect my payments?

Payments are made usually one month ahead of the scheduled date. In other words, the March payment will be made by mid-February so you should be receiving your March payment in March.

22. Why would my payments be different from the approved Payment Schedule or not be received at all?

Payments would be different from the approved Payment Schedule if an Expenditure Report has been received with excess cash on hand (indicated on line 37 of the most currently approved Expenditure Report). (See #30 below.)

If a payment has not been received,

- Check to make sure all required expenditure reports have been sent to the Illinois State Board of Education (including the Final Expenditure Report from the prior year). If the proper reports have not been filed, payments are withheld (frozen) until the required reports have been received and approved.
- Check to make sure all funds due the Illinois State Board of Education from the prior year have been remitted. Payments are withheld (frozen) until all funds have been recovered from the prior year.

Expenditure Reports

23. When are expenditure reports required?

   For the Early Childhood Block Grant (ECGB), expenditure reports are required for the periods ending September 30, December 31, March 31 and a final report through June 30. The reports must be filed electronically. (See the Electronic Expenditure Reports Quick Help Guide, page 15).

24. When are expenditure reports due at the Illinois State Board of Education?

   All expenditure reports are due 20 days after the *Cumulative Expenditure Through Date*. If there are outstanding obligations reported on the Completion Report (6/30), a Final Expenditure Report must be completed when all outstanding obligations have been liquidated. This report is due 90 days after the project's end date. (See #29 below.).

Period Ending: 9/30	Due Date: 10/20
Period Ending: 12/31	Due Date: 01/20
Period Ending: 03/31	Due Date: 04/20
Period Ending: 06/30	Due Date: 07/20
Final Expenditure: (no outstanding obligations)	Due Date: 09/30

25. What is the *Expenditure Report Submit Date*?

   The *Expenditure Report Submit Date* is the date submitted to ISBE.

26. What is the *Cumulative Expenditures Through Date*?

   The *Cumulative Expenditures Through Date* is the date through which the cumulative expenditures should be reported. The Report should include expenditures from the project begin date through this date.
   REMINDER: ALL EXPENDITURE REPORTS ARE CUMULATIVE

27. Who should I indicate as the contact person?

   The contact person should be the person that will be able to answer questions about the Expenditure Report. (Examples: Bookkeeper, Business Manager, Program Administrator, Superintendent, etc.)

28. Can I include cents on the Expenditure Report?

   No, please use WHOLE DOLLARS ONLY.

29. Can I expend funds in any cell?

   Expenditures can be claimed ONLY in cells that have been previously approved through the Budget/Amendment approval process. The allowable variance between what is budgeted and what can be expended is 20% or $1000, whichever is greater. Example: If the approved budget cell (Function/Object) has been approved for $15,000, the most that can be expended in that cell is $18,000 (120% of the budgeted amount). *If there is nothing budgeted in a particular cell, funds can NOT be expended in that cell*. Amendments to adjust for expenditures above this

variance or to budget funds in a cell not previously approved must be received at the Illinois State Board of Education prior to the obligation of funds.

30.   Can the total expenditures (plus obligations) be greater than my total budget?

The only expenditures required to be reported are the expenditures associated with the approved budget for this project. All other expenditures should be recorded in the entity's bookkeeping system. So, the total of Line 30 plus Line 33 of the Expenditure Report can **never** be greater than the total budget.

31.   What is an outstanding obligation?

An outstanding obligation is any unpaid debt for which funds were requested prior to the end of the reporting period and are expected to be paid within 90 days. **Salaries can only be obligated on the Completion Report**. (If outstanding obligations are reported on the Completion Report, a Final Expenditure Report must be submitted when all outstanding obligations have been liquidated.)

32.   What does the balance on Line 37 mean?

A *positive* **balance** on line 37 indicates excess cash on hand. In other words, more funds were requested than were actually expended. This balance will be withheld from the next payment. When an expenditure report is received showing these funds expended, the funds will be released in the next payment. If there is a positive balance on line 37 on the Final Expenditure Report, this indicates an overpayment and you will be requested to return these funds to the Illinois State Board of Education within 45 days.

A *negative* **balance** on line 38 indicates the cash needs were understated. In other words, more funds were expended than have been disbursed, based on the approved payment schedule. If this situation happens consistently, it is recommended to reevaluating the payment schedule to more accurately reflect the cash flow needs of the Project. This can be accomplished in the amendment process.

Contact Information for Questions:

33.   Who can I call for questions?

Questions regarding whether an activity, an item, or a service is approvable for your Project should be directed to the Early Childhood Program Consultant at 217-524-4835.

Questions regarding the Budget Summary and Payment Schedule, amendments, expenditure reports and payments may be directed to Jennifer Jonas in the Funding and Disbursement Services Division at 217-782-5256.

34.   What is the Funding and Disbursement Services Division's fax number?

The Funding and Disbursement Services Division's fax number is 217-782-3910

35.   What is the Early Childhood Division's fax number?

The Early Childhood Division's fax number is 217-785-7849.

<p align="center">**FRIS Inquiry (Financial Reimbursement Information System) Quick Help Guide**</p>

How to Get There:
1. From ISBE Home Page: WWW.ISBE.NET
2. Funding and Disbursement Services Division Link (left side of screen)
3. FRIS Inquiry (Resources box-right side of screen)

Instructions:
1. Choose Fiscal Year (defaulted to current)
2. Enter RCDT Code (NO DASHES) or Entity Name in the Contains field
   a. If partial information entered – select appropriate entity from search results

Project Information:
- Click on *Display Projects* to view **all projects** for selected entity
- From **Search Results Screen**: click on # column or program code of project you wish to view more detailed information
- **Project Summary Screen:** most current information on file at the Illinois State Board of Education for the selected project
- **Click for Details:** to view more details (if applicable)

Payment Information:

Choose:
- Recipient: entity responsible for administrating project, **or**
- Payee: entity receiving funds for distribution to participating entities/recipients

- Click on *Display Payments* to view entities receiving payments based on the information entered above.
- **Recipient/Payee Payment Screen**: click on RCDT code of entity you wish to view more detailed information
- **Voucher Search Screen:** enter either: Voucher Number **OR** Date Range (see format)
- Default sort order = by descending voucher date
  - Sort by Program Code = sort by Program Code in descending voucher date order
  - Sort by Processed Date = sort by date processed by Comptroller in descending date order
  - **Voucher List Screen** (list of vouchers based on the information entered above)
  - Click on Voucher Number you wish to view more detailed information
  - Recipient/Payee Payment Screen: Detailed payment information based on the information entered above (Date payments released from the Comptroller's Office included)

Reports:
- Click on *Project Based* to view reports based on *project* specific information, or
- Click on *Summary Reports* to view reports based on *program* summary information
  1. Select program
  2. Hover over *Report Description* to view detailed description

Other:
Click on the **HELP** link for more detailed instructions, field descriptors and instructions on the Comptroller's web site.
Click on **Content Summary** link for outline of all information included on this site. Please Note: FRIS is view only.

<p align="center">Contact Information:
Funding and Disbursement Services Division
217-782-5256
Kim Lewis KLEWIS@ISBE.NET
Marj Beck MBECK@ISBE.NET</p>

<div align="center">**Electronic Expenditure Reporting Quick Help Guide**</div>

How to Get There:
1. From the ISBE Home Page: WWW.ISBE.NET
2. Select the IWAS link

How to sign up:
Through ISBE Web Application Security System (IWAS)
       1) District Superintendent/Agency Administrator: locate *Sign up for IWAS Administrative Access* **(one-time only)**
       2) Expenditure Report Submitter: Sign up through IWAS **(first time only)**
- New Partner – Sign Up Now
  - Complete profile to become an IWAS user
  - System Listing – Electronic Expenditure Reports – Sign Up Now
- Complete profile (for information about Access Levels see **Help Screens**)
- Submit to District Superintendent/Agency Administrator for approval

       3) If technical support is needed, call the Tech Call Center at 217-558-3600

Submitting Expenditure Reports electronically: (Note: *Must be an approved system user/IWAS administrator.)*

Enter IWAS and select *Already Have an Account: Log In Here*
1. Log In Name/Password
2. IWAS Inbox – **All Confirmation Emails/Reminder Emails will be sent to this Inbox**
3. System Listing – Electronic Expenditure Reports
4. Main Screen:
   a. Select: Start New Expenditure Report
   b. Edit Saved/Pending Expenditures (work-in-progress)
   c. View Submitted Expenditures (status of Exp. pending/processed)
   d. Admin. Use Only: Approve/Disapprove Exp.

Fiscal Year/Program: Select the appropriate Fiscal Year/Program in which to enter expenditure data.
Continue Thru Date Selection Screen: Select appropriate expenditure thru date. Once at the **Expenditure Report Entry Screen**
- Complete Contact Person, phone and fax number
- Sections I-V: enter expenditure data in appropriate cells
- Section VI: Click Calculate Totals button
- Verify information in Sections VII-X (**Print-Optional**)
- Section XI: Click on *Continue & Save*: to save a work-in-progress.
- Select *Submit for Approval/to ISBE* button
- Confirmation Screen will read: *Confirmation of information submitted for approval/transmitted to ISBE.* Note*:* **Print** confirmation email sent to the IWAS Inbox.
- ADMIN. USE ONLY: Approve/Disapprove Expenditure Reports
- To return to the **Main Screen**, click on *Return to Main Screen* button to enter new data

Other: Click on **HELP** link for more detailed instructions and field descriptors.

<div align="center">
Contact Information:
Funding and Disbursement Services Division
217-782-5256
Kim Lewis KLEWIS@ISBE.NET
Marj Beck MBECK@ISBE.NET
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