



Budget Template Protocol

2013 – 2014 (Year 4)

Due June 14, 2013

The successful implementation of the LEA Scope of Work is vital to the achievement of Ohio's Race to the Top (RttT) Strategy. Equally critical is the LEA Excel budget template that is responsible for providing a multi-year view of all assurance areas within the RttT grant. The LEA Excel budget template is a unique document and differs from the budget allocation that is loaded annually into CCIP.

CCIP is primarily used for the current fiscal year and contains all historical budgeting and spending data. The Excel budget template exists in the RttT grant because it contains the four-year fiscal picture of a LEA's RttT budget and can be easily communicated to non-CCIP users or public constituents. With this in mind, the following expectations will exist:

- ODE shall load the FY14 RttT budget allocation in CCIP (Year 4 in RttT) by June 22, 2013. The carryover funding from FY13 will automatically be loaded into CCIP via the processing and acceptance of the final expenditure report (FER) from FY13. FERs are to be filed between July 1, 2013 and September 30, 2013.
- ODE shall upload an Excel budget template (Year 4) for all participating RttT LEAs into the Collaboration Center (SharePoint) during the last week of June 2013. This uploaded Excel budget template will be placed into the "Budget-Year 4" folder in the Collaboration Center for each LEA.
- It shall be the responsibility of each participating RttT LEA to update the uploaded Excel budget template once the FY13 FER has been approved by ODE Grants Management and the carryover amount from FY13 has been loaded into the FY14 budget allocation in CCIP. When updating the Excel budget template, LEAs should ensure that their actual RttT expenditure amounts are included in the FY11, FY12 and FY13 columns of the template. The FY14 column will match the budget allocation amount in CCIP, which will include the approved FY13 carryover.

Steps to follow from June 2013 to September 2013 for participating RttT LEAs:

1. FY14 CCIP Budget Allocation shall be loaded into CCIP by June 22 in CCIP.
2. ODE shall upload a budget template into the Collaboration Center (SharePoint) by June 24 in the LEA's "Budget-Year 4" folder.
3. LEAs may want to encumber FY13 funding for expenses to be incurred between July 2013 – September 2013.
4. LEAs shall kick-off their FY13 FER (final expenditure report) during the July 1 – September 30 timeframe.

5. Once ODE Grants Management approves the FY13 FER, LEAs shall update their budget template in the Collaboration Center. The budget template should be updated to include their actual RttT expenditure amounts in the FY11, FY12 and FY13 columns and their FY14 column will now include their approved FY13 carryover amount.

RttT Budget Amendment Rules:

1. FY13 budget allocations in CCIP should remain in a “final approved” status, especially on June 30, 2013 (last day of the state’s fiscal year).
2. The last day to propose a budget revision for FY13 in CCIP is June 24, 2013.
3. If a budget revision is over 10% of their total grant allocation or greater than \$100,000, LEAs should follow the RttT Amendment Rules (fill-out amendment form and forward to their RttT regional coordinator, update the budget template into SharePoint and update CCIP with the revised budget amounts).
4. If a budget revision is less than 10% of their total grant allocation or less than \$100,000, LEAs should input a comment in the history log in CCIP describing “**why**” funds need to be moved and update CCIP with the revised budget amounts.