

# Title 1 “Got Funds”



**2017-2018**



# Welcome Title 1 Bookkeepers!

## ➤ Introductions

### ➤ Title 1 Support Staff

- Dayanara Brooks – Finance ([dmbrooks@pasco.k12.fl.us](mailto:dmbrooks@pasco.k12.fl.us)) Ext. 42424
- Maddy Wehle – Office of Teaching & Learning ([mwehle@pasco.k12.fl.us](mailto:mwehle@pasco.k12.fl.us)) Ext. 42324
- Michael Gonzalez – Finance ([mmgonzal@pasco.k12.fl.us](mailto:mmgonzal@pasco.k12.fl.us)) Ext. 42073
- Sharon Trese – Finance ([strese@pasco.k12.fl.us](mailto:strese@pasco.k12.fl.us)) Ext. 42261

### ➤ New Title 1 bookkeepers

- NWES – Amanda Johnson
- CENMS – Gail Fisher
- CWTES – Tracy Linderman
- CES – Juanita Lyerly
- HMS – Mona Kohl (Nona Newhouse)
- GHS – Kim Stager
- PHS – Lisa Plummer
- QHES – Shawn Vitale
- RBCES – Karen Lamar
- SAES – Katrina Stitt
- SSES – Veronica Bobala
- WES – Sandy Dudley



1. Share one bookkeeping task you love doing.
2. Share one goal you have for making your job better this year.
3. Share your favorite way to de-stress or relax.

# The Whip-Around

Love  
WHAT YOU DO!

*“Success is no accident. It is hard work, perseverance, learning, studying, sacrifice and most of all, love of what you are doing or learning to do.”*

*-Pele*



# What is Title 1?

- Federally funded program designed to *supplement* funds used to assist in meeting student educational goals
  - Supplement – adding to existing student resources
  - Supplant – using grant funds to replace funds that would have been provided anyway
- Title I funds are meant to be used to help high poverty students meet high academic standards, improve teaching and learning, and increase parent and community involvement.

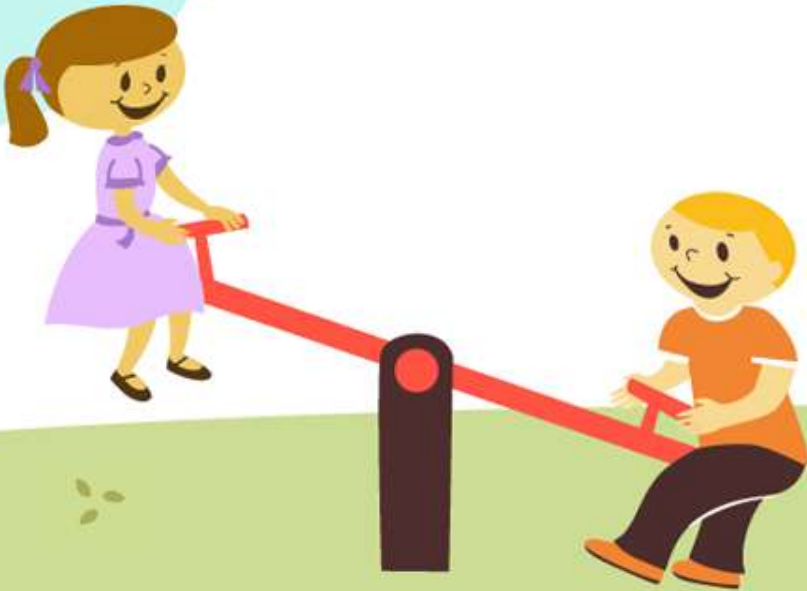


# *Managing Title 1 Funds*

*Using the correct objects and functions*

*Don't let objects and functions leave you teetering!*

Chart of Accounts 2017-2018

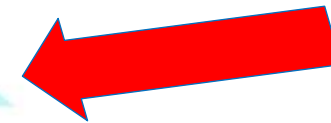


# Objects

- 512000 – Classroom Teacher
- 513000 – Other Certified
- 515000 – Paraprofessional
- 516000 – Other Support Personnel
- 536000 – Rentals & Leases (**New** all Transportation effective July 1, 2017)
  - 536000 – Chartered Buses (**Function 7800**)
- 539000 – Other Purchased Services
  - 539003 – In-House Transportation (**Function 7800**)

**Let your school's  
Spending Plan  
guide you!**

It's going to  
be a great  
year!



# Objects

- 531000 – Professional and Technical Services
  - 531100 - Subawards Under Subagreements First \$25,000
  - 531200. – Subawards Under Sub Agreements in Excess of \$25,000
- 539001 - Printing
- 551000 – Supplies
- 553000 - Periodicals
- 559000 – Other Materials
- 564100 & 564200 - Furniture, Fixtures and Equipment
  - Only allowed if **a new classroom teacher allocation** is purchased and a new classroom must be created. Key point, furniture can only be purchased for students or classrooms, not teachers.
- 575001 – Classroom Substitute
  - ✓ 4210.xxxx.xx.31318.575001.5100.0000 (**Basic Teacher Planning**)
  - ✓ 4210.xxxx.xx.31318.575001.5200.0000 (**ESE Teacher Planning**)
  - ✓ 4210.xxxx.xx.31318.575001.6400.0051 (**Teachers in PD**)



# Functions

- 5100 – Basic K-12
  - Teacher Lead Funds (4210.xxxx.xx.31318.551000.5100.0054)
  - Brain Pop (4210.xxxx.xx.31318.536000.5100.0000)
- 5200 – Exceptional
  - Teacher Lead Funds (4210.xxxx.xx.31318.551000.5200.0054)
- 6150 – Parent Involvement
- 6300 – Instructional & Curriculum Development
  - Nearpod (4210.xxxx.xx.31318.536000.6300.0000)

***“In every day, there are 1,440 minutes. That means we have 1,440 daily opportunities to make a positive impact.”***

***Les Brown***





# Functions

- 6400 – Instructional Staff Training Services Activities
  - Instructional Trainer Coach
    - ✓ 4210.xxxx.xx.31318.513000.6400.0000
  - Stipends if used as professional development
    - ✓ 4210.xxxx.xx.31318.512003.6400.0051
- 6500 – Instruction Related Technology
  - Learning Design Coach
  - Tech Services Technician
    - ✓ 4210.xxxx.xx.31318.539000.6500.0000



# Groups

- 0000 - General
- 0050 - Extended School Year
- 0051 - Professional Development
- 0052 - Before/After School
- 3114 - AVID & IDE



# *Running Reports!*

*What Report Options Do I Want?*

*Staying on top of your School's Spending Plan*



# *Running Reports – Understanding your Options!*

Are you looking for totals by Function?

Are you looking for totals by Function and Group?

Are you looking for totals by Object?

Are you looking for totals in Salaries only?

Are you looking for totals with Journal Details?



# Title 1 Budget Lines by Function without Journal Detail

YTD Budget Report - Munis (District School Board)

HOME

Accept Cancel Search Query Builder Add Update Delete Global Duplicate Print PDF Excel Word Email Attach Notify Maplink Alerts Return

Confirm Search Actions Output Office Tools

**Report Sequence**

Sequence	Field #	Total	Page Break
Sequence 1	1 - Function	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 2		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 3		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

Report title: RBCES TITLE 1 BUDGET

Print Options Additional Options

**Report Options**

Include only accounts that used  0 % or greater of budget

Order accounts by: Full Account

Totals only:  Year/period: Within year/period 2017 / 99

Account description: Full Carry forward: Totals (GAAP)

Print full GL account:  Print MTD version:

Roll projects to object:  Format type: Cents in budget amounts

Print report options:  Double space:

Suppress zero bal acts:

YTD Budget Report - Munis (District School Board)

HOME

Accept Cancel Search Query Builder Add Update Delete Global Duplicate Print PDF Excel Word Email Attach Notify

Confirm Search Actions Output Office Tools

**Report Sequence**

Sequence	Field #	Total	Page Break
Sequence 1	1 - Function	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 2		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 3		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

Report title: RBCES TITLE 1 BUDGET

Print Options Additional Options

**Additional Options**

Include requisition amounts	<input type="checkbox"/>	Include budget entries	<input checked="" type="checkbox"/>
Print Revenues-Version headings	<input type="checkbox"/>	Include encumb/liq entries	<input checked="" type="checkbox"/>
Print revenue as credit	<input checked="" type="checkbox"/>	Sort option	Journal entries
Print revenue budgets as zero	<input type="checkbox"/>	Detail format option	Standard format
Include fund balance	<input type="checkbox"/>	Include additional JE comments	<input type="checkbox"/>
Print journal detail	<input type="checkbox"/>	Multiyear view	Fiscal year view
		Amounts/totals exceed 999 million dollars	<input checked="" type="checkbox"/>

From yr/per: 2017 1

To yr/per: 2017 12



# Title 1 Budget Report by Function without Journal Detail

FOR 2017 99

ORIGINAL APPROP	TRANFRS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
5100 Basic PEFP K-12						
<u>4210.0021.11.31317.512000.5100.0000</u>		Classroom Teacher Salary				
93,244.00	0.00	93,244.00	87,221.31	0.00	6,022.69	93.5%
<u>4210.0021.11.31317.512000.5100.0050</u>		Classroom Teacher Salary				
0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	.0%
<u>4210.0021.11.31317.512000.5100.0052</u>		Classroom Teacher Salary				
3,000.00	-3,000.00	0.00	0.00	0.00	0.00	.0%
<u>4210.0021.11.31317.515000.5100.0000</u>		Paraprofessional				
15,535.00	-15,000.00	535.00	240.00	0.00	295.00	44.9%
<u>4210.0021.11.31317.515000.5100.0050</u>		Paraprofessional				
1,000.00	-1,000.00	0.00	0.00	0.00	0.00	.0%
<u>4210.0021.11.31317.521000.5100.0000</u>		Retirement				
8,180.00	0.00	8,180.00	6,577.00	0.00	1,603.00	80.4%
<u>4210.0021.11.31317.521000.5100.0050</u>		Retirement				
75.00	70.00	145.00	0.00	0.00	145.00	.0%
<u>4210.0021.11.31317.521000.5100.0052</u>		Retirement				
225.00	-225.00	0.00	0.00	0.00	0.00	.0%
<u>4210.0021.11.31317.522000.5100.0000</u>		FICA				
8,332.00	0.00	8,332.00	6,422.56	0.00	1,909.44	77.1%
<u>4210.0021.11.31317.522000.5100.0050</u>		FICA				
77.00	70.00	147.00	0.00	0.00	147.00	.0%
<u>4210.0021.11.31317.522000.5100.0051</u>		FICA				
145.00	-145.00	0.00	0.00	0.00	0.00	.0%
<u>4210.0021.11.31317.522000.5100.0052</u>		FICA				
229.00	-229.00	0.00	0.00	0.00	0.00	.0%
<u>4210.0021.11.31317.523000.5100.0000</u>		Group Insurance				
19,638.00	0.00	19,638.00	12,581.14	0.00	7,056.86	64.1%
<u>4210.0021.11.31317.523004.5100.0000</u>		Worker's Compensation				
985.00	0.00	985.00	803.26	0.00	181.74	81.5%
<u>4210.0021.11.31317.523004.5100.0050</u>		Worker's Compensation				
9.00	10.00	19.00	0.00	0.00	19.00	.0%
<u>4210.0021.11.31317.523004.5100.0051</u>		Worker's Compensation				
90.00	-90.00	0.00	0.00	0.00	0.00	.0%
<u>4210.0021.11.31317.523004.5100.0052</u>		Worker's Compensation				
27.00	-27.00	0.00	0.00	0.00	0.00	.0%
<u>4210.0021.11.31317.523005.5100.0000</u>		Unemployment Insurance				
110.00	0.00	110.00	89.14	0.00	20.86	81.0%
<u>4210.0021.11.31317.523005.5100.0050</u>		Unemployment Insurance				
1.00	2.00	3.00	0.00	0.00	3.00	.0%
<u>4210.0021.11.31317.523005.5100.0051</u>		Unemployment Insurance				
10.00	-10.00	0.00	0.00	0.00	0.00	.0%

# Title 1 Budget Lines by Function & Group without Journal Details

HOME

Accept Cancel Search Query Builder Add Update Delete Global Duplicate Print PDF Excel Word Email Schedule Attach Notify Alerts

Confirm Search Actions Output Office Tools

**Report Sequence**

	Field #	Total	Page Break
Sequence 1	4 - Function	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 2	5 - Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 3		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

Report title: RBCES TITLE 1 BUDGET

Print Options Additional Options

**Report Options**

Include only accounts that used  % or greater of budget

Order accounts by: Full Account

Totals only:

Account description: Full

Print full GL account:

Roll projects to object:  Rectangular Snap

Print report options:

Year/period: Within year/period 2017 / 99

Carry forward: Totals (GAAP)

Print MTD version:

Format type: Cents in budget amounts

Double space:

Suppress zero bal accts:

HOME

Accept Cancel Search Query Builder Add Update Delete Global Duplicate Print PDF Excel Word Email Schedule Attach Notify Alerts

Confirm Search Actions Output Office Tools

**Report Sequence**

	Field #	Total	Page Break
Sequence 1	4 - Function	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 2	5 - Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 3		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

Report title: RBCES TITLE 1 BUDGET

Print Options Additional Options

**Additional Options**

Include requisition amounts:

Print Revenues-Version headings:

Print revenue as credit:

Print revenue budgets as zero:

Include fund balance:

Print journal detail:

Include budget entries:

Include encumb/liq entries:

Sort option: Journal entries

Detail format option: Standard format

Include additional JE comments:

Multiyear view: Fiscal year view

Amounts/totals exceed 999 million dollars:

From yr/per: 2017 1

To yr/per: 2017 12



# Title 1 Budget Report by Function and Group without Journal Detail

POR 2017 99

ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0050 Extended School Year						
<u>4210.0021.11.31317.512000.5100.0050</u>						
0.00	2,000.00	Classroom Teacher Salary	2,000.00	0.00	2,000.00	10%
<u>4210.0021.11.31317.515000.5100.0050</u>						
1,000.00	-1,000.00	Paraprofessional	0.00	0.00	0.00	10%
<u>4210.0021.11.31317.521000.5100.0050</u>						
75.00	70.00	Retirement	145.00	0.00	145.00	10%
<u>4210.0021.11.31317.522000.5100.0050</u>						
77.00	70.00	FICA	147.00	0.00	147.00	10%
<u>4210.0021.11.31317.529004.5100.0050</u>						
9.00	10.00	Worker's Compensation	19.00	0.00	19.00	10%
<u>4210.0021.11.31317.529005.5100.0050</u>						
1.00	2.00	Unemployment Insurance	3.00	0.00	3.00	10%
TOTAL Extended School Year						
1,162.00	1,152.00	2,314.00	0.00	0.00	2,314.00	10%
0051 Training/Professional Devlpmt						
<u>4210.0021.11.31317.522000.5100.0051</u>						
145.00	-145.00	FICA	0.00	0.00	0.00	10%
<u>4210.0021.11.31317.529004.5100.0051</u>						
90.00	-90.00	Worker's Compensation	0.00	0.00	0.00	10%
<u>4210.0021.11.31317.529005.5100.0051</u>						
10.00	-10.00	Unemployment Insurance	0.00	0.00	0.00	10%
<u>4210.0021.11.31317.575001.5100.0051</u>						
10,000.00	-10,000.00	Other Personal Svcs-Sub Teach	0.00	0.00	0.00	10%
TOTAL Training/Professional De						
10,245.00	-10,245.00	0.00	0.00	0.00	0.00	10%
0052 Before/After School						
<u>4210.0021.11.31317.512000.5100.0052</u>						
3,000.00	-3,000.00	Classroom Teacher Salary	0.00	0.00	0.00	10%
<u>4210.0021.11.31317.521000.5100.0052</u>						
225.00	-225.00	Retirement	0.00	0.00	0.00	10%



# Title 1 Budget Lines by Object

Y1 D Budget Report - Mums DISTRICT SCHOOL BOARD OF PASCO COUNTY > Report Options

HOME

Accept Cancel Search Browse Add Update Delete Global\* Print Text File Word Notes Audit Return

Report Sequence

Sequence	Field #	Total	Page Break
Sequence 1	11 - Object	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sequence 2		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 3		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

Report title: RBCE TITLE 1 BUDGET

Print Options Additional Options

Report Options

Include only accounts that used  0 % or greater of budget.

Order accounts by: Full Account

Totals only:  Year/period: Within year/period 2017 / 99

Account description: Full Carry forward: Totals (GAAP)

Print full GL account:  Print MTD version:

Roll projects to object:  Format type: Cents in budget amounts

Print report options:  Double space:  Suppress zero bal accts:

Back

Y1 D Budget Report - Mums DISTRICT SCHOOL BOARD OF PASCO COUNTY > Report Options

HOME

Accept Cancel Search Browse Add Update Delete Global\* Print Text File Word Notes Audit Return

Report Sequence

Sequence	Field #	Total	Page Break
Sequence 1	11 - Object	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sequence 2		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 3		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

Report title: RBCE TITLE 1 BUDGET

Print Options Additional Options

Additional Options

Include requisition amounts	<input type="checkbox"/>	Include budget entries	<input checked="" type="checkbox"/>
Print Revenues-Version headings	<input type="checkbox"/>	Include oncum/liq entries	<input checked="" type="checkbox"/>
Print revenue as credit	<input checked="" type="checkbox"/>	Sort option	Journal entries
Print revenue budgets as zero	<input type="checkbox"/>	Detail format option	Standard format
Include fund balance	<input type="checkbox"/>	Include additional JE comments	<input type="checkbox"/>
Print journal detail	<input checked="" type="checkbox"/>	year view	Fiscal year view
		Amounts/totals exceed 999 million dollars	<input checked="" type="checkbox"/>

From yr/per: 2017 1

To yr/per: 2017 12

Back



# Title 1 Budget Report by Object with Journal Detail

ACCOUNTS FOR: 559000 Other Materials & Supplies		REVISD BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
ORIGINAL APPROP	TRANFRS/ADJSMTS							
<u>4210.0021.11.31317.559000.5100.0000</u>			Other Materials & Supplies					
15,000.00	-3,548.56	11,451.44	7,412.05	1,318.94	2,720.45	76.2%		
<u>2017/01/018608</u>	07/01/2016 BUC	15,000.00	REF	ORIGINAL BUDGET 2017				
<u>2017/01/018689</u>	07/11/2016 API	131.04	VND 031089	VCH Office Depot In	staplers for teachers			
<u>2017/01/018690</u>	07/13/2016 API	337.34	VND 031089	VCH Office Depot In	office supplies			
<u>2017/02/028410</u>	08/24/2016 POE	140.57	VND 000959	PO 17000491	Florida School PUBLICATIONS, AUDIOVISUAL MATE	909043		
<u>2017/05/057583</u>	11/14/2016 API	105.93	VND 000959	VCH Florida School	0000051			
<u>2017/05/057583</u>	11/14/2016 POL	-140.57	VND 000959	PO 17000491	Florida School 0000051	2017		
<u>2017/08/093699</u>	02/09/2017 API	1,523.83	VND 043041	VCH Voyager Sopris	Title 1 Funds Reading Program			
<u>2017/10/101649</u>	04/06/2017 BUA	-400.00	REF	Clear Neg. Sub Balance				
<u>2017/10/113334</u>	04/18/2017 BUA	-1,540.26	REF	Covering Summer Institute Exp				
<u>2017/10/116126</u>	04/27/2017 BUA	-4,000.00	REF	EOY Move for other purchases				
<u>2017/11/110075</u>	05/01/2017 POE	3,900.00	VND 062164	PO 17001474	American Readin IRLA Toolkit-WT			
<u>2017/11/110672</u>	05/02/2017 BUA	3,118.00	REF	Tech Order - Title 1 Funds				
<u>2017/11/113593</u>	05/08/2017 GNI	250.00	REF	SPR17 Lease iPad Cases				
<u>2017/11/129203</u>	05/18/2017 BUA	-726.30	REF	Troxell Charging Tubs Purchase				
<u>2017/11/129655</u>	05/01/2017 API	559.40	VND 002403	VCH BARNES & NOBLE	Admin-Sunshine State Young Rea			
<u>2017/11/129659</u>	05/03/2017 API	64.10	VND 025069	VCH School Specialt	Title 1 Math Supplies			
<u>2017/11/129663</u>	05/08/2017 API	203.06	VND 000712	VCH Didax Inc	Title 1 Math Teachers Guide			
<u>2017/11/132434</u>	05/05/2017 API	224.90	VND 001284	VCH John R Green Co	Title 1 Admin Math Supplies			
<u>2017/11/134002</u>	05/16/2017 API	112.45	VND 001284	VCH John R Green Co	Title 1 Math Supplies			
<u>2017/12/120546</u>	06/02/2017 POE	1,318.94	VND 062164	PO 17001683	American Readin See attached quote 78354 \$1318			
<u>2017/12/124519</u>	06/08/2017 API	3,900.00	VND 062164	VCH American Readin	00-COX01	914304		
<u>2017/12/124519</u>	06/08/2017 POL	-1,650.00	VND 062164	PO 17001474	American Readin 00-COX01	2017		
<u>2017/12/124519</u>	06/08/2017 POL	-2,250.00	VND 062164	PO 17001474	American Readin 00-COX01	2017		
<u>4210.0021.11.31317.559000.6150.0000</u>			Other Materials & Supplies					
500.00	-434.47	65.53	65.53	0.00	0.00	100.0%		
<u>2017/01/018608</u>	07/01/2016 BUC	500.00	REF	ORIGINAL BUDGET 2017				
<u>2017/05/060773</u>	11/14/2016 API	65.53	VND 001389	VCH Kaplan Early Le	Title 1 Family Science Night			
<u>2017/10/116126</u>	04/27/2017 BUA	-434.47	REF	EOY Move for other purchases				
<u>4210.0021.11.31317.559000.6300.0000</u>			Other Materials & Supplies					
7,500.00	-7,500.00	0.00	0.00	0.00	0.00	.0%		
<u>2017/01/018608</u>	07/01/2016 BUC	7,500.00	REF	ORIGINAL BUDGET 2017				
<u>2017/08/085861</u>	02/13/2017 BUA	-7,374.04	REF 0021	CVR NEGATIVE BALANCES				
<u>2017/10/116126</u>	04/27/2017 BUA	-125.96	REF	EOY Move for other purchases				
TOTAL Other Materials & Suppli		23,000.00	-11,483.03	11,516.97	7,477.58	1,318.94	2,720.45	76.4%
TOTAL EXPENSES		23,000.00	-11,483.03	11,516.97	7,477.58	1,318.94	2,720.45	

# Title 1 Salary Budgets Lines by Group

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Attach Notes Notify Audit Maplink Alerts

Confirm Search Actions Output Office Tools

**Report Sequence**

Sequence	Field #	Total	Page Break
Sequence 1	5 - Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 2		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 3		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

Report title: RBCES TITLE 1 SALARY BUDGETS

Print Options Additional Options

**Report Options**

Include only accounts that used  0 % or greater of budget

Order accounts by: Full Account

Totals only:  Year/period: Within year/period 2017 / 99

Account description: Full Carry forward: Totals (GAAP)

Print full GL account:  Print MTD version:

Roll projects to object:  Format type: Cents in budget amounts

Print report options:  Double space:

Suppress zero bal accts:

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Excel Word Email Attach Notes Notify Audit Maplink Alerts

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**Report Sequence**

Sequence	Field #	Total	Page Break
Sequence 1	5 - Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 2		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 3		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

Report title: RBCES TITLE 1 SALARY BUDGETS

Print Options Additional Options

**Additional Options**

Include requisition amounts	<input type="checkbox"/>	Include budget entries	<input checked="" type="checkbox"/>
Print Revenues-Version headings	<input type="checkbox"/>	Include encumb/liq entries	<input checked="" type="checkbox"/>
Print revenue as credit	<input checked="" type="checkbox"/>	Sort option	Journal entries
Print revenue budgets as zero	<input type="checkbox"/>	Detail format option	Standard format
Include fund balance	<input type="checkbox"/>	Include additional JE comments	<input type="checkbox"/>
Print journal detail	<input checked="" type="checkbox"/>	Year view	Fiscal year view
		Amounts/totals exceed 999 million dollars	<input checked="" type="checkbox"/>

From yr/per: 2017 1  
To yr/per: 2017 12

Rectangular Snip



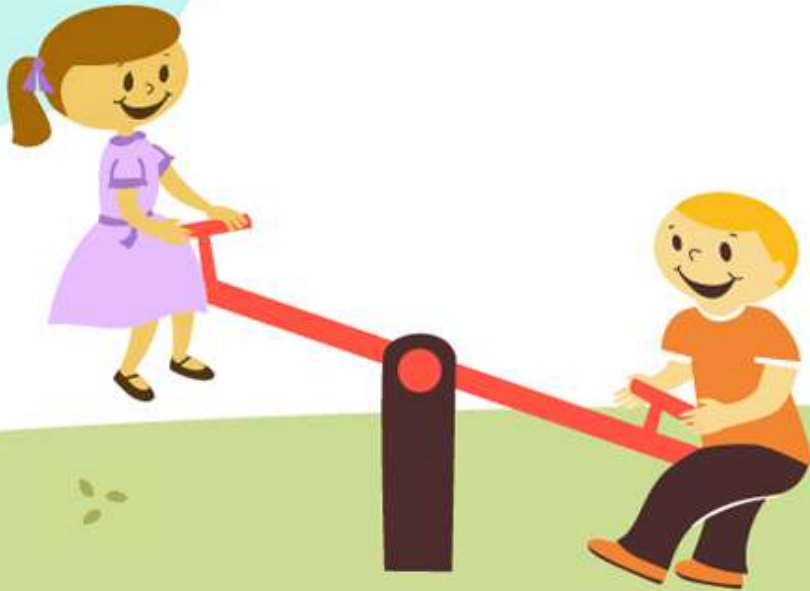
# Title 1 Salary Budget Report by Group with Journal Detail

ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0000 General						
<hr/>						
<u>4210.0021.11.31317.512000.5100.0000</u>		Classroom Teacher Salary				
93,244.00	0.00	93,244.00	87,221.31	0.00	6,022.69	93.5%
<a href="#">2017/01/018608</a>	07/01/2016 BUC	93,244.00 REF	ORIGINAL BUDGET 2017			
<a href="#">2017/02/028556</a>	08/26/2016 PRJ	4,451.49 REF B70517	WARRANT=B70517	RUN=1	BIWEEKLY	
<a href="#">2017/03/031395</a>	09/09/2016 PRJ	4,451.49 REF B70617	WARRANT=B70617	RUN=1	BIWEEKLY	
<a href="#">2017/03/036263</a>	09/23/2016 PRJ	-1,025.13 REF B70717	WARRANT=B70717	RUN=1	BIWEEKLY	
<a href="#">2017/04/042205</a>	10/07/2016 PRJ	3,458.95 REF B70817	WARRANT=B70817	RUN=1	BIWEEKLY	
<a href="#">2017/04/047976</a>	10/21/2016 PRJ	3,458.95 REF B70917	WARRANT=B70917	RUN=1	BIWEEKLY	
<a href="#">2017/05/050569</a>	11/04/2016 PRJ	3,458.95 REF B71017	WARRANT=B71017	RUN=1	BIWEEKLY	
<a href="#">2017/05/055892</a>	11/18/2016 PRJ	3,458.95 REF B71117	WARRANT=B71117	RUN=1	BIWEEKLY	
<a href="#">2017/06/060242</a>	12/02/2016 PRJ	3,458.95 REF B71217	WARRANT=B71217	RUN=1	BIWEEKLY	
<a href="#">2017/06/066240</a>	12/16/2016 PRJ	3,458.95 REF B71317	WARRANT=B71317	RUN=1	BIWEEKLY	
<a href="#">2017/06/069970</a>	12/30/2016 PRJ	3,645.77 REF B71417	WARRANT=B71417	RUN=1	BIWEEKLY	
<a href="#">2017/07/071255</a>	01/13/2017 PRJ	3,458.95 REF B71517	WARRANT=B71517	RUN=1	BIWEEKLY	
<a href="#">2017/07/078100</a>	01/27/2017 PRJ	3,458.95 REF B71617	WARRANT=B71617	RUN=1	BIWEEKLY	
<a href="#">2017/08/084702</a>	02/10/2017 PRJ	3,458.95 REF B71717	WARRANT=B71717	RUN=1	BIWEEKLY	
<a href="#">2017/08/090539</a>	02/24/2017 PRJ	3,458.95 REF B71817	WARRANT=B71817	RUN=1	BIWEEKLY	
<a href="#">2017/08/092504</a>	02/21/2017 GNI	-186.82 REF	Reclassify Mentor Basic			
<a href="#">2017/09/094665</a>	03/10/2017 PRJ	3,458.95 REF B71917	WARRANT=B71917	RUN=1	BIWEEKLY	
<a href="#">2017/09/098781</a>	03/24/2017 PRJ	3,458.95 REF B72017	WARRANT=B72017	RUN=1	BIWEEKLY	
<a href="#">2017/10/100712</a>	04/07/2017 PRJ	3,458.95 REF B72117	WARRANT=B72117	RUN=1	BIWEEKLY	
<a href="#">2017/10/113371</a>	04/21/2017 PRJ	3,458.95 REF B72217	WARRANT=B72217	RUN=1	BIWEEKLY	
<a href="#">2017/11/110997</a>	05/05/2017 PRJ	3,458.95 REF B72317	WARRANT=B72317	RUN=1	BIWEEKLY	
<a href="#">2017/11/128359</a>	05/19/2017 PRJ	3,458.95 REF B72417	WARRANT=B72417	RUN=1	BIWEEKLY	
<a href="#">2017/11/132225</a>	05/31/2017 PRJ	17,082.36 REF B77417	WARRANT=B77417	RUN=1	BIWEEKLY	
<a href="#">2017/12/120932</a>	06/14/2017 PRJ	3,458.95 REF B73317	WARRANT=B73317	RUN=1	BIWEEKLY	
<u>4210.0021.11.31317.512003.6150.0000</u>		Clstrm Tchrr Curr/In-Service				
3,000.00	-3,000.00	0.00	0.00	0.00	0.00	.0%
<a href="#">2017/01/018608</a>	07/01/2016 BUC	3,000.00 REF	ORIGINAL BUDGET 2017			
<a href="#">2017/10/116126</a>	04/27/2017 BUA	-3,000.00 REF	EOY Move for other purchases			
<u>4210.0021.11.31317.512003.6300.0000</u>		Clstrm Tchrr Curr/In-Service				
0.00	180.00	180.00	180.00	0.00	0.00	100.0%
<a href="#">2017/04/043710</a>	10/12/2016 BUA	500.00 REF 0021	cvr IReady Stipends			

8.50 in

# Title 1 Funds and Incentives

*"Will this item improve student achievement?"*



Ask yourself these three questions when buying student incentives

***Is this purchase reasonable? – Will I be able to justify this expense to an auditor?***

If you can answer these questions and provide supporting documentation, the incentive can be purchased.

***Is this purchase nominal? - Incentives should be a small portion of your overall budget***



***Is this purchase educationally related? - Incentives should not only be educationally related, but designed to increase student achievement***

# *Title 1 Allowable & Not Allowable Expenses*

- Refer to the Title 1 Technical Assistance Guide handout
- Refer to Examples of Allowable & Unallowable Title 1 Expenditures handout
  - Parent Involvement
    - Parent Workshops
    - Parent Award events, banquets
  - Guidelines for purchasing food
    - Gratuities, delivery charges and tips



# Managing Supply, Salary, Substitute and Stipend Lines





# Some Fun Facts

**Title 1 Records need to be retained for 7 years – the Federal government can audit your school for up to seven years. Keep all Title 1 financial records as well as Parent Compacts boxed up and marked with a destruction date.**



**Before erasers it was common for people to erase pencil using crumbs from white bread.**



**Cows can produce 125 lbs. of saliva in one day!**