

## **FEDERAL ENTITLEMENT BUDGET PROCEDURE (INS-P004)**

Clarksville-Montgomery County School System

---

### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for identifying the budgetary operational needs and adequate sources of funding for the Federal Entitlement Grants.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Federal Programs Supervisor and Special Education Supervisor

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Academic Officer

### **4.0 DEFINITIONS:**

- 4.1 Eligible Students: Students who meet the criteria for identification as handicapped under federal regulations, receiving free/reduced priced lunches and attend a school identified as a Title I school.
- 4.2 Revenue sources: Federal funds based on the number of eligible students. There are two sources of revenue, non programmed and projected new allocation. Non programmed refers to Title I and is limited to 15%. Special Education can not have non programmed funds.
- 4.3 Instructional Team: A group under the leadership of the Chief Academic Officer composed of district level supervisory and program coordinators who provide leadership for the Instructional Department.
- 4.4 Entitlement Grants: Grants schools don't have to compete for; but we need to apply showing how we are going to use the funds.
- 4.5 Fringe Benefits: Benefits including social security, retirement, Medicare and health and life insurance.
- 4.6 Title I School Committees (planning committee): Committees consisting of school personnel and parents (non teacher parent).

### **5.0 PROCEDURE:**

- 5.1 Current sources of revenue are analyzed by the Instructional Team and levels of funding for the proposed budget are forecasted during the third quarter of the current fiscal year based on projected growth.
- 5.2 Staffing requirements and the costs of salaries are projected based on the proposed pay policy.
  - 5.2.1 Levels of staffing for each school are calculated by Title I School Committees or on projections based on a special needs census.
- 5.3 Employer's contributions for fringe benefits are calculated based on proposed pay policy.

## **FEDERAL ENTITLEMENT BUDGET PROCEDURE (INS-P004)**

Clarksville-Montgomery County School System

---

- 5.4 Instructional Team forecasts categories of operational expenditures, i.e. professional staff development, supplies and materials, textbooks, library books and indirect costs.
  - 5.4.1 The equitable private school participation amount is calculated at this time.
    - 5.4.1.1 Title I notifies private schools by memorandum of monies available and they decide if they want to accept the funds in lieu of professional training and use of the Teacher Center.
    - 5.4.1.2 Special Education is required to hold a meeting with private schools to inform them of funds available and offer the funds or professional training.
- 5.5 Title I Consolidate Application is submitted to the Board of Education for approval and signed by a Board Official and the Director of Schools and forwarded to the Tennessee State Department of Education.
- 5.6 Special Education Comprehensive Plan is submitted to Director of Schools for signature and forwarded to the Tennessee Department of Education.
- 5.7 Proposed federal entitlement budget worksheets are submitted to the Chief Financial Officer (CFO)/designee for inclusion on the school system's budget (ref. [BUD-P001](#)).

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Title I Consolidated Application
- 6.2 Special Education Comprehensive Plan
- 6.3 Budget Worksheets
- 6.4 Annual Budget ([BUD-P001](#))
- 6.5 Memorandum of Funds Available to Private Schools
- 6.6 <http://tennessee.gov/education/fedprog>

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Budget Building Preparation File	Instructional Department	Three years plus current	Discard as Desired	Secured Building
Memo/Response	Instructional Department	Three years plus current	Shred	Secured Building

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/19/04		Initial Release

## **FEDERAL ENTITLEMENT BUDGET PROCEDURE (INS-P004)**

Clarksville-Montgomery County School System

---

2/15/05	A	Add 4.4, 4.5, 4.6, remove 5.3.1, add State Form A in 5.4.1 and 6.4, add 5.4.1.1 and 5.4.1.2, clarify 5.5 by adding new 5.6, renumber, clarify 6.1 by adding a new 6.2, renumber, update flowchart
4/21/09	B	Remove mention of equipment replacement & repairs (this falls under technology) in 5.4, remove state form ref in 5.4.1, add designee to 5.7, update retention table and flowchart

### **9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

**\*\*\* End of procedure \*\*\***

