Early Childhood Budget
Updates & Reminders

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Hot Topics

- Amendments
- Unallowable Expenditures
- Requests for Additional Funding
Amendments...
Why would I do a Budget Amendment?

Programmatic Changes

- Scope of program has changed
- Increase/decrease in FTE’s
- Staff name(s) have changed
- Program site change
- Schedule change
- Change to ending date

Budgetary Changes

- Funding level has changed. (upward/downward amendment)
- Expected expenditures in the budgeted cell exceed the expenditure variance of 20% or $1000 (whichever is greater)
- Line/cell changes (adding an expenditure)
When do I need to complete my Amendment?

Program End Date: June 30
* Last day to submit an Amendment is May 30

Program End Date: August 31
* Last day to submit an Amendment is August 1

The sooner... the better!
Allow time for review, and if needed, revision!
The Top 5 Reasons an Amendment is RETURNED/NOT ACCEPTED...

1. “Expenditure Description/Itemization” cell does not total budgeted amount in the “ECBGContPFAFunds” cell.
2. Administrative Costs - Function 2300 - exceed the allowable amount of 5% (Part 235, Section 235.20)
3. A request is NOT an allowable expenditure (See examples)
4. An error/misunderstanding with regard to Object 400 and Object 500
   - **Object 400** = <$500 *Supplies/Materials OR **Equipment/Furniture LESS THAN $500/unit
   - **Object 500** = >$500 *Equipment & Furniture ONLY **Keep an inventory & label “Purchased with PFA funds”
5. NO AMENDMENT! User returns the amendment without saving the Amendment.
Help us improve our efficiency!

* **The earlier** you submit... **the better**!

* Provide a few sentences in the District Comment box on the Applicant page for your program consultant. Often a few sentences will provide enough insight to **avoid the return/reject/follow up conversations** that may otherwise occur.

* **Follow up with your IWAS USER/Authorized Official** within a few days of submitting your Amendment. Often the IWAS USER is the Superintendent/Director.
Examples of Unallowable Expenditures

- Gift cards
- Promotional items of any kind
- Itinerate services provided by special education staff (These expenditures should be covered by special education funds.)
- Compensation for principal, assistant principal, superintendent, directors of childcare centers, etc. (Exception: PREK ONLY Early Childhood Center)
- Vehicle purchase
- Building purchase or any other permanent structure. (Rent may be allowable, if there is a need for space that is NOT already owned by district/fiscal agent.)
- Tuition reimbursement
- Out of state travel
- Playground equipment may be an allowable expenditure. Consult with your program consultant for more information and guidelines.
Requests for Additional Funding

In the event extra ECBG funds are available, district/program requests will be considered.
Applications for additional funds will be reviewed and ranked according to multiple factors.

- What is the amount of your request?
- Is the requested allotment for a one time expenditure or is the request for ongoing funding?
- Will the request for additional funding provide additional PFA slots or needed programmatic improvement?
- What was the program’s previous year’s capacity versus enrollment?
- What is the program’s current year’s capacity versus enrollment?
- Did all of the students meet PFA At-Risk Eligibility?
- Does the program have a waiting list of PFA eligible, at-risk students?
- Did the program lapse funding in the previous fiscal year?
- What is the status of the Program’s CQIP?
Program Request for Additional Funding Form

Please contact your Program Consultant or email earlychi@isbe.net with questions or to access this form.