



NORTH DAKOTA DEPARTMENT OF **PUBLIC INSTRUCTION**

Federal Title Programs STARS Budget Revision Help Guide

August 2019

Kirsten Baesler
State Superintendent
Department of Public Instruction
600 East Boulevard Avenue #201
Bismarck, ND 58505-0440
www.nd.gov/dpi

The Department of Public Instruction does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, sex (wages) or genetics in its programs and activities. For inquiries regarding nondiscrimination policies, contact Robert Marthaller, Assistant Superintendent, Department of Public Instruction, 600 East Boulevard Avenue, Dept. 201, Bismarck, ND 58505-0440, phone: (701) 328-2267.

Table of Contents

GENERAL INFORMATION.....	3
Process.....	3
Notes Regarding Object Codes.....	4
TO ACCESS BUDGET REVISION REPORT ON STARS	5
BUDGET REVISION SECTION	5
Section A – This section applies to all budget revisions.	5
Section B – This section applies to all budget revisions.	6
Section C – This section applies to all budget revisions.	6
Section D – This section applies to all budget revisions.	6

General Information

The Consolidated Budget Revision report is available on the STate Automated Reporting System ([STARS](#)). The Consolidated Budget Revision report is directly linked to the budgets submitted annually through the Consolidated Application for Federal Title Funding on [STARS](#). This process allows school districts to submit budget revisions more efficiently and accurately. The Consolidated Application must be approved before budget revisions can be completed.

All budget revisions for Title I Part A (district administration, targeted, schoolwide, schoolwide co-mingling, nonpublic, cooperatives, and reallocated funds), Title II Part A, Title III Part A, Title III Immigrant, Title IV Part A, and Transfer are available on STARS. A Title I budget revision may include one or more of the Title I categories listed above since all categories roll up into one Title I budget. For the other Title programs, including Transfer, a separate budget revision must be requested for each program as each requires a separate budget.

School districts must submit a budget revision, and it must be approved by NDDPI staff BEFORE the revision is implemented by the district.

Technical assistance is available from the following NDDPI staff:

Fiscal Management	Jamie Mertz	(701) 328-2176	jdmerz@nd.gov
Title I Part A	Stefanie Two Crow	(701) 328-2287	stwocrow@nd.gov
Title II Part A	Ann Ellefson	(701) 328-2248	aellefson@nd.gov
Title III Part A	Lodee Arnold	(701) 328-1876	laarnold@nd.gov
Title IV Part A	Robin Lang	(701) 328-2265	roclang@nd.gov
Transfer	Ann Ellefson	(701) 328-2488	aellefson@nd.gov

Process

- A school district submits a budget revision electronically on STARS.
- The NDDPI staff reviews the budget revision, completes the “Final Approved Budget” column, completes Section G indicating the name of the authorized staff person, the date approved, the revised amount approved, and any comments.
- The NDDPI staff checks the box indicating that the budget revision has been approved, which triggers a message at the top of the budget revision that it has been approved.
- The NDDPI notifies the district via email that the budget revision has been approved.

This **Help** screen document can be accessed throughout the report by clicking on “Help” at the bottom left of each screen.

Printing. To print a budget revision, click on “Print Page” at the bottom left of the screen after the Functions section.

Date Fields. The format for date fields is MM/DD/YYYY.

Check-Out. To enter data into the program, click on “Check-Out” at the left side of the screens. This will change the report from read-only to write and data can then be entered in the cells. Once you have checked out of this report, it is locked in your name until it is checked-in.

Check-In. To leave the section that is being worked on and either go to another section or exit the report, click on “Check-In.” This will change the report from write to read-only and will save the data that has been entered. The user can always go back to a section, click on “check-out” and add new data or change existing data. Exiting the report will also check-in each section automatically.

Save. To save data entered in the program, click on “Save” located at the left side of the screens. **Be sure to save often.** A “Save Complete” message appears at the top right corner indicating the save was successful.

Validate. To check for warnings and errors, click on “Validate” at the left of the screen and follow the directions to correct the problems. If errors occur, a red asterisk will appear, and a summary of the errors will appear at the top of the page.

Submit. Once everything is finalized and all information is entered correctly, click on “Submit” at the left of the screen. Clicking on “Submit” submits the report to the NDDPI and becomes read-only to the district staff. No changes can be made after that.

Print. To print data entered in a budget revision, click on “Generate PDF” located on the left side of the screen under the Functions section. From the drop-down box, select the appropriate Title program, select the revision type, lastly select the budget revision which is listed in date order.

Exit Report. The entire Consolidated Budget Revision will be checked in, and the system will return to the Report Select screen.

Log Out. Click on “Exit Report” at the top right of the screen and then click on the blue “Log Out” at the top left of the next screen. It is very important to log out of the STARS properly.

Notes Regarding Object Codes

If requested equipment has a value of \$750 or more per item and a useful life of more than one year, include the cost in object code 700 for equipment. If equipment is less than \$750, include it in object code 600 for materials and supplies. Computers, furniture (computer desks, cabinets, bookshelves), and technology related purchases (iPads, iPods, cameras, scanners) are ALWAYS considered equipment, no matter the purchase price.

Following is an explanation of the object codes:

110	Certified Personnel – Salaries for certified personnel including: teachers, substitute teachers, stipends to staff for attending workshops that are held after regular school hours.
120	Noncertified Personnel – Salaries for non-certified personnel including: aides, paraprofessionals, bus drivers, secretaries.
200	Employee Benefits – Payments that are not part of gross salary made on behalf of employees; i.e., insurance, Social Security, retirement, unemployment compensation, Workers Compensation, annual leave, sick leave. School districts paying stipends to staff must pay benefits for those stipends.
300	Purchased Professional and Technical Services – Purchased services for which the district has a contract on file including: speaker fees, professional development on site, auditors, consultants, etc.
400	Purchased Property Services – Repair of Equipment.
500	Other Purchased Services – Expenses for transportation including mileage, meals, lodging, airfare, taxi fares, etc. Travel expenses for teachers that are working to become highly qualified, (i.e. mileage, meals, and lodging expenses to attend classes). Travel (transportation) for students to attend student activities (such as Title I summer school or after school programs).
600	Supplies and Materials – Expendable items that are consumed, worn out, or deteriorated in use, freight, books, school supplies, periodicals/subscriptions, software, software applications, food for parental involvement activities, snacks for after school programs, etc. Exception: Computers are <u>always</u> coded as equipment, even those with a purchase price under \$750.
700	Property & Equipment – Document cameras, iPods, iPads, computers, printers, e-readers, monitors, white boards, smart boards, hard drives, etc. These items must be tagged as being purchased with Title I funds.
800	Other Objects – Registration fees for Title I staff to attend workshops. Registration fees, tuition, books for teachers. Cost to have portfolios reviewed. Cost to complete Praxis tests. Licensing fees.
900	Other Use of Funds – Indirect costs are calculated by taking your total approved budget and subtracting any funds listed on the unobligated line and the equipment (object code 700). After you have subtracted the amount you plan to spend on equipment and the amount set aside as unobligated, you multiply the difference by the indirect cost rate. This equals the maximum allowed for indirect cost. Please Note: *Indirect costs cannot be claimed for reimbursement until the end of the fiscal year. This information is reflected on the Final Financial Report. Indirect costs are figured again at the end of the year and the maximum indirect costs are only paid based on your total expenditures less the funds listed on the unobligated line and the 700-equipment line. *School districts participating in a cooperative agreement must use the <u>fiscal agent’s indirect cost rates</u> for Title I purposes.

Unobligated – Costs for funds available but not obligated into the district budget can be coded to object code 950. (This includes undetermined costs for schools or districts currently in program improvement.) This object code is to be used only to budget these unobligated funds and should not appear as an expenditure code. Before the unobligated funds are spent, the district must submit an electronic budget revision and adjust the budget to move these funds into the appropriate object codes listed above.

Resources. Many [resources](#) pertaining to the consolidated application, allowable expenditures, and program requirements for each Title program can be found on the NDDPI’s website.

To Access Budget Revision Report on STARS

- Log on to STARS.
- The school district administrator must give school district staff authority to use the report, which is the same process that the administrator gave staff authority to use the Consolidated Application on STARS. The user manual for completing this are located on the [STARS](#) website, under “STARS Help”.
- Click on “Reports”, then “Federal Title Reports”, then “Consolidated Budget Revision” and then “Select”.

Budget Revision Section

- Choose the applicable Title program for which you want to submit a budget revision.
- Click on the “Create New” button at the top right of the screen. A budget revision format shows up on the screen. The first budget revision will have budget amounts entered in the “Previously Approved Amounts” column from the approved consolidated application. Subsequent budget revisions will have budget amounts entered in the “Previously Approved Amounts” column from the last approved budget revision. If there are zeros in the “Previously Approved Amounts” column, the budget revision will be invalid. In that case, call the NDDPI for assistance.

The heading at the top of the screen will give a status of the budget revision.

- If you have not submitted it, it will read “**Not Submitted.**”
- If you have submitted it but it has not been approved by the NDDPI, it will read “**Submitted—Waiting Approval.**”
- If you have submitted it and it has been approved by the NDDPI, it will read “**Submitted—Approved.**”

Once a budget revision has been submitted by you and approved by the NDDPI, a second budget revision can be created.

Section A – This section applies to all budget revisions.

- Click on the checkbox for the applicable category you are requesting (at least one must be checked).

Options available for Title I budget revisions only:

- Title I Dist Admin, Title I Targeted, Title I Schoolwide, or Schoolwide Co-mingling. Describe how you plan to use Title I funds. Include allowable activities for the Title I program and details of the proposed activities with changes.

Options available for all budget revisions:

- School districts that plan to apply for **Reallocated Funds** would check this box. Describe how you plan to use the reallocated funds. Address the need for these additional funds. Describe how they are supplemental and what specifically would be added to your federal Title program (e.g., Title I, Title II, Title III, Title IV, Transfer). Activities must be prioritized in the order in which you would like them funded.

Reallocated application must also include adequate detail. For example, if you plan to submit a request to conduct a Title I After School Program, you would need to include the following information: the number of days the program will run per week, the number of hours the program will run per day, the number of teachers that will be hired, the salary they will be paid per hour, the number of weeks the program will run, and the start and end date of the program.

Anytown School District plans to conduct an After-School Program for Title I students. The program will run from May 2 through May 25. The program will run from 3:30 p.m. to 5:30 p.m. Monday through Thursday for four weeks. Two teachers will be hired and paid \$20 per hour. 4 weeks X 4 days per week = 16 days X 2 hours

per day = 32 hours X 2 teachers = 64 hours @ \$20.00 per hour = **\$1,280.00**. Benefits are calculated at 15.7% X \$1,280 = **\$200.96**. Anytown School District would like to offer an after school snack to students. 20 students @ .50 each per day = \$10.00 X 16 days = **\$160.00**. Other supplies and materials needed to conduct the program are estimated at \$5.00 per day X 16 days = **\$80.00**. The total cost to conduct the after school program is as follows:

- Salary for two teachers – object code 110 = \$1,280.00
- Benefits for two teachers – object code 200 = 200.96
- Materials, supplies and snacks – object code 600 = 240.00
- Total \$1,720.96

Section B – This section applies to all budget revisions.

- Describe the purpose of the budget revision and the proposed activities that you plan to undertake in the text box. Specifically include the information that is requested for each individual section.

Section C – This section applies to all budget revisions.

- Enter dollar amounts in the second column titled **“Proposed Revised Amount”**. Do not include commas or dollar signs. **The total of this column should be the total of your entire corresponding federal Title program budget (e.g., Title I, Title II, Title III, Title IV, Transfer).**
- The amounts in the column titled **“Previously Approved Amount”** are automatically entered from either the Electronic Consolidated Application or the last approved budget revision.
- The column titled **“Final Approved Budget”** will be completed by NDDPI staff.
- Click on the **“Save”** button to save the dollar amounts and to total the column.

Section D – This section applies to all budget revisions.

- Enter the name of the person authorized to approve expenditures for the applicable title for which the budget revision is requested.
- Enter the date the budget revision is submitted.
- Click on the checkbox if the authorized representative approves this budget revision.
- Enter the name of the business manager.
- Enter the date the budget revision is submitted.
- Click on the checkbox if the business manager is aware of this budget revision.
- Click on the **“Validate”** button. The Budget Revision will be checked for errors and invalid data. These errors and warnings will be displayed within a pop-up window. The errors must be corrected before the budget revision can be submitted.
- Click on the **“Submit”** button after you are sure the information in the budget revision is correct. Once the budget revision is submitted, no further modifications may be made to the information. However, the district will still be able to read and print the information.