

Instructions for Using the CSP 2-Year Budget Development Tool

Before You Begin

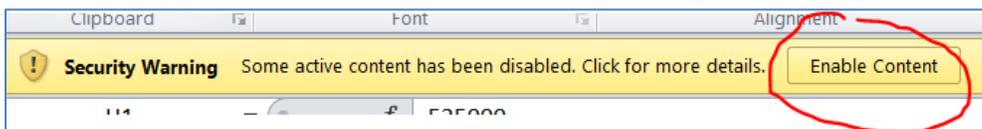
The **CSP 2-Year Budget Development Tool** is provided by the Charter Schools Program (CSP) Office to assist CSP sub-recipient schools to help develop their year-one and year-two Implementation budget. The budget tool will combine the detailed *quantity (X) cost* break-downs and consolidate all year-one and year-two budget items; grouping by same function and object codes.

This tool is only intended as a means for schools to compile large budgets, and does not guarantee or imply CSP program office approval. The CSP grant specialist assigned to your school will review the **CSP 2-Year Budget Development Tool** detailed itemized list to ensure all budget requests are *allowable, necessary, reasonable, legal, and allocable*. Note that sub-recipient schools may need to provide additional details, justification, and supporting documentation.

Using the Tool

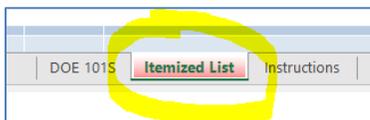
1. Enable content

- A *Security Warning* will be displayed at the top of your screen on first opening the tool.
- If the warning is present, click “Enable Content” before beginning to work on your budget.



2. Enter basic information

- The **CSP 2-Year Budget Development Tool** should open to the “Itemized List” worksheet.



- Begin by completing the green fields as indicated near the top page of worksheet.

D	H
Enter the Total Grant Award in Cell H1 ----->	
Enter School Name Below	CSP ID #

TIP: You may tab to move to the next field.

- **Cell H1** – enter the **total award amount** the school has been approved to allocate
- **Cell D3** – enter the **school name** as it appears on FLSCP.org
- **Cell H3** – enter the 7-digit **CSP ID**

- Complete YEAR 1 and YEAR 2 information

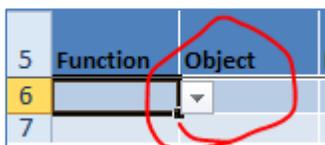
I	J	K	L
Enter Projected # of Students and Teachers Below by Year			
# of Students	# of Teachers/Classrooms	# of Students	# of Teachers/Classrooms
YEAR 1		YEAR 2	

- YEAR 1 information
 1. **Cell I3** – enter the number of students (expected enrollment*) for Year 1.
*NOTE: the program office will verify Year 1 enrollment numbers with the district.
 2. **Cell J3** – enter the number of teachers (*instructional staff*) and the number of classrooms for Year 1. Include special classrooms in this count (e.g. computer lab, multi-purpose room, media center, art or music room)
- YEAR 2 information
 1. **Cell K3** – enter the number of students (anticipated enrollment*) for Year 2.
*NOTE: the program office will verify Year 2 enrollment numbers with the district.
 2. **Cell L3** – enter the number of teachers (*instructional staff*) and the number of classrooms for Year 2*.
*NOTE: the program office will verify Year 2 growth prior to allowing access to Year 2 funds.

3. Enter budget items

The CSP budget tool should be easy to use. Sub-recipient schools do not need to enter budget items in any particular order – the Tool will sort as part of the ‘consolidate’ process. When developing a CSP budget, it’s advisable to utilize the [Allowable Costs Handout](#) (click to access) for help determining allowable costs, as well as the correct Function and Object Codes.

- a. **Cells B6 & C6** – “Function” and “Object” – begin by entering the code for your first *specific* budget item. A drop-down menu is available as you begin to type in codes. Remember to use the Function and Object Codes from the Department’s [Red Book](#).



NOTE: The Tool is specific to CSP allowable codes. If your trying to enter a code isn’t working, contact your CSP Grant Specialist.

- b. **Cell D6** – Under “Description,” provide a *brief* description of the item requested. Keep in mind that the CSP program office will need to know the *who/what/where/why* for each item.



NOTE: Be sure to not leave an empty line between two budget items! This can cause the Tool to miscalculate totals.

- c. **Cell H6** – Input the individual item cost. Per the Green Book, this cost **must:**
 - Be rounded to the nearest dollar amount and
 - Include the cost of acquisition (e.g. shipping)
- d. **Cell I6** – Enter the quantity of items for the FIRST YEAR
- e. **Cell K6** – Enter the quantity of items for the SECOND YEAR
- f. Continue until you have entered ALL budget items requested

TIP: You can keep track of how much has been allocated and how much remains by checking **cells N1** (“Total Budget”) and **N2** (“Remaining”).

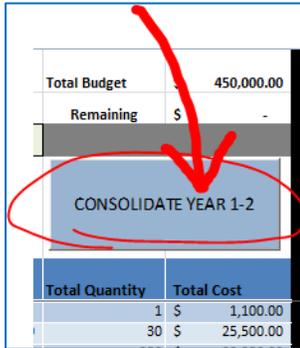
M	N
Total Budget	\$ 433,373.00
Remaining	\$ 116,627.00

~BELOW IS EXAMPLE OF BUDENT ENTRY AFTER BULLETED ITEMS ABOVE ENTERED IN TOOL ~

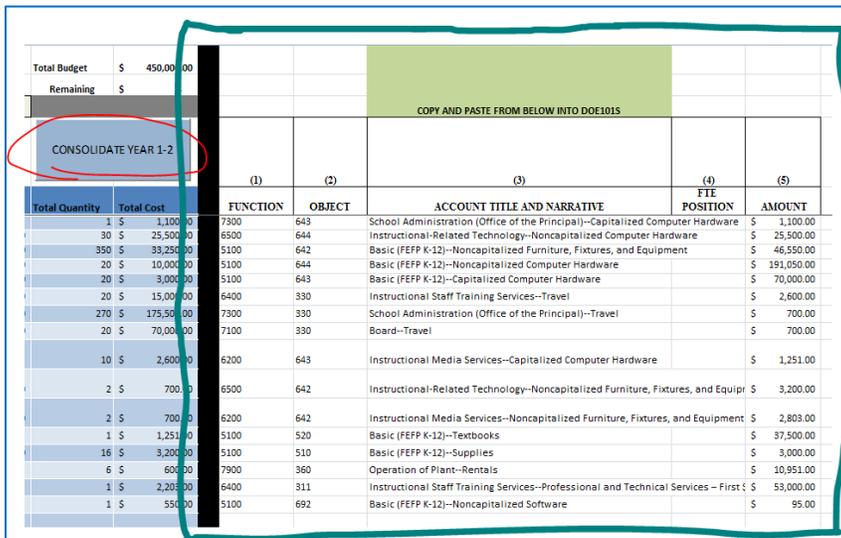
Function	Object	Description	Cost Per Item	YEAR 1		YEAR 2	
				Quantity	Total Cost Year 1	Quantity2	Total Cost YR 2
7300	643	principal desktop computer	\$ 1,100.00	1	\$ 1,100.00	0	\$ -
6500	644	desktop computers for computer lab	\$ 850.00	15	\$ 12,750.00	15	\$ 12,750.00
5100	642	student desk/chair combo	\$ 95.00	175	\$ 16,625.00	175	\$ 16,625.00
5100	642	teacher desks	\$ 500.00	10	\$ 5,000.00	10	\$ 5,000.00

4. Complete DOE 101S Budget Narrative Form

- a. Once all budget items entered for both Yr-1 and Yr-2, click the “Consolidate Year 1-2” button

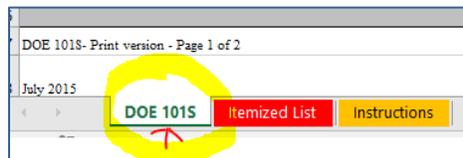


- b. After clicking the Consolidate button, scroll to the right side of the “Itemized List” worksheet to view budget consolidated totals.
 c. The CSP budget tool will automatically consolidate the amounts, calculating totals into the right side of worksheet.



NOTE: The CSP Budget Tool is protected with locked cells to avoid issues with embedded formulas, thus ensuring accuracy of consolidated totals. Therefore, the Copy & Paste option is not available within the worksheet.

- d. Sub-recipient school will need to transpose the consolidated totals onto the DOE 101S
- DOE101S form is available in the first worksheet of the **CSP 2-Year Budget Development Tool**



- e. SAVE the file. Click “Save As” and include the school name and CSP ID in the file name.

5. Submit the Budget

- a. Congratulations...the YEAR 1 and YEAR 2 itemized budget is complete.
 b. Send the entire **SAVED** file to your CSP Grant Specialist via email.

NOTE: To reset the Budget Tool, click on the “CLEAR ALL DATA” on the top left side of the worksheet to clear all budget line items.