

INSTRUCTIONS FOR

ESS SCHOOL ALLOCATION WORKSHEET

1. Enter your school's name in cell B5.
2. Enter your school's allocation amount in cell F5.
3. Enter the amount budgeted for each accounting code in columns titled Daytime 2010-2011, Regular Term 2010-2011, and Summer Term 2010-2011.
4. After entering the budget, verify that the Budget Check number in cell F42 is zero. If it is not zero, please make the appropriate changes in the budget.
5. After entering the budget, verify that the Incentives Check number in cell F48 is 2% or less. If it is greater than 2%, please reduce the amount budgeted for supplies.

ESS PROGRAM REPORT

1. Your school's name and allocation will be automatically copied from the Allocation Worksheet.
2. Enter the budget for the Daytime program in cell B7.
3. Enter the budget for the regular term in cell E7.
4. Enter the budget for the summer program in cell H7.
5. Verify that the Budget Check number in cell H9 is zero. If it is not zero, please make the appropriate changes to the regular term and/or summer term budget amounts.
6. Enter the program data in cells B12 through H20. Please keep in mind that the Program Report must match the Allocation Worksheet. i.e. If you budgeted for an instructional aide, you must list at least one instructional aide on the Program Report.

AND PRINT AND SIGN A COPY of the forms and do ONE of the following two options:

1. Please SEND the Allocation Worksheet and Program Report to:
ESS/Title I Office
Gheens Academy
Room 109
2. Or FAX (without a cover sheet) the Allocation Worksheet and Program Report to 3987.

BOTH FORMS MUST BE COMPLETED AND RETURNED BY MARCH 12, 2010

ESS SCHOOL ALLOCATION WORKSHEET
 FY11 Funds Available From July 1, 2010 - September 30, 2011

School: _____

Allocation Total: _____

MUNIS Code	Activity	Daytime 2010 - 2011	Regular Term 2010 - 2011	Summer Term 2010 - 2011	Grand Totals 2010 - 2011
XXX2031 011327 1200	Counselor, extended time				0
XXX2031 0222 1200	Medicare	0	0	0	0
XXX2059 011327 1200	Librarians, extended time				0
XXX2059 0222 1200	Medicare	0	0	0	0
XXX2077 011327 1200	Assist. Principal, extended time				0
XXX2077 011327P 1200	Principal, extended time				0
XXX2077 0222 1200	Medicare	0	0	0	0
XXX2077 013183 1200	Secretaries, clerical assistants, extended time				0
XXX2077 0221 1200	FICA	0	0	0	0
XXX2077 0222 1200	Medicare	0	0	0	0
XXX2077 0232 1200	CERS	0	0	0	0
XXX2115 011327 1200	ESS Bldg. Coordinators, extended time				0
XXX2115 0222 1200	Medicare	0	0	0	0
XXX2150 0892 1200	Open House/Parent Meetings				0
XXX2167 011039 1200	Retired Daytime Teacher (Day Program)				0
XXX2167 011327 1200	Certified Teachers (Day Program)				0
XXX2167 0222 1200	Medicare	0	0	0	0
XXX2167 0253 1200	KSBA Unemployment Insurance	0	0	0	0
XXX2167 0260 1200	Work Comp	0	0	0	0
XXX2167 0610 1200	Daytime Supplies				0
XXX2170 011327 1200	Certified Teachers, extended time				0
XXX2170 013183 1200	Instructional Asst, extended time				0
XXX2170 0221 1200	FICA	0	0	0	0
XXX2170 0222 1200	Medicare	0	0	0	0
XXX2170 0232 1200	CERS	0	0	0	0
XXX2170 0260 1200	Work Comp	0	0	0	0
XXX2170 0581 1200	Instructional travel				0
XXX2170 0610 1200	General Supplies				0
XXX2170 0630 1200	Snacks, maximum \$1 per student				0
XXX2170 0643 1200	Supplementary books for ESS				0
XXX2170 0648 1200	Software for ESS				0
XXX2170 0674 1200	Awards, incentives <i>(limited to 2% of total allocation.)</i>				0
XXX2170 0896 1200	Student/Peer Tutor Wages				0
XXX2794 0140 1200	Classified Overtime Salary (Bus Drivers)				0
XXX2794 0221 1200	FICA	0	0	0	0
XXX2794 0222 1200	Medicare	0	0	0	0
XXX2794 0232 1200	CERS	0	0	0	0
XXX2794 0260 1200	Work Comp	0	0	0	0
XXX2794 0513 1200	Bus Tokens				0
XXX2794 0514 1200	Contract busing				0

ESS SCHOOL ALLOCATION WORKSHEET
FY11 Funds Available From July 1, 2010 - September 30, 2011

School: _____ Allocation Total: _____

MUNIS Code	Activity	Daytime 2010 - 2011	Regular Term 2010 - 2011	Summer Term 2010 - 2011	Grand Totals 2010 - 2011
	TOTAL	0	0	0	0

XXX = Location (or cost center number)

Budget Check: 0
(If this number is greater than 2%, please reduce the amount budgeted for the appropriate item.)

Incentives Check: 0
(If this number is greater than 2%, please reduce the amount budgeted for the appropriate item.)

Principal Signature: _____ **Date:** _____
 The Allocation Total **MUST MATCH** the amount listed on the Flexible Focus Funds Summary Worksheet.

Return This Form by March 12, 2010

ESS Program Report School Year 2010 - 2011

School: 0 2010-2011 0 ESS Allocation: 0

Budget for Daytime: 0 Budget for Regular Term: 0 Budget for Summer Program: 0

Budget Check: 0

Extended Time Schedule	Transportation provided (yes, no, or partial)	Projected # of Students to Serve	Grades to Serve, e.g., P-6	Projected # of Teachers	Projected # of Instructional Aides	Projected # of Student Tutors	Other Major Staff (describe)
Daytime							
5/28/10 - 7/31/10 Summer, 2009							
After School*							
Before School*							
Evening*							
Intercession*							
Saturday*							
June-Aug. Summer, 2011							
Other Schedules (describe)							

*These five schedules (after school, before school, Saturday, evening, & intercession) take place within the regular term

Principal Signature: _____

Date: _____

The Allocation Total **MUST MATCH** the amount listed on the Flexible Focus Funds Summary Worksheet.

Please send this completed form to: **ESS/Title I Office** Or FAX to: **3987 (no cover page required)**
Gheens Academy
Room 109

Return This Form by March 12, 2010