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# Budget

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1. Indirect Cost Guide is a view only table that includes:
  - a. Total Allocation
    - i. Total Title I-D LEA Allocation
  - b. Existing Budget in Categories not Eligible for Indirect Cost
    - i. Any portion of your allocation used for object codes that are not eligible for indirect cost
  - c. Total Available for Budgeting in Categories Eligible for Indirect Cost and Indirect Cost
    - i. Calculates the Total Title I-D LEA Allocation minus Existing Budget in Categories Not Eligible for Indirect Cost
  - d. Indirect Cost Rate
    - i. Approved indirect cost rate for LEA
  - e. Max Available Budget in Categories Eligible for Indirect Cost
    - i. Max amount that can be budgeted for the LEA / Schools
  - f. Max Indirect Cost
    - i. Max amount to be budgeted for indirect cost
2. Budget Sheet can be viewed in two different formats.
  - a. Budget by Function Code

Go To 

Indirect Cost Guide	
Total Allocation	\$20,000.00
Existing Budget In Categories Not Eligible for Indirect Cost	\$0.00
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	\$20,000.00
Indirect Cost Rate	2.25%
Max Available Budget In Categories Eligible for Indirect Cost	\$19,559.90
Max Indirect Cost	\$440.10



what is budgeted for other Function/Object Codes. It will also calculate the total and the remaining amount.

5. To add in a line item for a particular Function / Object code click the Add Item link. (You will continue from this point forward with any other line items for this particular Function/Object Code budgeted at other location Code)

The screenshot shows a web-based budgeting interface. At the top, a dropdown menu is set to '11111 - Instruction-K-12'. Below this is an 'Add Item' section with a table. The table has columns for Function, Object, Optional Location Code, Quantity, Cost, and Line Item Total. The first row shows '11111 - Instruction-K-12' in the Function column, an empty Object field, an empty Optional Location Code field, a Quantity of '1', a Cost of '\$0.00', and a Line Item Total of '\$0.00'. Below the table is a 'Narrative Description' text area with a character count of '0 of 2000 characters'. At the bottom, there are three summary rows: 'Total for 11111 - Instruction-K-12' with a total of '\$0.00', 'Total for all other Functions' with a total of '\$0.00', and 'Total for all Functions' with a total of '\$0.00'. Four red arrows are overlaid on the image: arrow 6 points to the Function dropdown menu; arrow 7 points to the Object field; arrow 8 points to the Optional Location Code field; and arrow 9 points to the Quantity field.

Function	Object	Optional Location Code	Quantity	Cost	Line Item Total
11111 - Instruction-K-12			1	\$0.00	\$0.00
Narrative Description					
0 of 2000 characters					
Total for 11111 - Instruction-K-12					\$0.00
Total for all other Functions					\$0.00
Total for all Functions					\$0.00

6. When in the Function Code view you will select the object code (if you are in the Object Code view you will then select the Function code from the Drop down box) from the drop down box that corresponds with the specific budget item.
7. After selecting the corresponding Object Code you will select the location code for this specific budget item from the Location Code drop down box.
  - a. Hovering over the location code will provide the name of the location site
8. Enter in the Quantity of the object that is being budgeted.

9. Enter in the unit cost for the line item in the Cost column

10. Line Item Total is a view only box that will multiply the unit cost by the quantity entered for the particular line item.

11. Provide a narrative description for how the LEA is going to utilize the budgeted funds.

**12. Note: if any of these fields are left empty it will result in an error and will not allow the application to be submitted.**

13. Press Save or Save and Return to save the information that has been entered for that line item.

[Add Item](#)

	Object	Function	Optional Location Code	Quantity	Cost	Line Item Total
<a href="#">Remove</a>	111 - Professional Personnel Regular	<input type="text"/>	<input type="text"/>	1	\$0.00	\$0.00
<b>Narrative Description</b>						
<input type="text"/>						
0 of 2000 characters						
Total for 111 - Professional Personnel Regular						\$0.00
Total for all other Objects						\$10.00
Total for all Objects						\$10.00
Adjusted Allocation						\$20,000.00
Remaining						\$18,990.00

