

# 2008-09 Title I Schoolwide Budgets

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## Introduction

Welcome to the 2008-09 Title I Schoolwide Budget!! The budget template for 2008-09 reflects a few changes that will make your function as budget manager easier, and will help make your budget fit more closely with your school improvement plan. It will also afford the EBR Finance Department access to information needed for more accurate record keeping and reporting.

If you see ways in which this form can be improved, please let us know. And, as always, call your Title I Coordinator of Instruction for assistance.

## Functions of the Budget Template

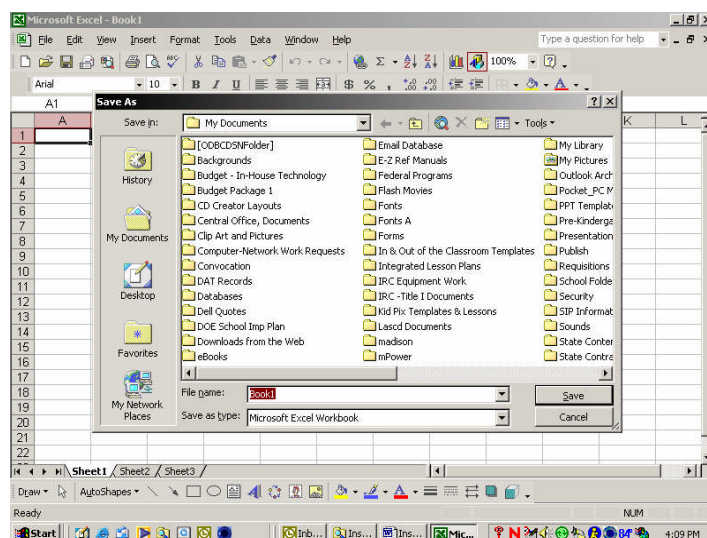
- To allow you to input basic salary information without having to calculate benefits.
- To allow you to input Revision 1 and Revision 2 information without having to recalculate; the budget package will do that for you.

## From the Beginning

### Preparing the Initial Budget

The Initial Budget for 2008-09 is posted on the Federal Programs section of the EBR Website ([www.ebrschools.org](http://www.ebrschools.org)). Please copy this spreadsheet to your computer before working on it.

1. Create a Folder on your computer or server in which to place your 08-09 Initial Budget. Click on the yellow folder with the star to create a folder. Key in the name – 2008-09 Budgets – and click OK. This is what you will see:



2. Access the Internet and navigate to the EBR Website at <http://www.ebrschools.org/>.
3. Navigate to the Federal Programs section: Instruction/Federal Programs/Administrative Tools.
4. Single click on the 2008-09 Initial Budget and allow it to open.
5. Click on File, Save As, and navigate to the folder you created.
6. Click on Save.
7. Close the internet document.
8. Open Excel and open your saved Initial Budget.
9. Study the tabs (sheet names) at the bottom of the workbook. These sheets are linked to one another so that data input and manual calculations are kept to a minimum. Cells in which no data is required, or in which data cannot be changed are locked.
  
10. **Begin with the Signature Page:**
  - Enter School Improvement Level (0 – 6). Enter Allocation.
  
11. **Next - 100 Salaries sheet tab, and:**
  - Enter your Numeric Location and Alpha Location (this is the only time you will need to do this).
  - Enter your school name, address, and city, state, and zip code (this is the only time you will need to do this).
  - Enter the information for all personnel utilized through Title I funds. Benefits are calculated from this information, and total salaries and benefits are linked to the Detail sheets and the Signature sheet.
  - Be sure to save your work.
  
12. Complete the **300-700** sheets next.
  - All data is linked to the EIC (Education Instruction Code) Detail sheet, Summary sheets, and the Signature sheet.
  - Be sure to save your work.
  
13. Print your work. (Click on the Print Preview icon to see what your pages look like before printing. Your printer may require some formatting adjustments to sheets to make them fit properly).
  - Click on File, Print, Entire Workbook.