Attachment 10

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# **Budget Narrative**

**Project Budget - EXAMPLE** (Please follow this format)

Insert Applicant/American Indian Education Center

Insert County

2019–20 Request for Applications

**1100 – Teachers’ Salaries $ TOTAL AMOUNT**

Insert Name, Insert Title

Insert a description of the individual's role/responsibilities.

$ Hourly Rate x Hours Per Week x Weeks Per Year = $ Total

Monthly Rate x FTE Number of Months = $ Budgeted Rate Amount

1300 – Certificated Supervisors’ and Administrators’ Salaries **$ TOTAL AMOUNT**

Insert Name, Insert Title

Insert a description of the individual's role/responsibilities.

$ Hourly Rate x Hours Per Week x Weeks Per Year = $ Total

Monthly Rate x Full Time Employee (FTE) Number of Months = $ Budgeted Rate Amount

Insert Name, Insert Title

Insert a brief description of the individual's role/responsibilities.

$ Hourly Rate x Hours Per Week x Weeks Per Year = $ Total

Monthly Rate x FTE Number of Months = $ Budgeted Rate Amount

2100 – Classified Instructional Aides’ Salaries  **$ TOTAL AMOUNT**

Insert Name, Insert Title

Insert a description of the individual's role/responsibilities.

$ Hourly Rate x Hours Per Week x Weeks Per Year = $ Total

Monthly Salary x FTE Number of Months = $ Budgeted Salary Amount

Insert Name, Insert Title

Insert a description of the individual's role/responsibilities.

$ Hourly Rate x Hours Per Week x Weeks Per Year = $ Total

Monthly Salary x FTE Number of Months = $ Budgeted Salary Amount

### 2200 – Classified Support Salaries $ TOTAL AMOUNT

Insert Name, Insert Title

Insert a description of the individual's role/responsibilities.

$ Hourly Rate x Hours Per Week x Weeks Per Year = $ Total

Monthly Salary x FTE Number of Months = $ Budgeted Salary Amount

Insert Name, Insert Title

Insert a description of the individual's role/responsibilities.

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$ Hourly Rate x Hours Per Week x Weeks Per Year = $ Total

Monthly Salary x FTE Number of Months = $ Budgeted Salary Amount

### 2300 – Classified Supervisors’ and Admin Salaries $ TOTAL AMOUNT

Insert Name, Insert Title

Insert a description of the individual's role/responsibilities.

$ Hourly Rate x Hours Per Week x Weeks Per Year = $ Total

Monthly Salary x FTE Number of Months = $ Budgeted Salary Amount

### 2400 – Clerical, Technical, and Office Staff Salaries $ TOTAL AMOUNT

Insert Name, Insert Title

Insert a description of the individual's role/responsibilities.

$ Hourly Rate x Hours Per Week x Weeks Per Year = $ Total

Monthly Salary x FTE Number of Months = $ Budgeted Salary Amount

Insert Name, Insert Title

Insert a description of the individual's role/responsibilities.

$ Hourly Rate x Hours Per Week x Weeks Per Year = $ Total

Monthly Salary x FTE Number of Months = $ Budgeted Salary Amount

### 2900 – Other Classified Salaries $ TOTAL AMOUNT

Insert Name, Insert Title

Insert a description of the individual's role/responsibilities.

$ Hourly Rate x Hours Per Week x Weeks Per Year = $ Total

Monthly Salary x FTE Number of Months = $ Budgeted Salary Amount

Insert Name, Insert Title

Insert a description of the individual's role/responsibilities.

$ Hourly Rate x Hours Per Week x Weeks Per Year = $ Total

Monthly Salary x FTE Number of Months = $ Budgeted Salary Amount

3000 – Employee Benefits **$ TOTAL AMOUNT**

$ Budgeted Salary Amount x Benefit % = $ Budgeted Benefit Amount

Classified Salaries

$ Budgeted Salary Amount x Benefit % = $ Budgeted Benefit Amount

4100 – Approved Textbooks and Core Curricula Material **$ TOTAL AMOUNT**

Insert a description of the, books and other reference material to be purchased.

Amount Per Unit x Number of Units = $ Budgeted Amount

4200 – Books and Other Reference Material **$ TOTAL AMOUNT**

Insert a description of the, books and other reference material to be purchased.

Amount Per Unit x Number of Units = $ Budgeted Amount

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4300 – Materials and Supplies **$ TOTAL AMOUNT**

Insert a description of the, materials and supplies to be purchased.

Amount Per Month x Number of Months = $ Budgeted Amount

Office Supplies—A maximum of $100 per month

Student Supplies—A maximum of $50 per month

Cultural Supplies—A maximum of $50 per month

4400 – Noncapitalized Equipment **$ TOTAL AMOUNT**

Insert a description of the, Noncapitalized Equipment to be purchased.

Amount Per Unit x Number of Units = $ Budgeted Amount

4700 – Food **$ TOTAL AMOUNT**

Insert a description of the nutritional snacks and when they will be served. (Meals are not allowed.) Amount Per Month x Number of Months = $ Budgeted Amount

5200 – Travel and Conferences **$ TOTAL AMOUNT**

Insert a description travel and conferences to be purchased,

including lodging, mileage, and per diem. All travel to be paid at state rates.

Insert travel calculations for each travel instance-

# of Staff x # of Nights x $ Amount / Night = $ Travel Total

5300 – Dues and Memberships **$ TOTAL AMOUNT**

Insert a description of the dues and memberships to purchase.

Amount Per Month x Number of Months = $ Budgeted Total

5400 – Insurance **$ TOTAL AMOUNT**

Insert a description of insurance to be purchased.

Amount Per Month x Number of Months = $ Budgeted Total

5500 – Operations and Housekeeping Services **$ TOTAL AMOUNT**

Insert a description of utilities to be purchased.

Amount Per Month x Number of Months = $ Budgeted Total

5600 – Rentals, Leases, Repairs, and Noncapitalized Impr. **$ TOTAL AMOUNT**

Insert a description of the rentals (Center)

Amount Per Month x Number of Months = $ Budgeted Total

5800 – Professional Consulting Services **$ TOTAL AMOUNT**

Insert a description of the Consultant Services related to contract activities.

Amount Per Month x Number of Months = $ Budgeted Total

5900 – Communications **$ TOTAL AMOUNT**

Insert a description of your communication services and postage to be purchased.

Amount Per Month x Number of Months = $ Budgeted Total