K12 SWP Budget Modification Guide

LARC
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Introduction

Budget modifications require the approval of the regional consortium for either of the following circumstances:

- Any budget change over 10% per object code category (i.e. over 110% expended in the budget category)
- Expenditures reported in a budget category that had no budget allocated

Please note that match budget modifications are not required to complete this process. If an LEA would like to update their match budget, they should email LARC Grant Project Coordinator, Stephanie Herrera, (sherrera50@pasadena.edu) or Interim, K14 TAP, Nane Zadouri, (nzadouri@pasadena.edu) with the following information: LEA, project name (as entered in NOVA), funding year, and a brief summary of the request.

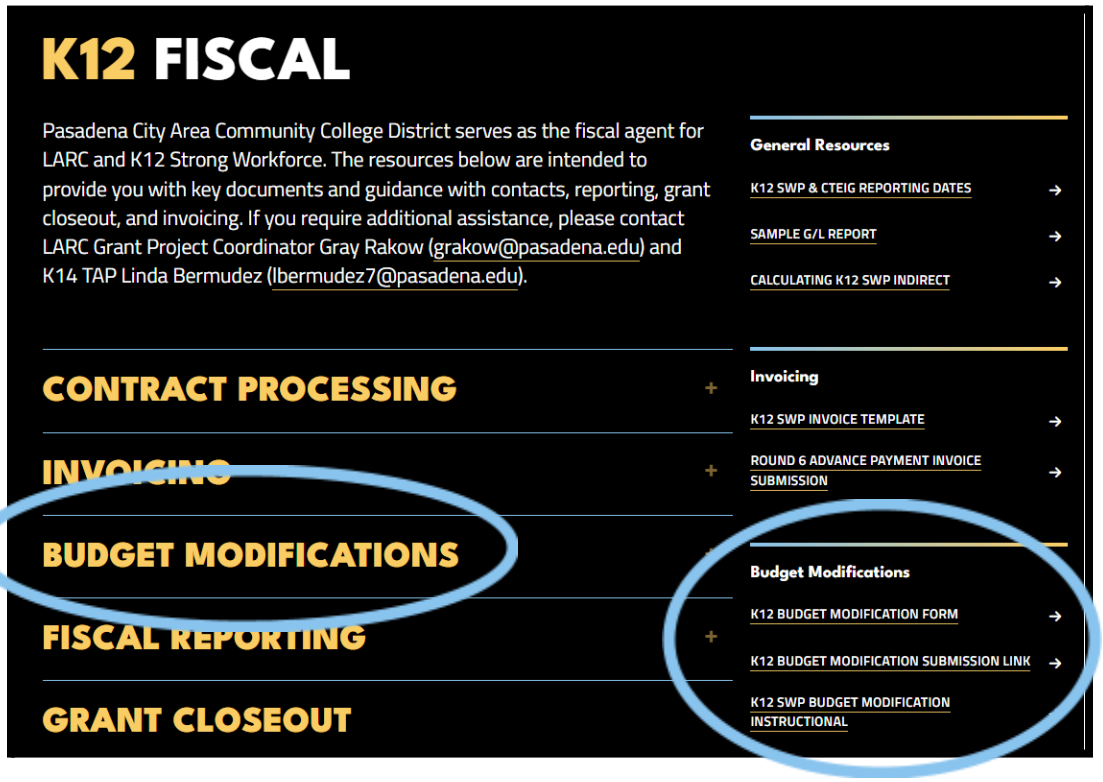
Additional information regarding the process may be accessed on the LARC K12 SWP Fiscal web page.

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Accessing the Form & Submission Link

The budget modification form & submission links are available on the LARC K12 Fiscal web page in the "Budget Modifications" sections: https://losangelesrc.org/k12-strong-workforce-program/k-12-fiscal/.

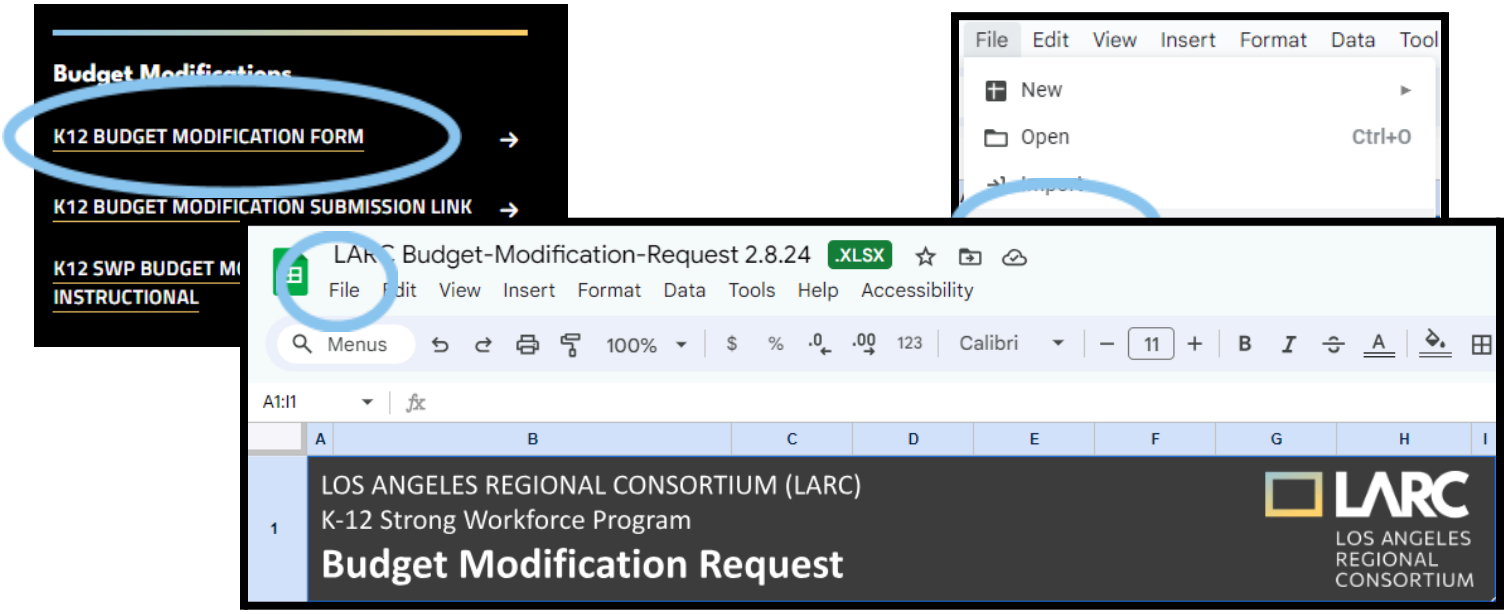


Downloading the Form

First, click on "K12 Budget Modification Form" in the "Key Links" section of the LARC SWP K12 Fiscal page.

In the top menu of the page, go to "File" → "Download" → "Microsoft Excel." The document will be available to open in the "Downloads" section of your browser. Click on the document to open the Excel file. Once open, save the file to your computer for editing. You may now begin completing the request form.

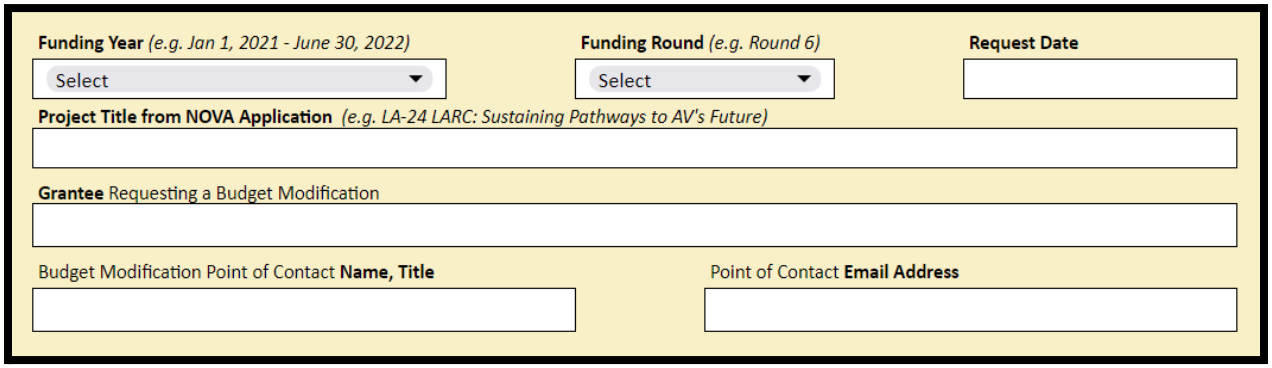
Alternatively, you may make a copy of the Google Sheet to utilize the form in its current format.



Completing the Form: Informational Section

Complete the informational section of the budget modification form.

- Funding Year: Select the funding year from the drop-down list (color-coded with the funding round)
- Funding Round: Select the funding round from the drop-down list (color-coded with the funding year)
- Request Date: Date submitting the request
- Project Title from Application: Must match NOVA's project title
- Grantee: Name of the LEA requesting a budget modification
- Contact Name, Title: Name and title for the budget modification point of contact
- Email Address: Email address for the budget modification point of contact



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Completing the Form: Budget Section

Only the white cells should be filled. All other areas of the budget section will automatically populate.

BUDGET MODIFICATION REQUEST

Part I. Spreadsheet: Enter only whole dollar amounts in the white cells. *Allowed Indirect* $ -

Expenditure Type	Current Approved Budget *(must match amount in NOVA)*	Amount of Total Expenditures Reported to Date in NOVA	Amount Remaining	Amount to be Added/ Subtracted from Budget Category *(total must equal zero)*	Balance After Budget Modification *(amounts less than zero are not allowed)*	Final Budget After Modification *(total must match approved budget)*
1000 - Instructional Salaries	$ -	$ -	$ -	$ -	$ -	$ -
2000 - Non-Instructional Salaries	$ -	$ -	$ -	$ -	$ -	$ -
3000 - Employee Benefits	$ -	$ -	$ -	$ -	$ -	$ -
4000 - Supplies and Materials	$ -	$ -	$ -	$ -	$ -	$ -
5000 - Other Operating Expenses & Services	$ -	$ -	$ -	$ -	$ -	$ -
6000 - Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -
7000 - Other Outgoing	$ -	$ -	$ -	$ -	$ -	$ -
Indirect Costs	$ -	$ -	$ -	$ -	$ -	$ -
Totals	$ -	$ -	$ -	$ -	$ -	$ -

Current Approved Budget

The "Current Approved Budget" column must match the budget totals for the respective LEA that are entered in NOVA. This information may be located in the fiscal reporting or plan pages in NOVA.

Note: The "Current Approved Budget" column should reflect the current grant funds budget (not including match) for the grantee requesting the budget modification. If there are multiple LEAs for the project, the information entered must be the total grant funds budget for the LEA requesting the modification, rather than for the total project grant funds budget.

Expenditure Type	C Ap (mu ar
1000 - Instructional Salaries	$
2000 - Non-Instructional Salaries	$
3000 - Employee Benefits	$
4000 - Supplies and Materials	$
5000 - Other Operating Expenses and Services	$
6000 - Capital Outlay	$
7000 - Other Outgo	$
Indirect Costs	$
Totals	

Object Code	Project to Date (PTD) Expenditure	PTD Forecast	% Expended of PTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Certifica ed Salaries	$0	$0	100%	$0	100%	$0
2000 - Classifie Salaries	$9,570	$17,256	55.46%	$91,422	10.47%	$81,852
3000 - Employe Benefits	$9,165	$12,358	74.16%	$64,955	14.11%	$55,790
4000 - Books nd Supplies	$0	$378	0%	$6,357	0%	$6,357
5000 - Ser ces and Other E penditures	$8,801	$1,309	672.35%	$13,164	66.86%	$4,363
6000 - Capital Outlay	$0	$0	100%	$0	100%	$0
7000 - Indirect Costs	$1,101	$1,252	87.94%	$7,035	15.65%	$5,934
Totals	$28,637	$32,553	87.97%	$182,933	15.65%	$154,296

Amount of Total Expenditures Reported to Date in NOVA

Enter the total expenditures to date that have been reported in NOVA. This information must come from your most recently submitted quarter of reporting. This information may be found in the fiscal reporting page of NOVA. If expenditures have been reported in NOVA and the "Amount of Total Expenditures Reported to Date in NOVA" is left blank on the request form, the request will be returned for edits.

Expenditure Type	Current Approved Budget *(must match amount in NOVA*	Amount of Total Expenditures Reported to Date in NOVA
1000 - Instructional Salaries	$ -	$ -
2000 - Non-Instructional Salaries	$ 91,422	$ 9,570
3000 - Employee Benefits	$ 64,955	$ 9,165
4000 - Supplies and Materials	$ 6,357	$ -
5000 - Other Operating Expenses and Services	$ 13,164	$ 8,801
6000 - Capital Outlay	$	$ -
7000 - Other Outgo	$ 7,035	$ 1,101
Indirect Costs	$ -	$ -
Totals	**$ 182,933**	**$ 28,637**

Object Code	Project to Date (PTD) Expenditure	PTD Forecast	% Expended of PTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Certificated Salaries	$0	$0	100%	$0	100%	$0
2000 - Classified Salaries	$9,570	$17,256	55.46%	$91,422	10.47%	$81,852
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6000 - Capital Outlay	$0	$0	100%	$0	100%	$0
7000 - Indirect Costs	$1,101	$1,252	87.94%	$7,035	15.65%	$5,934
Totals	$28,637	$32,553	87.97%	$182,933	15.65%	$154,296

K12 SWP Budget Modification Guide

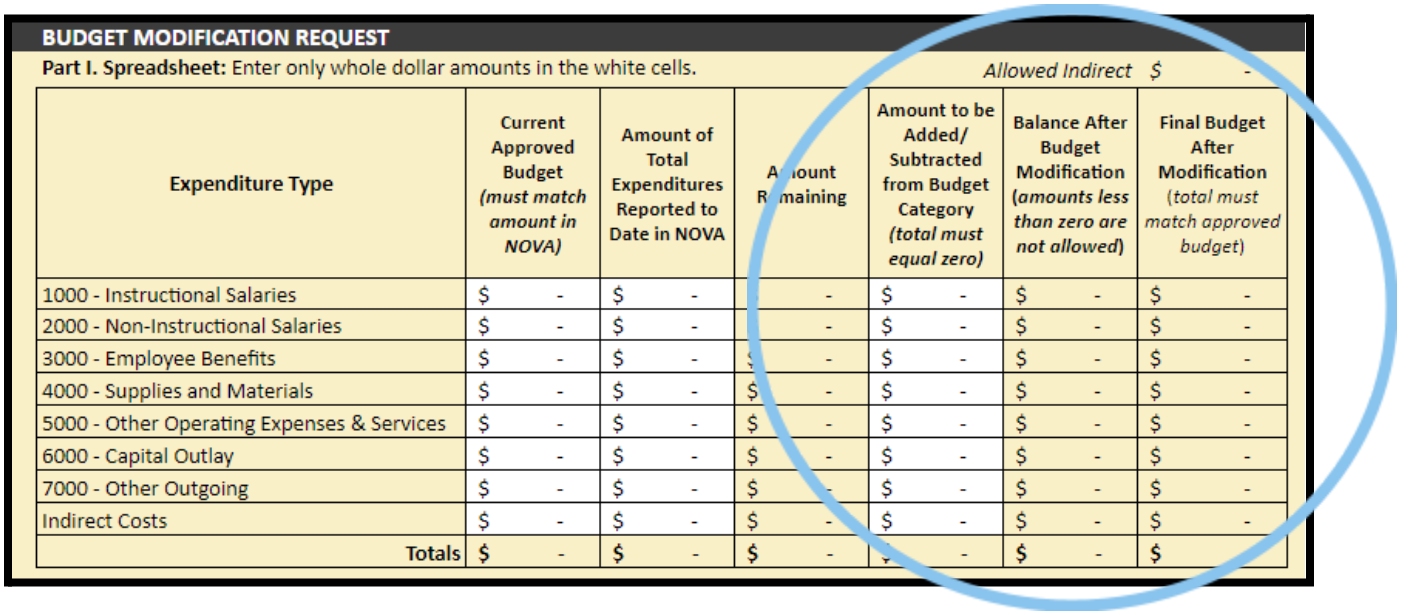
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Amount to be Added/Subtracted from Budget Category
The requested adjustments to each budget category should be entered in the "Amount to be Added/Subtracted from Budget Category" column.

Request Column	Action Required	Critical Notes
Amount to be Added/Subtracted from Budget Category	Must complete with requested adjustments to the budget	Column total MUST equal $0
Balance After Budget Modification	Auto-populated (*do not edit*)	NO categories may be less than $0
Final Budget After Modification	Auto-populated (*do not edit*)	1. This is the budget that will be entered into the NOVA plan budget once approved. 2. Total MUST match the "Current Approved Budget" total 3. Total of the "7000-Other Outgoing" and "Indirect Costs" categories must not exceed the 4% allowed indirect*

*Notes Regarding Indirect:

- Information regarding calculating K12 SWP Indirect may be accessed here.
- The form includes an area that will automatically calculate the allowed indirect based on the current approved budget. The Allowed Indirect area will be flagged if the combined budget of the 7000-Other Outgoing category and Indirect Costs category is over the allowed indirect.
- Please note that the total allowed indirect populated on the form may not be accurate for projects with multiple participating LEAs as only the Lead LEA may collect the 4% indirect funds (allowed amount may be greater than indicated for the Lead LEA).
- Only the lead LEA in a consortium may claim indirect per the Chancellor's Office.



BUDGET MODIFICATION REQUEST

Part I. Spreadsheet: Enter only whole dollar amounts in the white cells. *Allowed Indirect* $ -

Expenditure Type	Current Approved Budget *(must match amount in NOVA)*	Amount of Total Expenditures Reported to Date in NOVA	Amount Remaining	Amount to be Added/ Subtracted from Budget Category *(total must equal zero)*	Balance After Budget Modification *(amounts less than zero are not allowed)*	Final Budget After Modification *(total must match approved budget)*
1000 - Instructional Salaries	$ -	$ -	-	$ -	$ -	$ -
2000 - Non-Instructional Salaries	$ -	$ -	-	$ -	$ -	$ -
3000 - Employee Benefits	$ -	$ -	-	$ -	$ -	$ -
4000 - Supplies and Materials	$ -	$ -	-	$ -	$ -	$ -
5000 - Other Operating Expenses & Services	$ -	$ -	-	$ -	$ -	$ -
6000 - Capital Outlay	$ -	$ -	-	$ -	$ -	$ -
7000 - Other Outgoing	$ -	$ -	-	$ -	$ -	$ -
Indirect Costs	$ -	$ -	-	$ -	$ -	$ -
Totals	$ -	$ -	-	-	$ -	$

Moving Budgets Between Participating LEAs in the Project

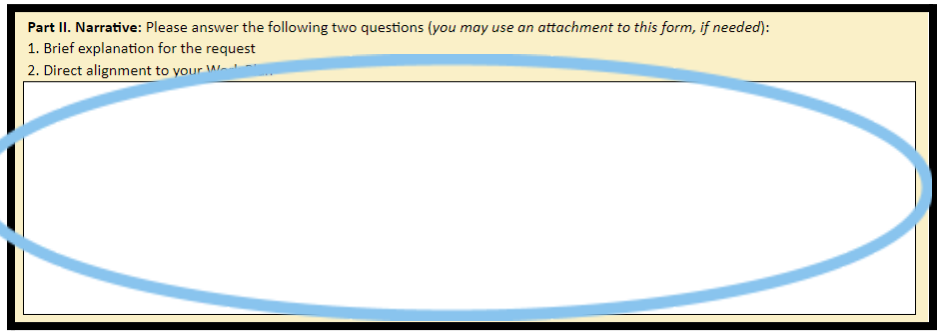
Some projects require the movement of funding between participating LEAs on the project. A separate budget modification request must be submitted for each grantee's budget that is being adjusted. Please note the following:

- A minimum of $1 must always remain in the budget for any LEAs included on the project. NOVA does not allow for budgets less than $1. Please ensure that this is reflected in the budget modification requests.
- The total sum of the "Amount to be Added/Subtracted from Budget Category (total must equal zero)" between all requests must equal $0. Funds may not be added or removed from the total allocated project budget.

Completing the Form: Narrative

The narrative regarding the request should be entered in the large white cell. The narrative must include the below information. Please ensure that sufficient detail is provided.

- Brief explanation for the request
- How the modification is in direct alignment with the approved Work Plan



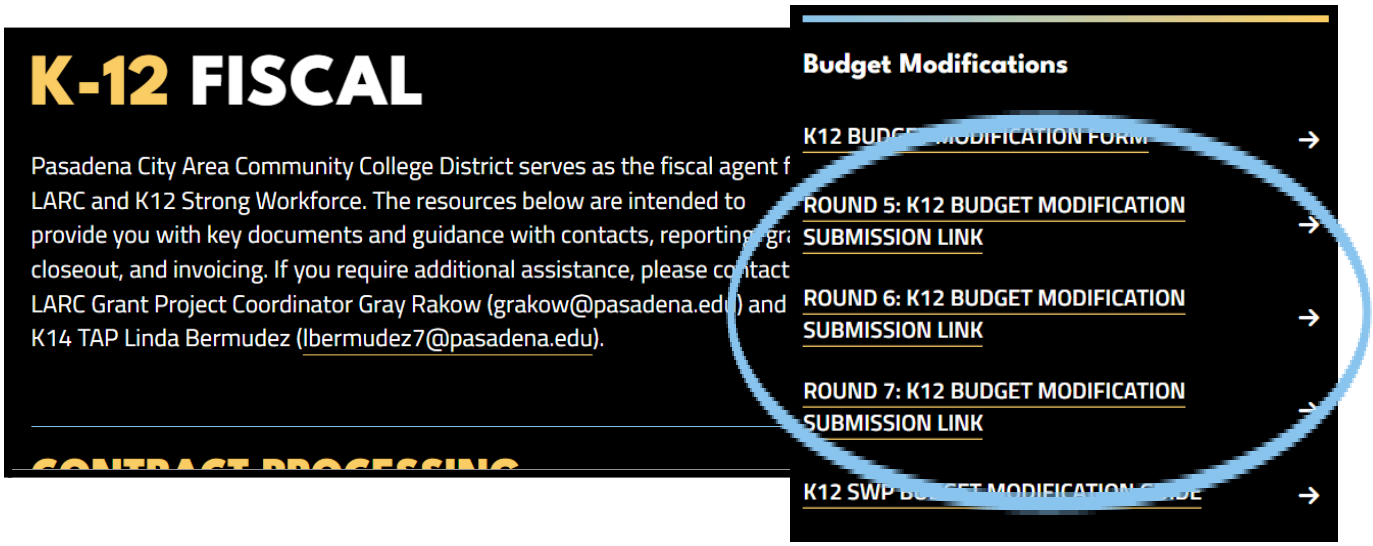
Completing the Form: LEA Approval

The request must include LEA approval. The approver can be the project lead or another internally authorized LEA designee. Please include the printed name and title of the approver, their signature, and the date of their approval. We recommend converting the form to a pdf document to receive the approver's signature.



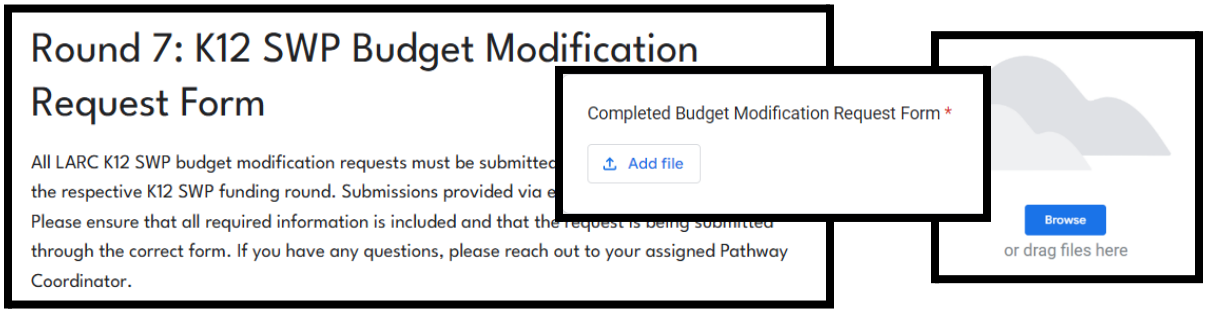
Submitting the Request

The completed request should be uploaded through the submission link aligning with the respective project's funding round. All submission links are available on the LARC K12 SWP Fiscal page on the LARC website.



Complete the submission form in its entirety, ensuring to upload the completed budget modification form in the appropriate location.

- To upload the file, select "Add file"
- You may either select "Browse" or drag the file
- If utilizing "Browse," select "Open" once you have selected the file to upload the request.



Select "Submit" once all requested information has been provided. The LARC fiscal team will confirm receipt and provide you with next steps.



After the Request is Submitted

Notification

Once the request has been received by the LARC team, the budget modification point of contact will be emailed with confirmation of receipt and any requested edits. Once the request has been approved, the budget modification point of contact will receive the fully signed and approved request with notification that the NOVA plan has been decertified for edits.

If any edits are required, LEAs should submit a revised request form as a new submission via the Google Form. The LARC team does not receive notice of modifications to existing submissions, and they will not be aware that a revision was made unless notified by the LEA via email.

Please reach out to LARC Grant Project Coordinator, Stephanie Herrera, (sherrera50@pasadena.edu) or Interim, K14 TAP, Nane Zadouri, (nzadouri@pasadena.edu), if you have any questions regarding the status of your request.

Editing the NOVA Plan

Once the approved request has been received and the respective NOVA plan has been decertified, the LEA will update the respective NOVA plan budget according to the approved request. The approved budget will be populated in the "Final Budget After Modification" column of the request.

Please ensure that the category totals in the "Final Budget After Modification" column of the request match the category budgets in the "Totals" column of the NOVA plan budget. The budget entered in each fiscal year should reflect the current expenditures/expected expenditure rate. NOVA will provide notifications regarding the project budget being over/under allocated, as well as the percentage of indirect (4.0% max) currently entered for the plan. If you are entering a new budget category, NOVA will also require that a description be entered for that category.

Once the revised budget has been entered according to the approved request, **please ensure that the plan is resubmitted in NOVA** for LARC team review.

BUDGET MODIFICATION REQUEST

Part I. Spreadsheet: Enter only whole dollar amounts in the white cells. *Allowed Indirec* *$ 35,666.54*

Expenditure Type	Current Approved Budget *(must match amount in NOVA)*	Amount of Total Expenditures Reported to Date in NOVA	Amount Remaining	Amount to be Added/ Subtracted from Budget Category *(total must equal zero)*	Balance After Budget Modification *(amounts less than zero are not allowed)*	Final Budget After Modification *(total must match approved budget)*
1000 - Instructional Salaries	$ 12,590	$ 400	$ 12,190	$ 2,300	$ 14,490	$ 14,890
2000 - Non-Instructional Salaries	$ 39,725	$ -	$ 39,725	$ -	$ 39,725	$ 39,725
3000 - Employee Benefits	$ 18,800	$ 40	$ 18,760	$ (2,300)	$ 16,460	$ 16,500
4000 - Supplies and Materials	$ 350,000	$ 175,350	$ 174,650	$ -	$ 174,650	$ 350,000
5000 - Other Operating Expenses & Services	$ 150,000	$ 42,000	$ 108,000	$ 60,000	$ 168,000	$ 210,000
6000 - Capital Outlay	$ 325,000	$ 262,445	$ 62,555	$ (60,000)	$ 2,555	$ 265,000
7000 - Other Outgoing	$ -		$ -	$ -	$ -	$ -
Indirect Costs	$ 31,215	$ 11,215	$ 20,000	$ -	$ 20,000	$ 31,215
Totals	**$ 927,330**	**$ 491,450**	**$ 435,880**	**$ -**	**$ 435,88**	**$ 927,330**

Budget & Match Summary

Allocation Amount: $927,330

Grant Funds Budgeted: $920,840 ($6,490 allocation amount remaining)

Financial Match Funds: $1,854,660

Budget & Match Summary

Allocation Amount: $927,330

Grant Funds Budgeted: $927,330

Financial Match Funds: $1,854,660

Indirect Funds Budgeted: $31,215 (3.48%)

Indirect Funds Budgeted: $31,215 (3.48%)

Expenditure Type	2021-22	2022-23	2023-24	Totals
1000 - Certificated Salaries	$0	$400	$14,490	$14,890
2000 - Classified Salaries	$0	$0	$39,725	$39,725
3000 - Employee Benefits	$0	$40	$16,460	$16,500
4000 - Books and Supplies	$0	$175,350	$174,650	$350,000
5000 - Services and Other Expenditures	$20,480	$21,520	$168,000	$210,000
6000 - Capital Outlay	$	$262,445	$2,555	$265,000
7000 - Indirect Costs	$2,015	$9,200	$20,000	$31,215
Total Budget	$22,495	$468,955	$435,880	$927,330

Recertification of NOVA Plan

Once the LARC team receives notice of the plan being resubmitted in NOVA, they will complete final reviews prior to recertifying. If any adjustments are needed, the request will be emailed to the budget modification point of contact. Once the plan has been recertified in NOVA, the budget modification is considered complete.

If you have any questions, please reach out to LARC Grant Project Coordinator, Stephanie Herrera, (sherrera50@pasadena.edu) or Interim, K14 TAP, Nane Zadouri, (nzadouri@pasadena.edu), if you have any questions regarding the status of your request.