

Huntingdon Special School District Required Budget Amendments Effective July 1, 2007 Updated June 2016

Budget amendments are oftentimes necessary to control the flow of money within federal and state authorized programs. Individual programs have different requirements for submitting budget amendments. Should it become necessary to submit a budget amendment for any federal or state program, the following guidance shall apply:

District Budget Amendment Approval Process:

A budget amendment is required when there is an increase or decrease in a budget category, whether the change is in a single line item or several line items. The Huntingdon Special School District person who supervises the project in which the amendment occurs shall first place the ePlan status of the of the program involved into a "Revision Started" status and then make the appropriate changes to the line item or line items affected by the amendment. Once the changes are made, the appropriate supervisor notifies the proper Tennessee State Department Consultant to notify them of the changes and to see whether or not they have any suggestions prior to continuing. This is done for a quick check and to save time in the approval process. Once the appropriate consultant has checked the item changes, the LEA supervisor approves the changes by clicking the approval status in ePlan. The amendment is then transmitted electronically to the district fiscal person responsible for posting changes to the budget in the Local Government Program. Once the fiscal representative has approved the changes, they click approved on the ePlan site. The amendment is then transmitted electronically to the LEA Representative who has the final LEA approval for the changes, in the case of Huntingdon Special School District, that individual is the Director of Schools. Once the director approves the changes, they click approved on the ePlan site. The final LEA approval is then transmitted electronically to the Tennessee Department of Education for the final overall approval. While this process seems to be long and tedious, in dealing with a budget amendment in a small district like this one, the typical time from beginning to end of the final approvals can oftentimes take much less than a day's time.

- Title IA, IIA, and VI: All of the above approval process procedures are followed. The appropriate supervisor is the district federal programs supervisor along with the Title I supervisor, who in most cases is the same

person. The budget being amended in this case is the Consolidated Application Budget.

- Career and Technical Education: All of the above approval process procedures are followed. The appropriate supervisor is the district Career Technical Education Director. The budget being amended in this case is the CTE Perkins Basic Budget.
- Special Education: All of the above approval process procedures are followed. The appropriate supervisor is the district Special Education Supervisor. The budget being amended in this case is the Consolidated Application Budget.
- McKinney-Vento – Homeless Education: All of the above approval process procedures are followed. The appropriate supervisor is the district Homeless Liaison. The budget being amended in this case is the McKinney-Vento – Homeless Education budget and the appropriate Tennessee state department supervisor is the McKinney-Vento Program Coordinator.
- LEAPs – Lottery Education for Afterschool Programs: All of the above approval procedures are followed. The appropriate supervisor is the district LEAPs Coordinator. The budget being amended in this case is the Extended Learning – 21st CCLC/LEAPs Budget and the appropriate Tennessee state department supervisor is the Director of Extended Learning Programs.
- All Other Budgets – From time to time there are other projects' budgets which are handled in the same way as those listed above. These may include the Safe Schools, Voluntary Pre-K, IDEA Discretionary, IDEA Discretionary Supplemental Funds, and the IDEA Discretionary Preschool Grant. From time to time other projects may be approved as well and the above approval procedures will apply. At that time the appropriate supervisor in charge will make the changes as needed.

Budget Amendments are prepared when/if the need arises. As soon as this need arises to cause a need for a budget amendment, the appropriate project director will prepare and submit the changes in ePlan as are needed. In the case of General Purpose budget amendments, the Director of Schools will prepare and submit the budget amendment as is required by state board of education policies.