

**Huntingdon Special School District  
Procedures for  
Reviewing and Approving the Federal Budget  
January 1, 2016**

No later than May 15, prior to the new budget year, the following individuals are responsible for reviewing appropriate federal budgets:

- (1) Federal Programs Director
- (2) Title I Director
- (3) Career Technical Director
- (4) IDEA Director
- (5) Food Services Supervisor

\*Please Note – In many cases the individuals listed above are responsible for more than one area of responsibility.

Along with input from the Director of Schools, these individual budgets are reviewed to ensure allowability. Since Huntingdon Special School District is a small district, this step is the final step for approval prior to board of education approval.

After completing the approval process, the budgets are loaded into ePlan, the Tennessee Department of Education database for grant approval. After review by state department personnel, requested corrections are sent to the appropriate program director for updating, if applicable. The director's then resubmit the updates back to the Tennessee Department of Education for approval. Once approved in ePlan, the budgets are then submitted to the Huntingdon Special School District Board of Education for approval, no later than June 30 before the new fiscal year begins on July 1.

After local board approval, the budget is then entered into the Local Government Program by the accounting bookkeeper. This is completed no later than July 15.