

# **Huntingdon Special School District Procedures to be Followed After Receiving a Federal Grant Award Letter June 2015**

Huntingdon Special School District has set up the following procedures to be used after receiving federal grant award letters:

Just as with the procedures used prior to receiving a federal grant award letter, school district personnel responsible for the federal grant being awarded meet to discuss the grant budget and whether or not any adjustments need to be made based on the grant award letter. Individuals participating in the meeting include:

1. Supervisor responsible for the federal grant
2. Federal bookkeeper
3. Director of Schools
4. Any other persons as appropriate to include administrative staff responsible for assisting the supervisor with the maintenance of the federal grant

If/when the federal grant award letter is for a different amount when issued than when the planning committee(s) first met, budget amendments must be made. If the amount is small, budget amendments are very simple and a simple change of the amount is made. However, if the amount is large, then a complete revamping of the budget must be made. Personnel responsible for the expenditure of the funds must decide where changes will be made that will best benefit the program being discussed.

With the implementation of ePlan, physical changes to the budget are very simple, in that logging into the database and making the changes are simple. The supervisor responsible for the program will be responsible for making the changes in ePlan.

If/when changes are made to the amounts budgeted for the program after the initial grant award letter is issued, the procedures listed above will be followed.