

## Revise Federal Title Program Budget to Actual Amounts

Districts may revise their budgets to the actual amount spent for federal title programs during the 2017-18 school year. When you revise to actuals, the revised budget should match your draw amount and UFARS budget.

**Please note:** These steps should be completed before any funds are budgeted forward.

1. Enter the SERVS system using the directions found in Initiate federal program application.
2. Provide contact information.
3. Select Manage Applications & Budgets.



- Select State Fiscal Year (2018). Select the UFARS Finance Code. Use 401 for Title I programs, 414 for Title II and 417 for Title III. Then, select Search. The example below shows Title I programming.

**Manage Finances**

- Manage Allocations / Competitive Awards
- Manage Applications & Budgets
- View Payment Batch
- View SERVS Inbox
- My Inbox

**Grant Management**

- Grant Management

**Reports**

- SERVS Financial Public Reports
- SERVS Secure Reports

**Administration**

- Manage Funding
- Manage Claim Programs

**Budget Summary**

**0281-01-000 ROBBINSDALE PUBLIC SCHOOL DISTRICT**

**Filter Criteria**

**Organization**  
 Select by number  
 0281-01-000-000 ROBBINSDALE PUBLIC SCHOOL DISTRICT

Or select by name  
 ROBBINSDALE PUBLIC SCHOOL DISTRICT 0281-01-000-000

**State Fiscal Year**  
 2018  **Select last year's award (2018)**

**UFARS Finance Code**  
 Search All  **Select the UFARS Finance Code. 401 for Title I, 414 For Title II and 417 for Title III**

**Select Search**

Please select the State Fiscal Year and UFARS Finance Code. Then click the Search button.

- Next, select Edit.

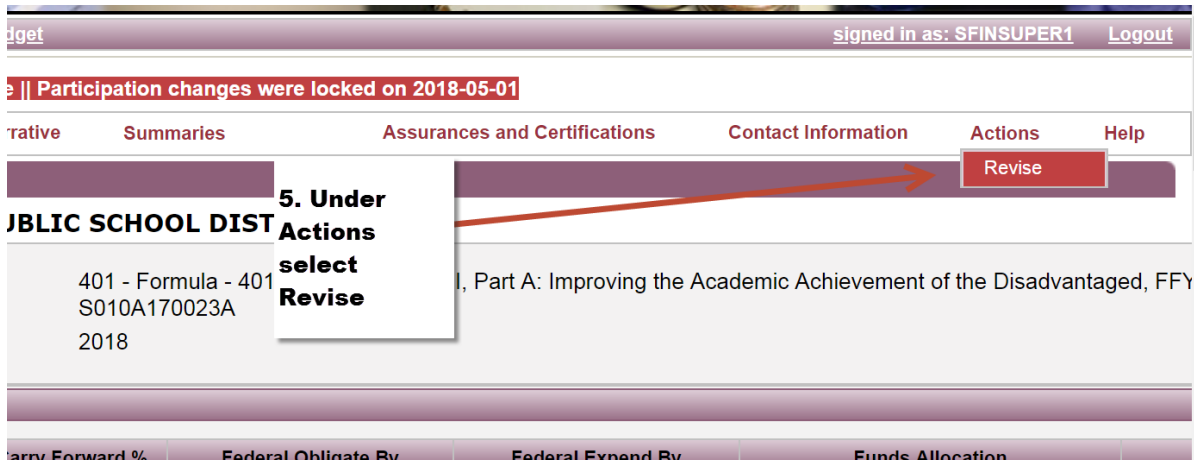
**UFARS Finance Code**  
 401

Please select the State Fiscal Year and UFARS Finance Code. Then click the Search button.

**4. Select edit**

State Fiscal Year	Finance Code	Description	Funds Available	Funds Budgeted	Funds Expended	Application Status	Budget Status	Actions
2018	401	Formula - 401 - SFY 2018, Title I, Part A: Improving the Academic Achievement of the Disadvantaged, FFY 2017, CFDA 84.010A, S010A170023A	\$ <input type="text"/>	\$ <input type="text"/> \$ <input type="text"/>	\$ <input type="text"/>	Funded and Active  12/18/2017	Same	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Spend"/> <input type="button" value="Lock"/>

5. Go to the Actions tab and select Revise.



6. A pop-up screen will come up asking if you want to revise or cancel. Select Revise.



- Revise proposed budget so the amounts are the same as in the Amount expended (actuals). Select the Line Item that you wish to revise.

Required FOREST ELEMENTARY Set-Aside Amount = 20.00% of School Allocation 20.00% of \$360,030.24 = \$72,006.05

Select the line item.

Object Code	Organization Level	Justification	Approved Budget Amount	Proposed Budget	
143-Licensed Instructional Support Personnel	Public School - FOREST ELEMENTARY (281-1-4)	Job embedded instructional support for <input type="text"/>	\$19,632.60	\$19,632.60	<a href="#">Line Item</a>

Next, the Edit Budget Line Item window will open. Change the budget amount to match actual money spent on the item or as represented by the UFARS budget. Then select OK.

Use the Budget Set-aside Estimate tool below to begin the computation process. As the set-aside amounts are refined, the calculations below will adjust accordingly.

Change Budget Set-Aside Estimate

Improvement Continuous Improvement

Required FOREST ELEMENTARY

Object Code

143-Licensed Instructional Support Personnel

145-Substitute Teacher Salary

**Edit Budget Line Item**

Organization Level:\*

School:\*

Object Code:\*

Budget Amount (\$):\*

Justification:\*

Change the budget amount to match actual money spent on the item or as represented by the UFARS budget.

Select OK

- When all of the changes have been made, go to Actions tab. Select Forward.

Application Changes were loaded on 09/18/2018

Summaries	Assurances and Certifications	Contact Information	Actions	Help
<div style="border: 1px solid gray; padding: 2px; display: inline-block; margin: 0 auto;">Forward</div>				
<b>SCHOOL DISTRICT</b>				
401 - Formula - 401 - SF S010A170023A 2018		Academic Achievement of the Disadvantaged, FF		
<b>8. Select Forward</b>				
Forward %	Federal Obligate By	Federal Expend By	Funds Allocation	
%	09/30/2017	11/14/2017	\$0.00	
%	09/30/2018	11/14/2018	\$1.00	

This will forward the application for review to the superintendent/director. If there were no changes to the narrative and if the dollar amount changes are less than 10%, the application should go directly to the funded and active status. These changes do not have to be reviewed by the Area Director. If changes are greater than 10%, notify the superintendent or charter school director to sign and forward it via SERVS to the Minnesota Department of Education.

9. Repeat the process for all 2018 application Title I, II and III grants.