

Instructions for IMPACT II Year 2 Budget Spreadsheet

The spreadsheet is color coded. You should enter data into **Gray Cells**

Data Needed:

Cell B3 LEA #

Cell D3 LEA Name

Cell E3 Name of budget contact

Cell C6 ADM from last report

Cell E9 Professional Development cost. (The embedded formula will calculate %)

Calculated Fields

Cell E10 Calculated percentage of Professional Development. **(Must be at least 10%)**

Cell E11 Remaining Allotment for expenditures other than Professional Development.

Budget Entry

Row 15+ Enter budget in the row 15 and below (gray cells) using the current Chart of Accounts posted at <http://www.ncpublicschools.org/fbs/finance/reporting/coa2008> and the projected amounts for each item. Professional Development should be entered as well as other planned expenses.

The sum of Column F – Budget Amount should be the same the *calculated* amount in Cell E8 – Total Grant Allotment.