



Secondary Supplemental Budget Spreadsheet Instructions

Each secondary consortia must complete a Budget Summary sheet and attach it to their FY20 Perkins Transition Plan submitted through Amplifund. The updated Budget Summary spreadsheet has been created to gather specific budget information including **narrative** that directly relates to the goals and activities in the grant application.

The spreadsheet is equipped with formulas to tabulate budgeted expenditures - the formulas will not work correctly if you add or delete rows. You will only enter financial information onto the Goal Tabs (5 separate tabs), and the spreadsheet will auto-calculate onto the Allocation Tab. Fill in the Yellow highlighted cells only.

Enter UFARS budget amounts under FIN 428 (Basic) and/or FIN 475 (Reserve) for each goal area. A narrative must accompany a budgeted amount for each UFARS Object code used. Be as specific as possible in the narrative column and be sure language references/aligns with your application.

Instructions for Spreadsheet Tabs:

Allocation FIN 428 & 475 – Only fill in the Consortium Name, Secondary Fiscal Agent District Name and Number, and Consortium Secondary Allocation Basic (428) and Reserve (475).

Goal 1 – Enter budget amount and accompanying narrative in applicable UFARS Object Code rows. Remember to enter budgets for 428 and 475 separately. Be sure expenditure narrative directly relates to the goals and activities identified in your application.

Goal 2 – Enter budget amount and accompanying narrative in applicable UFARS Object Code rows. Remember to enter budgets for 428 and 475 separately. Be sure expenditure narrative directly relates to the goals and activities identified in your application.

Goal 3 – Enter budget amount and accompanying narrative in applicable UFARS Object Code rows. Remember to enter budgets for 428 and 475 separately. Be sure expenditure narrative directly relates to the goals and activities identified in your application.

Goal 4 – Enter budget amount and accompanying narrative in applicable UFARS Object Code rows. Remember to enter budgets for 428 and 475 separately. Be sure expenditure narrative directly relates to the goals and activities identified in your application.

Goal 5 – Enter budget amount and accompanying narrative in applicable UFARS Object Code rows. Remember to enter budgets for 428 and 475 separately. Be sure expenditure narrative directly relates to the goals and activities identified in your application.