Read to Achieve

**Budget Summary Form**

INSTRUCTIONS: Depending on the school’s overall intervention program needs, all MUNIS codes listed will not necessarily be used. Next to the appropriate MUNIS Code, enter the allowable expenditure in column 2. In column 3, provide a DETAILED explanation of the allowable expenditure (see example). In column 4, enter the amount of grant funds to be used. Column 5 should be used to identify the source and amount, if applicable, for matching funds. If you use an item that is not allowable under the grant funds, but may be used as a match, complete the information at the bottom of the budget summary form.

|  |
| --- |
| **District:** |
| **School:** |
| **1** | **2** | **3** | **4** | **5** |
| **MUNIS CODE** | **ITEM** | EXPLANATION OF EXPENDITURES | **Amt. Of Grant Funds** | **Source & Amt. Of Matching Funds** |
| ***Example****:* | *Communication: Postage* | *Communication: Postage – postage and fees associated with mailing family involvement information for all RTA students.* | *$100*  |  |
| *550* |
| **110** |   |   |   |   |
| **111** |   |   |   |   |
| **113** |   |   |   |   |
| **120** |   |   |   |   |
| **211** |   |   |   |   |
| **212** |   |   |   |   |
| **214** |  |  |  |  |
| **221** |   |   |   |   |
| **222** |  |  |  |  |
| **231** |  |  |  |  |
| **251** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget continued**  | **ITEM** | **EXPLANATION OF EXPENDITURES** | **Amt. Of Grant Funds** | **Source & Amt. Of Matching Funds** |
| **MUNIS CODE** |
| **253** |  |  |  |  |
| **260**  |   |   |   |   |
| **298** |   |   |   |   |
|  **338** |  |  |  |  |
| **580** |   |   |   |   |
| **610** |  |  |  |  |
| **643** |   |   |   |   |
| **646** |   |   |   |   |
| **734** |   |   |   |   |
| **735** |  |  |  |  |
| **810** |   |   |   |   |
|  |   |   | **N/A** |   |
|  |   |   | **N/A** |   |
|  |   |   | **N/A** |   |
|  |   |   | **N/A** |   |
| **TOTALS** |  |  |  |  |

Note: Columns above that do not contain MUNIS codes may only be used to show matching funds that are not allowable expenditures to be taken out of grant funds. For example, refreshments cannot be purchased with grant funds, however, a match may be provided to do so and can be shown in these columns.