

## Additional Examples of Budget and Narrative

Sections 1 through Section 5 are examples of a detail budget and budget narrative. General suggestions and specific guidance related to salaries are provided below.

The bidder/applicant must submit a budget on the budget file. The template is provided for the budget however there is not a template provided for the required budget narrative. The budget narrative is to be developed by the bidder/applicant and submitted as a MS Word file.

### General Suggestions

When completing the budget, programs should explain specifically how they arrived at the dollar amount they have requested. How was the dollar amount calculated? You want the reviewers to be able to answer, “How did they come up with the dollar amount requested?” Example: as part of the Supplies category: “16-Number Power Books @ \$16.50 each = \$264.00” This shows how many, of what, and at what price.

What NOT to include: Do not go into detail about your program’s operation in your budget, the place for that is in the actual proposal. Example of what NOT to include in budget: “We provide over 75,000 contact hours to over 1,500 residents in our school district.”

### Salaries

Since salaries are typically the largest cost item, we are providing specific guidance regarding salaries. We suggest that you organize the salary information into Hourly and Salaried employees and present it either “by teacher” or “by site”.

#### By Teacher

Presenting it by teachers for hourly employees would include the number of teachers, rate of pay, and how many hours taught that year. Presenting it for salaried teachers would include the number of teachers and pay rate.

#### By Site

Presenting it by site for hourly employees would include listing each site, the number of days open each week, the hours open each week, the number of weeks planned to be open, and the average pay rate for that site. Presenting it for salaried teachers would include the site or sites for each teacher and their salary.

**Additional Examples of Budget and Narrative  
Section 1**

| PROGRAM A DETAIL BUDGET EXAMPLE       |  |                       |                       |                     |
|---------------------------------------|--|-----------------------|-----------------------|---------------------|
| CATEGORY I                            |  | Totals                | DESE AEL Request*     | Local Resources**   |
| <b><u>6100 Salaries</u></b>           |  | <b>\$1,468,000.00</b> | <b>\$1,468,000.00</b> | <b>\$0.00</b>       |
|                                       | Hourly Employees - See Narrative                                     | \$1,108,000.00        | \$1,108,000.00        |                     |
|                                       | Salaried Employees - See Narrative                                   | \$360,000.00          | \$360,000.00          |                     |
|                                       |  |                       |                       |                     |
|                                       |  | Totals                | DESE AEL Request*     | Local Resources**   |
| <b><u>6200 Benefits</u></b>           |  | <b>\$271,076.00</b>   | <b>\$271,076.00</b>   | <b>\$0.00</b>       |
| Full Time Benefits                    | Medical, Dental, Life, Retirement, FICA, Workmens comp, Unemployment | \$170,794.00          | \$170,794.00          |                     |
| Part Time Benefits                    | FICA, Workmens comp, Unemployment                                    | \$100,282.00          | \$100,282.00          |                     |
|                                       |  |                       |                       |                     |
|                                       |  | Totals                | DESE AEL Request*     | Local Resources**   |
| <b><u>6300 Purchased Services</u></b> |  | <b>\$186,500.00</b>   | <b>\$62,500.00</b>    | <b>\$124,000.00</b> |
|                                       | Contract for Instruction with International Institute                | \$17,000.00           | \$17,000.00           |                     |
|                                       | Contract for Instruction with Urban Strategies                       | \$6,000.00            | \$6,000.00            |                     |
|                                       | One Stop Location space usage  | \$12,000.00           | \$12,000.00           |                     |
|                                       | Professional Development Conferences, Workshops                      | \$26,000.00           | \$26,000.00           |                     |
|                                       | Maintenance for computers  | \$1,500.00            | \$1,500.00            |                     |
|                                       | Space Rental (Inc. custodial, utilities)                             | \$100,000.00          |                       | \$100,000.00        |
|                                       | Technology Support   | \$10,000.00           |                       | \$10,000.00         |
|                                       | Communications (Telephone, etc.)                                     | \$12,000.00           |                       | \$12,000.00         |

**Additional Examples of Budget and Narrative  
Section 1**

|   |  |                       |                       |                     |
|---|--|-----------------------|-----------------------|---------------------|
|   | Advertising  | \$2,000.00            |                       | \$2,000.00          |
|   |  |                       |                       |                     |
|   |  | Totals                | DESE AEL Request*     | Local Resources**   |
| <b><u>6400 Supplies &amp; Materials</u></b> |  | <b>\$72,000.00</b>    | <b>\$72,000.00</b>    | <b>\$0.00</b>       |
|   | Books, material, etc for 4000 students @ \$18 each | \$72,000.00           | \$72,000.00           |                     |
|   |  |                       |                       |                     |
|   |  | Totals                | DESE AEL Request*     | Local Resources**   |
| <b><u>6500 Capital Outlay</u></b>           |  | <b>\$6,000.00</b>     | <b>\$6,000.00</b>     | <b>\$0.00</b>       |
|   | Purchase 6 new desktops @ \$1000 ea                | \$6,000.00            | \$6,000.00            |                     |
|   |  |                       |                       |                     |
|   | <b><u>Category I Totals</u></b>                    | Totals                | DESE AEL Request*     | Local Resources**   |
|   |  | <b>\$2,003,576.00</b> | <b>\$1,879,576.00</b> | <b>\$124,000.00</b> |
|   |  |                       |                       |                     |
|   |  |                       |                       |                     |
| CATEGORY II                                 |  | Totals                | DESE AEL Request*     | Local Resources**   |
| <b><u>6100 Salaries</u></b>                 |  | <b>\$175,000.00</b>   | <b>\$175,000.00</b>   | <b>\$0.00</b>       |
| Full Time                                   | Director   | \$65,000.00           | \$65,000.00           |                     |
| Full Time                                   | Clerical   | \$38,000.00           | \$38,000.00           |                     |
| Part Time Field Staff                       | 2 staff @ 1000 hrs @ \$24                          | \$48,000.00           | \$48,000.00           |                     |
| Part Time Clerical                          | 2 staff @ 1000 hrs @ \$12                          | \$24,000.00           | \$24,000.00           |                     |
|   |  |                       |                       |                     |
|   |  | Totals                | DESE AEL Request*     | Local Resources**   |
| <b><u>6200 Benefits</u></b>                 |  | <b>\$44,675.00</b>    | <b>\$44,675.00</b>    | <b>\$0.00</b>       |

**Additional Examples of Budget and Narrative  
Section 1**

|   |   |                              |                              |                            |
|---|---|------------------------------|------------------------------|----------------------------|
| Full Time                                       | Medical, Dental, Life, Retirement, FICA,<br>Workmens comp, Unemployment | \$37,367.00                  | \$37,367.00                  |                            |
| Part Time                                       | FICA, Workmens comp, Unemployment                                       | \$7,308.00                   | \$7,308.00                   |                            |
|   |   |                              |                              |                            |
|   |   | Totals                       | DESE AEL<br>Request*         | Local<br>Resources**       |
| <b><u>6300 Purchase Services</u></b>            |   | <b>\$78,000.00</b>           | <b>\$78,000.00</b>           | <b>\$0.00</b>              |
|   | Contract with International Institute                                   | \$6,000.00                   | \$6,000.00                   |                            |
|   | Travel/Mileage for admin staff  | \$8,000.00                   | \$8,000.00                   |                            |
|   | Postage, Advertising, etc.  | \$4,000.00                   | \$4,000.00                   |                            |
|   | Indirect Costs  | \$60,000.00                  | \$60,000.00                  |                            |
|   |   |                              |                              |                            |
|   |   | Totals                       | DESE AEL<br>Request*         | Local<br>Resources**       |
| <b><u>6400 Supplies &amp;<br/>Materials</u></b> |   | <b>\$10,000.00</b>           | <b>\$10,000.00</b>           | <b>\$0.00</b>              |
|   | Office Supplies, Paper, etc   | \$10,000.00                  | \$10,000.00                  |                            |
|   |   |                              |                              |                            |
|   |   | Totals                       | DESE AEL<br>Request*         | Local<br>Resources**       |
| <b><u>6500 Capital Outlay</u></b>               |   | <b>\$0.00</b>                | <b>\$0.00</b>                | <b>\$0.00</b>              |
|   |   | \$0.00                       | \$0.00                       |                            |
|   |   |                              |                              |                            |
|   | <b><u>Category II Totals</u></b>  | Totals                       | DESE AEL<br>Request*         | Local<br>Resources**       |
|   |   | <b><u>\$307,675.00</u></b>   | <b><u>\$307,675.00</u></b>   | <b><u>\$0.00</u></b>       |
|   |   |                              |                              |                            |
|   |   | Grand Total                  | DESE AEL<br>Request*         | Local<br>Resources**       |
|   | <b><u>PROGRAM TOTALS</u></b>  | <b><u>\$2,311,251.00</u></b> | <b><u>\$2,187,251.00</u></b> | <b><u>\$124,000.00</u></b> |
|   |   |                              |                              |                            |

**Additional Examples of Budget and Narrative  
Section 1**

|  |  |       |        |  |
|--|--|-------|--------|--|
|  |  | Admin | 14.07% |  |
| *DESE AEL Request refers to the amount the program is asking to be funded by DESE.   |  |       |        |  |
| **Local Resources refers to the amount that is funded by local resources, i.e., school district contributions and/or local donations |  |       |        |  |

**Additional Examples of Budget and Narrative  
Section 2**

**Program A Example “By Teacher”  
Budget Narrative**

**Category I 6100 Salaries** **\$ 1,468,000**

The below teachers and aides teach at 58 different sites and classes within our program, across the metro area. We offer classes 5 days a week in 13 sites, MWF at 30 sites, and TR classes at 15 sites with an average of 3 hours per class. **There are a total of 130 teachers, 120 hourly and 10 salaried and 15 teacher’s aides.**

**Hourly Employees**

The salary information is organized by hourly rate. The Aides assist teachers and are moved between sites as needed to assist with large classes, low level learners or very low ESL students.

|                          | Number of Teachers | Number of Hours | Amount    |
|--------------------------|--------------------|-----------------|-----------|
| Teachers @ \$24 per Hour | 25                 | 556             | \$333,600 |
| Teachers@ \$23 per Hour  | 5                  | 500             | \$57,500  |
| Teachers@ \$22 per Hour  | 10                 | 425             | \$93,500  |
| Teachers@ \$21 per Hour  | 15                 | 360             | \$113,400 |
| Teachers@ \$20 per Hour  | 65                 | 300             | \$390,000 |
|                          | 120                | Total           | \$988,000 |

|                                   |    |        |           |
|-----------------------------------|----|--------|-----------|
| Aides to Teachers @ \$12 per Hour | 15 | 15,000 | \$180,000 |
|-----------------------------------|----|--------|-----------|

**Additional Examples of Budget and Narrative  
Section 2**

**Salaried Employees**

The following is Salaried Employees. The Lead Teacher provides professional development for all our teachers and coordinates their certification information yearly. The other salaried teachers are full-time at their sites providing classes throughout the day.

|                                   |              |           |
|-----------------------------------|--------------|-----------|
| 1-Lead Teacher - Salaried Teacher |              | \$45,000  |
| 9-Salaried Teachers               | 9 X \$35,000 | \$315,000 |
|                                   | Total        | \$360,000 |

**Salary Increase Explanation from Prior Years**

The shift from performance/contact hour based funding will require a change in our salary structure. In the past, teachers were paid on a sliding scale based on class size (contact hours) with an additional salary increment based on student progress (performance). Both of these factors were tied to DESE funding formulas in place at the time. Teachers received \$16-\$22 per hour based on class size with an additional \$2-\$3 available based on performance. In order not to cut salaries for those teachers who have excelled in retaining and motivating students, the new scale has a maximum of \$24 per hour. This allows for those teachers who were at the top of the previous scale to remain at or near those levels. The new scale would pay newer teachers a lower rate (\$20 per hour for the first four years or until Career Continuous Certification is obtained). Eventually (if funds become available), an incentive for High Quality Career Continuous Certification would be incorporated as well. A loss of experienced effective teachers, especially in ESOL classrooms, could be expected if the maximum compensation under the new scale does not near that which those teachers were already receiving.

**Category I 6200 Benefits** **\$ 271,076**

For Full Time Employees (4 hourly Full-time -\$120,000 and salaried \$360,000) the district pays medical, dental, life insurance, FICA and UI that cost \$96,818.12 for the 2008-2009 school year. There is a 2% increase anticipated in benefit costs for next year for a total of \$170,794.

For part-time, hourly employees, 7.65% FICA and 2.5% Unemployment Insurance/Workmen’s Compensation is required for a total of \$100,282.

**Additional Examples of Budget and Narrative  
Section 2**

**Category I 6300 Purchased Services**                      **\$ 62,500**

Program A contracts with International Institute for substitute teacher services to provide instruction when regular teachers are absent or when a full time Institute employee covers a class. These are fully certificated AEL teachers who are employed by International Institute. Estimated cost for 2009-2010 is \$17,000.

Program A also contracts with Urban Strategies to provide a fully certificated AEL teacher at Jefferson School. Urban Strategies is a non-profit entity that provides multiple services to schools in that area. This arrangement allows for provision of instruction by a full time Urban Strategies teacher with cost sharing depending on the numbers of AEL students receiving instruction. Estimated cost for 2009-2010 is \$6,000.

The WIA One Stop location XYZ requires that Program A contract for services in lieu of rent for the space used by the AEL class at that location. That amount has been increasing rapidly the past few years. The estimate for 2009-2010 is \$12,000.

Ongoing professional development is critical to the success of any AEL program. Teachers, aides and volunteers must have the opportunity to attend training sessions, workshops, institutes, and conferences to improve their knowledge of the field and latest practices.

1. In the 2008-2009 school year Program A had 130 teachers in our program. For continuing certified teachers, getting the 20 hours of PD cost approximately \$100 per year per teacher for travel costs. We anticipate having 65 teachers doing this for \$6,500. The travel and expense for a new teacher is approximately \$250 per teacher. We anticipate 65 teachers needing this for \$16,250.
2. The costs for internal professional development, meeting lunches, and professional development speakers - \$3,250

Estimated cost for outside maintenance of existing PLATO computers is \$1500.

**Rental Space, Technology Support, Communications, Advertising, Computer Maintenance (Local Resources)**

With the exception of the WIA One Stop in XYZ location, all class space is provided as an in-kind contribution to the program. Support provided by the school district includes the use of a building including custodian, security officer, and utilities. Technological support including network access, e-mail, and routine maintenance of Dell computers is also provided. Four telephone lines plus a fax line are also provided. Program services are advertised in several district publications as well as exposure on the district web site.

**Additional Examples of Budget and Narrative  
Section 2**

**Category I 6400 Supplies and Materials                      \$ 72,000**

In addition to well qualified and fairly compensated teachers, quality materials are necessary for student success. This budget provides \$18 per student (12 hours or more) for materials, including needed take-home materials for beginning level learners. We anticipate serving 4,000+ students.

**Category I 6500 Capital Outlay                                      \$ 6,000**

This item provides for the purchase of six new desktop computers. 6 Computers @ \$1000 each.

**Category II 6100 Salaries    \$175,000**

|                           |          |                 |           |          |
|---------------------------|----------|-----------------|-----------|----------|
| Director                  | Salaried |                 |           | \$65,000 |
| Clerical                  | Salaried |                 |           | \$38,000 |
| Part-Time Field Staff - 2 | Hourly   | 2X1000<br>hours | \$24/hour | \$48,000 |
| Part-Time Clerical – 2    | Hourly   | 2X1000<br>Hours | \$12/hour | \$24,000 |

Program administrative staff includes a full time director, full time Clerk-typist, two part time field facilitators and two part time clerical staff. This staff is needed to oversee instruction at approximately 50 teaching sites and manage the administrative functions needed for a staff of approximately 100 teachers, aides and volunteers.

**Category II 6200 Benefits    \$ 44,675**

For Full Time Employees (2- salary \$103,000) the district pays medical, dental, life insurance, FICA and UI that cost \$36,619.66 for the 2008-2009 school year. There is a 2% increase anticipated in benefit costs for next year for a total of \$37,367.

For part-time, hourly employees, 7.65% FICA and 2.5% Unemployment Insurance/Workmen’s Compensation is required for a total of \$7,308.

**Additional Examples of Budget and Narrative  
Section 2**

**Category II 6300 Purchased Services                      \$ 78,000**

Supervision of International Institute Teachers - \$6,000

Program A contracts with International Institute for on-site supervision of district staff on a day-to-day basis. Approximately 25 program teachers are located at the Institute with classes from 9 a.m. until 9 p.m. and it is more cost effective to contract for a portion of the time of full time Institute staff for day to day issues.

Travel/Mileage for Administrative Staff - \$8,000

1. Field staff travel and mileage for professional development activities as well as mileage to visit class sites - \$3,200
  
2. Program A's director is expected to attend at least one professional conference a year for a cost of \$2,500 for travel, expenses, and fees. The cost for the director to attend the two AEL directors' conferences is \$300 total. Travel for the director, to visit sites, is estimated at \$2,000 based on prior year's information.

The district collects indirect costs in the amount of \$60,000 to cover a variety of costs including audit, payroll, etc.

Postage and advertising is budgeted at \$4,000 based on prior year's expenses. Postage for sending dropout invitations, postcards for GED graduates, and follow up letters for missing students = \$2000. Advertising on radio, newspapers, and flyers is estimated at @ \$2000

**Category II 6400 Supplies and Materials                      \$ 10,000**

This budget provides \$10,000 for office supplies. Program A has a need for:

6 - staff computers @ \$950 each

6 - staff printers @ \$500 each

The rest (\$1300) will be general office supplies

**Other Support (Local Resources)**

No attempt was made to estimate the value of the diverse support provided by the partner agencies, including counseling, transportation, living expenses, etcetera, depending on the nature of the particular agency.

**Additional Examples of Budget and Narrative  
Section 3**

**Program A Sample “By Site”  
Budget Narrative**

**Category I 6100 Salaries**

**\$ 1,468,000**

The salary information is provided by site for the hourly staff. The Aides assist teachers and are moved between sites as needed to assist with large classes, low level learners or very low ESL students.

| Site Name                      | Schedule                    | Total Hours | Average Pay Rate | Total Amount |
|--------------------------------|-----------------------------|-------------|------------------|--------------|
| Adult Learning Center (Day)    | 5 Days X 8 Hours X 50 Weeks | 2000        | \$24             | \$48,000     |
| Carondelet Community Education | 3 Days X 3 Hours X 50 Weeks | 450         | \$20             | \$9,000      |
| Hope House                     | 3 Days X 3 Hours X 50 Weeks | 450         | \$24             | \$10,800     |
| International Institute (AM)   | 5 Days X 8 Hours X 50 Weeks | 2000        | \$24             | \$48,000     |
| International Institute (PM)   | 5 Days X 3 Hours X 50 Weeks | 750         | \$24             | \$18,000     |
| International Institute (Eve)  | 5 Days X 3 Hours X 50 Weeks | 750         | \$24             | \$18,000     |
| Job Corps                      | 5 Days X 3 Hours X 50 Weeks | 750         | \$24             | \$18,000     |
| Long Community Education       | 2 Days X 3 Hours X 50 Weeks | 300         | \$20             | \$6,000      |
| Medium Security (Day)          | 5 Days X 8 Hours X 50 Weeks | 2000        | \$24             | \$48,000     |
| MERS/Goodwill                  | 2 Days X 3 Hours X 50 Weeks | 300         | \$20             | \$6,000      |
| New Beginnings                 | 3 Days X 3 Hours X 50 Weeks | 450         | \$24             | \$10,800     |
| Salvation Army                 | 3 Days X 3 Hours X 50 Weeks | 450         | \$20             | \$9,000      |
| YMCA Literacy Council (Eve)    | 2 Days X 3 Hours X 50 Weeks | 300         | \$24             | \$7,200      |
| St. Louis County Library       | 3 Days X 3 Hours X 50 Weeks | 450         | \$20             | \$9,000      |
| MCC North Oaks (Day)           | 5 Days X 8 Hours X 50 Weeks | 2000        | \$24             | \$48,000     |
| ROW                            | 2 Days X 3 Hours X 50 Weeks | 300         | \$20             | \$6,000      |
| YMCA Literacy Council (Eve)    | 2 Days X 3 Hours X 50 Weeks | 300         | \$20             | \$6,000      |
| Mulley                         | 3 Days X 3 Hours X 50 Weeks | 450         | \$24             | \$10,800     |
| SLATE Career Center            | 5 Days X 3 Hours X 50 Weeks | 750         | \$24             | \$18,000     |
| Trinity                        | 2 Days X 3 Hours X 50 Weeks | 300         | \$20             | \$6,000      |

**Additional Examples of Budget and Narrative  
Section 3**

| Site Name                    | Schedule                    | Total Hours | Average Pay Rate | Total Amount |
|------------------------------|-----------------------------|-------------|------------------|--------------|
| Probation and Parole/ERO     | 3 Days X 3 Hours X 50 Weeks | 450         | \$20             | \$9,000      |
| Family Investment Center     | 5 Days X 8 Hours X 50 Weeks | 2000        | \$24             | \$48,000     |
| MCC Florissant               | 3 Days X 3 Hours X 50 Weeks | 450         | \$20             | \$9,000      |
| St. Patrick's Center         | 2 Days X 3 Hours X 50 Weeks | 300         | \$24             | \$7,200      |
| Jefferson School             | 5 Days X 3 Hours X 50 Weeks | 750         | \$24             | \$18,000     |
| MET Center                   | 3 Days X 3 Hours X 50 Weeks | 450         | \$20             | \$9,000      |
| Urban League (Eve)           | 2 Days X 3 Hours X 50 Weeks | 300         | \$24             | \$7,200      |
| Int. Inst. Citizenship (Day) | 5 Days X 8 Hours X 50 Weeks | 2000        | \$24             | \$48,000     |
| St. Louis CC Flo (Deaf)      | 5 Days X 8 Hours X 50 Weeks | 2000        | \$24             | \$48,000     |
| Believer's Temple            | 3 Days X 3 Hours X 50 Weeks | 450         | \$24             | \$10,800     |
| Adult Learning Center (Eve)  | 2 Days X 3 Hours X 50 Weeks | 300         | \$20             | \$6,000      |
| City Justice Center          | 3 Days X 3 Hours X 50 Weeks | 450         | \$20             | \$9,000      |
| Vashon High School           | 3 Days X 3 Hours X 50 Weeks | 450         | \$20             | \$9,000      |
| Operation Excel Youthbuild   | 3 Days X 3 Hours X 50 Weeks | 450         | \$20             | \$9,000      |
| Int. Inst. Citizenship (Eve) | 2 Days X 3 Hours X 50 Weeks | 300         | \$24             | \$7,200      |
| Int. Inst. Citizenship (Sat) | 1 Days X 3 Hours X 50 Weeks | 150         | \$24             | \$3,600      |
| Probation Parole (Northland) | 3 Days X 3 Hours X 50 Weeks | 450         | \$20             | \$9,000      |
| MSI (Pod)                    | 5 Days X 8 Hours X 50 Weeks | 2000        | \$24             | \$48,000     |
| OIC                          | 3 Days X 3 Hours X 50 Weeks | 450         | \$20             | \$9,000      |
| MSI (Eve Women)              | 2 Days X 3 Hours X 50 Weeks | 300         | \$20             | \$6,000      |
| MSI (Eve Men)                | 2 Days X 3 Hours X 50 Weeks | 300         | \$20             | \$6,000      |
| ALC Gedonline Testing        | 5 Days X 8 Hours X 50 Weeks | 2000        | \$24             | \$48,000     |
| Kingdom House                | 5 Days X 3 Hours X 50 Weeks | 750         | \$24             | \$18,000     |
| ESOL Family Literacy         | 3 Days X 3 Hours X 50 Weeks | 450         | \$20             | \$9,000      |
| Northminster                 | 3 Days X 3 Hours X 50 Weeks | 450         | \$20             | \$9,000      |

**Additional Examples of Budget and Narrative  
Section 3**

| Site Name                      | Schedule                      | Total Hours | Average Pay Rate | Total Amount       |
|--------------------------------|-------------------------------|-------------|------------------|--------------------|
| MCC North Oaks (Eve)           | 2 Days X 3 Hours X 50 Weeks   | 300         | \$20             | \$6,000            |
| Probation & Parole             | 3 Days X 3 Hours X 50 Weeks   | 450         | \$20             | \$9,000            |
| Covenant House                 | 5 Days X 3 Hours X 50 Weeks   | 750         | \$24             | \$18,000           |
| Bishop Middle School           | 3 Days X 3 Hours X 50 Weeks   | 450         | \$20             | \$9,000            |
| Northminister Doors to Success | 5 Days X 3 Hours X 50 Weeks   | 750         | \$24             | \$18,000           |
| Better Family Life             | 3 Days X 3 Hours X 50 Weeks   | 450         | \$20             | \$9,000            |
| Long CEC ESL                   | 5 Days X 3 Hours X 50 Weeks   | 750         | \$24             | \$18,000           |
| City Justice Center 4th Floor  | 3 Days X 3 Hours X 50 Weeks   | 450         | \$20             | \$9,000            |
| New Beginnings REOS            | 5 Days X 3 Hours X 50 Weeks   | 750         | \$20             | \$15,000           |
| Fast Track 15 Hour Prep        | 3 Days X 3 Hours X 50 Weeks   | 450         | \$20             | \$9,000            |
| Employment Connection          | 2 Days X 1.7 Hours X 50 Weeks | 170         | \$20             | \$3,400            |
| Urban League Academic          | 3 Days X 3 Hours X 50 Weeks   | 450         | \$20             | \$9,000            |
| Williams Temple                | 5 Days X 3 Hours X 50 Weeks   | 750         | \$20             | \$15,000           |
| 15 - Aides to Teachers         | 1000 Hours Each               | 15000       | \$12             | \$180,000          |
| <b>Total</b>                   |                               |             |                  | <b>\$1,108,000</b> |

**Salaried Employees**

The following is Salaried Employees by site or duty. The Lead Teacher provides professional development for all our teachers and coordinates their certification information yearly. The other salaried teachers are full-time at their sites providing classes throughout the day.

|                              |                  |  |  |          |
|------------------------------|------------------|--|--|----------|
| Lead Teacher                 | Salaried Teacher |  |  | \$45,000 |
| International Institute (AM) | Salaried Teacher |  |  | \$35,000 |
|                              | Salaried Teacher |  |  | \$35,000 |
| Adult Learning Center (Day)  | Salaried Teacher |  |  | \$35,000 |
| Adult Learning Center (Day)  | Salaried Teacher |  |  | \$35,000 |
| Medium Security (Day)        | Salaried Teacher |  |  | \$35,000 |





**Additional Examples of Budget and Narrative  
Section 3**

**Category I 6400 Supplies and Materials                      \$ 72,000**

In addition to well qualified and fairly compensated teachers, quality materials are necessary for student success. This budget provides \$18 per student (12 hours or more) for materials, including needed take-home materials for beginning level learners. We anticipate serving 4,000+ students.

**Category I 6500 Capital Outlay                                      \$ 6,000**

This item provides for the purchase of six new desktop computers. 6 Computers @ \$1000 each.

**Category II 6100 Salaries    \$175,000**

|                           |          |              |           |          |
|---------------------------|----------|--------------|-----------|----------|
| Director                  | Salaried |              |           | \$65,000 |
| Clerical                  | Salaried |              |           | \$38,000 |
| Part-Time Field Staff - 2 | Hourly   | 2X1000 hours | \$24/hour | \$48,000 |
| Part-Time Clerical – 2    | Hourly   | 2X1000 Hours | \$12/hour | \$24,000 |

Program administrative staff includes a full time director, full time Clerk-typist, two part time field facilitators and two part time clerical staff. This staff is needed to oversee instruction at approximately 50 teaching sites and manage the administrative functions needed for a staff of approximately 100 teachers, aides and volunteers.

**Category II 6200 Benefits    \$ 44,675**

For Full Time Employees (2- salary \$103,000) the district pays medical, dental, life insurance, FICA and UI that cost \$36,619.66 for the 2008-2009 school year. There is a 2% increase anticipated in benefit costs for next year for a total of \$37,367.

For part-time, hourly employees, 7.65% FICA and 2.5% Unemployment Insurance/Workmen’s Compensation is required for a total of \$7,308.

**Additional Examples of Budget and Narrative  
Section 3**

**Category II 6300 Purchased Services                      \$ 78,000**

Supervision of International Institute Teachers - \$6,000

Program A contracts with International Institute for on-site supervision of district staff on a day-to-day basis. Approximately 25 program teachers are located at the Institute with classes from 9 a.m. until 9 p.m. and it is more cost effective to contract for a portion of the time of full time Institute staff for day to day issues.

Travel/Mileage for Administrative Staff - \$8,000

3. Field staff travel and mileage for professional development activities as well as mileage to visit class sites - \$3,200
  
4. Program A's director is expected to attend at least one professional conference a year for a cost of \$2,500 for travel, expenses, and fees. The cost for the director to attend the two AEL directors' conferences is \$300 total. Travel for the director, to visit sites, is estimated at \$2,000 based on prior year's information.

The district collects indirect costs in the amount of \$60,000 to cover a variety of costs including audit, payroll, etc.

Postage and advertising is budgeted at \$4,000 based on prior year's expenses. Postage for sending dropout invitations, postcards for GED graduates, and follow up letters for missing students = \$2000. Advertising on radio, newspapers, and flyers is estimated at @ \$2000

**Category II 6400 Supplies and Materials                      \$ 10,000**

This budget provides \$10,000 for office supplies. Program A has a need for:

6 - staff computers @ \$950 each

6 – staff printers @ \$500 each

The rest (\$1300) will be general office supplies

**Other Support (Local Resources)**

No attempt was made to estimate the value of the diverse support provided by the partner agencies, including counseling, transportation, living expenses, etcetera, depending on the nature of the particular agency.



**Additional Examples of Budget and Narrative  
Section 4**

| Site Name  | Schedule                    | Total Hours | Average Pay Rate | Total Amount |
|------------|-----------------------------|-------------|------------------|--------------|
| Dodge City | 5 Days X 3 Hours X 36 Weeks | 540         | \$17.25          | \$9315       |
|            |                             |             | Total            | \$ 70,173    |

**Salaried Employees**

The director teaches classes at the Dodge City site for 30% of the time as it is the most dangerous site. The class is located at Miss Kitty's saloon and has Festus as a volunteer assistant.

|                      |                           |  |          |          |
|----------------------|---------------------------|--|----------|----------|
| Director /Instructor | Salaried @ 30% as Teacher |  | \$45,000 | \$13,500 |
|                      |                           |  | Total    | \$13,500 |

**Additional Examples of Budget and Narrative  
Section 4**

**Program C Example “By Teacher and Site”  
Budget Narrative**

**Program C**

**Category I 6100 Salaries** **\$ 16,870.50**

See detail in grid below.

| Last Name     | First Name | Rate of Pay | Hrs Worked           | Location | #Wkly Hrs | #Wks      | Est. Yrly Salary   | Medicare         | S.S.               |
|---------------|------------|-------------|----------------------|----------|-----------|-----------|--------------------|------------------|--------------------|
| Knott         | Shriley    | \$17.75     | 8 hrs                | Site #1  | 8         | 23        | \$ 3,266.00        | \$ 47.36         | \$ 202.49          |
| Additional    | Teacher    | \$17.25     | 8 hrs (6 class/2 pw) | Site #2  | 8         | 23        | \$ 3,174.00        | \$ 46.02         | \$ 196.79          |
| Additional    | Teacher    | \$17.25     | 9 hrs                | Site #3  | 9         | 23        | \$ 3,570.75        | \$ 51.78         | \$ 221.39          |
| Beans         | Libby      | \$17.25     | 1 hr (pw)            | Site #3  | 1         | 23        | \$ 396.75          | \$ 5.75          | \$ 24.60           |
| Contrary      | Mary       | \$17.25     | 5 hrs (3 class/2 pw) | Site #4  | 5         | 23        | \$ 1,983.75        | \$ 28.76         | \$ 122.99          |
| Fabrics       | Jo Ann     | \$18.25     | 5 hrs (4 class/1pw)  | Site #5  | 5         | 23        | \$ 2,098.75        | \$ 30.43         | \$ 130.12          |
| Topher        | Chris      | \$17.25     | 6 hrs (4 Class/2 pw) | Site #1  | 6         | 23        | \$ 2,380.50        | \$ 34.52         | \$ 147.59          |
| <b>Totals</b> |            |             |                      |          | <b>42</b> | <b>23</b> | <b>\$16,870.50</b> | <b>\$ 244.62</b> | <b>\$ 1,045.97</b> |

**Category I 6200 Benefits** **\$ 1,290.59**

Medicare and Social Security benefits have been figured for each of the 7 part time staff members. See above table.