



Procedure to Ensure Categorically Funded Programs Meet Supplement Not Supplant Requirements

After categorical allocations are received at the District level, Department of Improvement and Innovation (DII) staff hold a combined professional learning session and work session regarding allowable use of funds and budget narrative writing. This professional learning opportunity is offered prior to the State and Federal Grants Manager emailing budget workbooks to principals and program directors. Technical support is provided to principals and program directors throughout the budgeting process.

Budgets are submitted to DII and are reviewed by DII staff to ensure funds are aligned with school improvement needs and plans as well as to ensure expenditures are reasonable and necessary and meet supplement not supplant requirements. Technical assistance is provided to buildings and program directors whose budgets narratives do not meet these requirements.

This process is repeated until all budget narratives are compliant at which point they are submitted to Finance for the Senior Accountant for input into MEGS+ (except for 31a which is approved by DII staff and forwarded to Finance).

Upon approval of budget items by the MDE buildings are provided with updated budget workbooks bearing account numbers for approved narratives. DII staff monitor categorical expenditures to ensure only approved and allowable items are purchased with categorical funds, this includes support for ensuring purchased items are supplemental.

During modifications budgets narratives are submitted to the DII where staff follow the same procedure as detailed above for review of budgets during the planning process.