**2021-2022 Budget Meeting Checklist**

To prepare for the Budget Meeting with your Program Advisor, use the checklist below.

* Received Grant Award page for the following grants: \_\_\_\_ ABE \_\_\_\_ GAE \_\_\_\_ D&E \_\_\_\_ C/I \_\_\_\_ IEL/CE
* Schedule meeting with Program Advisor by Zoom or in Little Rock
* Create draft budget
  + Initial budget page
  + ABE Budgets
    - Composite budget page **and** County initial budget pages
    - Funds for each county are at least 75% of designated funds for each county (refer to ABE Funds by County in Funding Packet Guidelines)
  + D&E budgets include costs for One-Stop Centers (01f)
    - IFA/MOU is included
  + Narratives
    - Detailed job description/responsibilities for each paid personnel
    - Matching is included for each paid personnel.
    - Itemized/shopping cart included for all purchases (instructional texts, instructional supplies, office supplies, graduation expenses, and equipment).
    - All rental contracts and lease agreements are included.
    - Supporting documentation for advertisements, utilities, telephone, and copying costs (quotes, past bills, etc.) are included.
  + Personnel Pages
    - For each grant and each individual paid with adult education funds
  + Personnel Reconciliation Page
    - All personnel paid with adult education funds for all grants and attached to each grant budget.
  + Line Item Budget Page
    - All grants are included and attached to each grant budget.
* 01 category is \_\_\_ above or \_\_\_ below 5% for D&E

\_\_\_ above or \_\_\_ below 5% for IEL/CE

is \_\_\_ above or \_\_\_ below 10% for ABE

\_\_\_ above or \_\_\_ below 10% for GAE

* 03 category is \_\_\_ above or \_\_\_ below 10% for D&E

\_\_\_ above or \_\_\_ below 10% for ABE

\_\_\_ above or \_\_\_ below 10% for GAE

* Equipment purchases include quote or shopping cart
  + - Narratives should include a rationale for equipment purchase
* Shared draft budget to Program Advisor, Program Coordinator, and Associate Director in Google Drive for review **one week before meeting**.
* Prepare questions or concerns for the Budget Meeting
* *Note: Grant award pages, initial budget pages, and assurances are not required to be signed or submitted at the time of the Budget Meeting. Signatures are required after your Program Advisor has approved the budget.*