

Appendix A: INSTRUCTIONS FOR COMPLETING FORM FPD 208

PAGE 1: APPROVED BUDGET	
1. Program Report Code	Enter the Program Report Code (PRC) that indicates the Approved Grant Program.
2. Program	Enter the program title for the Approved Grant. For Example, PRC 110 is ESEA Title IV-B.
3. LEA/Grantee Name	Enter name here.
4. LEA Code/Non-LEA Unit Number	Enter three-digit code assigned to LEA or non-LEA.
5. Project Number	Eight digits: __ - - - - - (FY PRC LEA#)
6. Project Approval Date	For State Agency Use Only.
7. Approved Budget Amount	The total of your PLANNING ALLOTMENT.
8. Project Period	Enter the fiscal year Beginning Date and Ending Date of the project.
9. Account Classification	Enter Account Description.
10. Account Code	Enter the PRC - See Number 1 above. Enter the appropriate Account Codes to be budgeted. Example Line Item: 3-5200-110-121
11. Approved Budget	Enter the budget for each Account Code on the form.
12. Signatures for LEA's Superintendent or Finance Officer:	An original signature and the date are required.
PAGE 2: APPROVED BUDGET (Continuation page to be used if necessary. See items 9-11 above).	
PAGE 3: SUMMARY OF BUDGETED POSITIONS	
1. Account Code	Enter the eleven digit budget code as outlined in the Uniform Chart of Accounts (Ex. 3-5200-060-121)
2. Number of Positions	Number of personnel to be employed.
3. Position Description:	The Uniform Chart of Accounts description. For Example: Teacher, Supervisor, and Psychologist
4. Percent Assigned To Project	Percent of time each position works in the project. For example: 15 Tutor positions at 100%; 2 Teacher positions at 75%
5. Number of Months Assigned To Project	Numbers of months positions are assigned to the project. For example: 15 Teacher positions at 100% (10 Months)
6. Budgeted Dollars	The estimated yearly salary (not including benefits) for the identified position. Budgeted dollars should take into consideration the total number of positions, percent employed, and the months assigned.