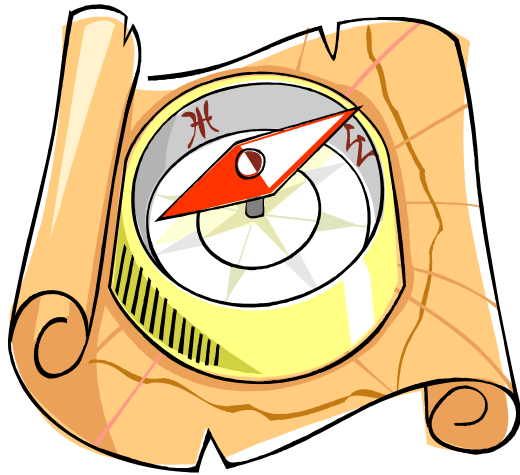
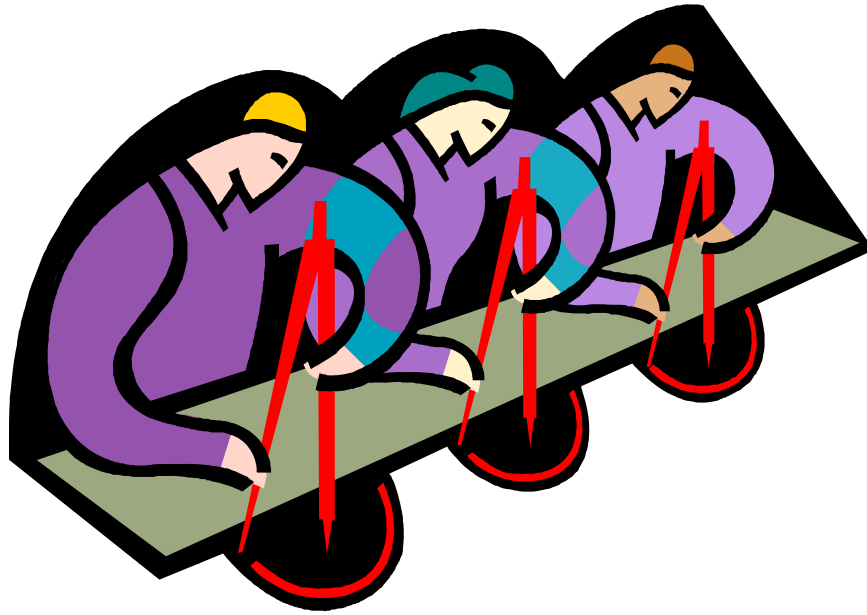


Changing Your Direction



Addenda
and
Budget Amendments



ADDENDA

What is an Addendum?

A process necessary to modify a **Consolidated Application** for NCLB.

What modifications would I use an Addendum for?

- Increase or Decrease School Allocations
- Change Personnel Count
- Change a Program Focus
- Add a Program
- Correct errors in the Application

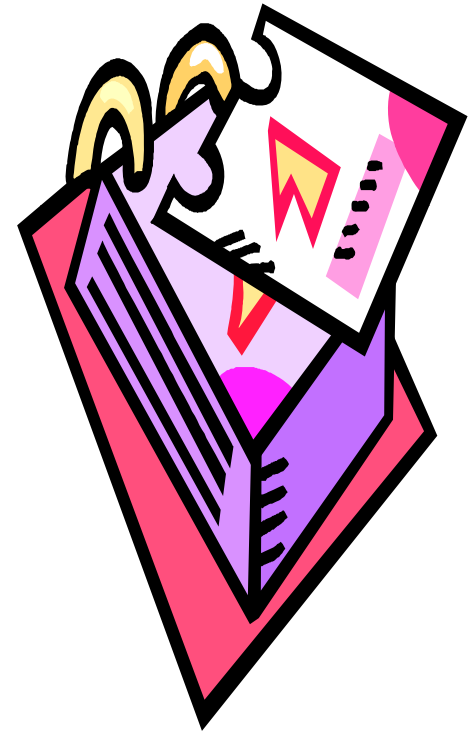


How do I make these modifications to the application?

- Use a **hard copy** of the most recently approved electronic Consolidated Application.
- Pull only the pages that apply.
- Strike through and/or add information in **RED**.
- Include the **original letter of request** from the Director of Schools specifying the titles to be changed.
- **Two copies** should accompany the original document.
- Submit the addendum to **your assigned NCLB Consultant**.

When would I make these modifications?

Any time during the fiscal year when you feel you need to make modifications to your consolidated application.



Who will review the addendum?

- Your assigned NCLB consultant and NCLB staff in Nashville.
- Following the review and approval process you will receive an updated “watermarked” electronic copy of your consolidated application from Nashville.



Budget Amendments



What is a Budget Amendment

A process to modify an Approved
BUDGET



When do I need to submit a Budget Amendment?

- When the **total** of a category increases or decreases **by more than 10%**.
- The change can be **single or cumulative**



What are some examples of categories in a budget?

- Budgets are organized into separate **budget categories** with **account numbers**.
- These are the appropriations sections descriptions:

71100- Regular Instructional Education

72130- Other Student Support

72210- Regular Instructional Program Support
Services

72710- Support Service/Transportation



What are some examples of line items?

- Line item numbers follow the category account number and define the specific **use for the fund.**



Examples:

71100- 166 Teachers

71100- 429 Instructional Supplies and Materials

72210- 105 Supervisor/Director



Amendment

- The total Title I -72210- Regular Instructional Support Services category is \$50,000 and the LEA has decided to move \$12,500 to 71100- Regular Instruction.

Does this require an Amendment?

Will it require an Addendum?

How do I make these modifications to the budget?

- Submit an **electronic, original paper copy, and two paper copies** of the budget amendment packet to your assigned NCLB consultant.
- An original paper version, two paper copies, and an electronic version of the forms (not the cover letter) must be included as part of the packet.



What is included in the Amendment Packet?

- A completed NCLB **Budget Amendment Form ED-5341** found on the State Federal Programs Website.
- An original cover letter from the Director of Schools
- A Revised NCLB Budget Spreadsheet Form ED-5339, most current electronic copy from the state for the affected title(s).

Where can I access additional information on Addenda and Budget Amendments?

- Your assigned Federal Programs NCLB Consultant.
- State of TN Federal Programs Website

