

Coalition Plan Budget Report
Instructions

Instructions

Coalitions must complete this form and submit it electronically to the Office of Early Learning. Coalition subrecipients will complete the subrecipient version of this report and submit it electronically to the coalition. The coalition will include the budgeted expenditures of its subrecipient(s) in the Subrecipient Expenditure Account. The coalition will submit its subrecipient report(s) with the coalition's report.

Certification

1. Check appropriate box (Coalition Report or Subrecipient).
2. Record Name of Coalition for whom the budget report pertains.
3. If form is for Coalition, check certification box, record name of certification official and date form.
4. If form is for subrecipient, record subrecipient's name.
5. If form is for subrecipient, have the subrecipient check certification box, record name of certification official and date form.
6. If form is for subrecipient, coalition should check certification box, record name of certification official and date form.

Combined Report

Revenue Accounts and Projected Revenue Section:

1. Enter projected revenue for School Readiness, VPK, OAMI and CCEP. Projected revenue should equal Notice of Award amounts.
2. Enter Match Funding amount for all funding the coalition is expecting to report as School Readiness and CCEP Match.
3. Other Revenue Sources for all other revenue the coalition expects to receive will automatically populate from the Other Revenue Sources Report.

Expenditure Section:

1. Except for the Budgeted Match Expenditures columns, all other information in this section will automatically populate when the coalition completes the other tabs in this workbook.
2. In the Budgeted Match Expenditures, enter match expenditures by match type and expenditure account.
3. Expenditure Account Descriptions are only on this page.
4. Total budgeted expenditures should not exceed projected revenues for any program.

School Readiness Report

1. This report contains four major sections that the coalition needs to complete. These four sections reflect the four major federal reporting categories and each section is further divided by OCA. See Accountability Guidance 250.01 for OCA definitions. Enter budgeted expenditures by Expenditure Account and OCA. Please refer to the SR NOA and the OAMI terms and conditions for expenditure targets and restrictions. Budgeted expenditures must be in compliance with award requirements.

2. The Grand Total section contains formulas to summarize the four input sections and will automatically update the School Readiness column on the combined report.

Child Care Executive Partnership Report

Coalition Plan Budget Report
Instructions

1. This report contains three input columns for the three OCAs utilized to report CCEP expenditures. Enter budgeted expenditures by expenditure account and OCA.
2. Use only the expenditure account "direct services" for OCA 97PPO.
Please refer to the SR NOA for expenditure targets and restrictions. Budgeted expenditures must be in compliance with award requirements.
3. The Total CCEP column already contains formulas to summarize the three OCA columns and will automatically update the CCEP column on the combined report.

Voluntary Prekindergarten/Outreach, Awareness and Monitoring Initiative Report

1. This report contains three input sections that the coalition needs to complete. These three sections reflect the two major reporting categories for VPK and OAMI. Each section is further divided by OCAs. Enter budgeted expenditures by expenditure account and OCA.
Please refer to the VPK NOA for expenditure targets and restrictions. Budgeted expenditures must be in compliance with award requirements.
2. The VPK Total section already contains formulas to summarize the two input sections and will automatically update the VPK columns on the combined report.
3. There is one input section to complete for OAMI. Enter budgeted expenditures by expenditure account and OCA.
4. The Total column in this section already contains formulas to summarize the five OCA columns and will automatically update the OAMI column on the combined report.

Other Funding Report

1. Report all other funding the coalition receives by revenue source.
 2. Provide the grant/contract number or other identifier in the Identify Revenue Source cell.
 3. Provide a brief description of the revenue source in the Describe Revenue Source cell.
 4. Enter the amount of the revenue source and the budgeted expenditures by expenditure account in one column for each revenue source. There are three provided. If more columns are needed for additional revenue sources, please insert column(s) before the Total Other Funding column.
 5. The Total Other column contains formulas to summarize all other columns and will automatically update Other Revenue Sources on the combined report.
- Note:** this is an expenditures and revenue source report.

Coalition-Contracted FTE List

Coalition Positions

1. List all coalition-established position titles.
2. Provide FTE for the position title by program.
3. Indicate the number of staff positions with this title.

Contracted Positions (Staff Augmentation)

1. List each position separately.
2. Identify FTE for position by program.
3. Report Annual Salary or hourly rate for position.

Coalition Plan Budget Report

- Coalition Report
 Subrecipient Report

Coalition: _____

- I certify that the information on this Coalition Plan Budget Report and selected supporting documentation is true and correct; that expenditures projected on this report are allowable based on the terms and conditions of the award.

Coalition Certification

Date

Subrecipient: _____

- I certify that the information on this Coalition Plan Budget Report and selected supporting documentation is true and correct; that expenditures projected on this report are allowable based on the terms and conditions of the award.

Subrecipient Certification

Date

- I have reviewed the Subrecipient Coalition Plan Budget Report and the selected supporting documentation in accordance with Florida's Office of Early Learning guidance and hereby approve this Budget Plan.

Coalition Certification

Date

Rule 6M-9.115
Form OEL-SR 115 (September, 2014)
Attachment IV-A

	6745	6723	6745	6723	6745	6723	6745	6723	6745	6723
Salaries										
Personnel Items										
Benefits - Recruitment										
Health										
Retirement										
Life and Disability, Other Benefits										
Staff Development										
Tuition Reimbursement										
Professional Services - Accounting										
Professional Services - Auditing										
Professional Services - Information Technology										
Professional Services - Legal										
Professional Services - Program Agency Interdependent										
Professional Services - Temporary Employment										
Professional Services - Printing and Reproduction										
Professional Services - Repair and Maintenance										
Professional Services - Other										
Occupancy										
Postage, Freight, and Delivery Services										
Rentals - Office Equipment										
Office Supplies and Office Business Items										
Communications										
Insurance and Surety Bonds (E.O.)										
Insurance and Surety Bonds (Automobile)										
Insurance and Surety Bonds (General Liability)										
Insurance and Surety Bonds (Workers Compensation)										
Insurance and Surety Bonds (Property)										
Equipment equal to or > \$4,000										
Equipment < \$4,000										
Utility and Classroom materials										
Training, Institutes and fees										
Consumer Education and Outreach Materials										
Grants to Providers										
Scholarships and Other Education Opportunities										
Wages Incentives										
Travel - In-State - Travel										
Travel - Out of State - Travel										
Travel - Local										
Bank Fees										
Application Software and Licenses and Support										
Vide, Services, Printing, Support, Back-up services and maintenance										
Other employee related expenditures										
Bills and Subscriptions										
Taxes, Licenses and fees										
In-kind expenditures										
Subscriptions/other current charges										
Depreciation										
Direct Services										
Travel										
Direct Services/Child Care										
Travel										

School Readiness Report

Accounting Method	School Readiness Report
Salaries	-
Payroll taxes	-
Benefits - Reemployment	-
Health	-
Retirement	-
Life and disability, other benefits	-
Staff Development	-
Union Reimbursement	-
Professional Services - Accounting	-
Professional Services - Auditing	-
Professional Services - Information Technology	-
Professional Services - Legal	-
Professional Services - Program Agency (unwaged/flat)	-
Professional Services - Temporary Employment	-
Professional Services - Printing and Reproduction	-
Professional Services - Repairs and Maintenance	-
Professional Services - Other	-
Direct Services-Child Care	-
Occupancy	-
Postage, Freight, and Delivery Services	-
Rentals - Office Equipment	-
Office Supplies and Office Expense Items	-
Communications	-
Insurance and Surety Bonds (D & O)	-
Insurance and Surety Bonds (Automobile)	-
Insurance and Surety Bonds (General Liability)	-
Insurance and Surety Bonds (Workers Compensation)	-
Insurance and Surety Bonds (Property)	-
Insurance and Surety Bonds (Other)	-
Equipment equal to or > \$1,000	-
Equipment < \$1,000	-
Quality and Classroom materials	-
Training materials and space	-
Consumer Education and Outreach Materials	-
Grants to Providers	-
Scholarships and Other Education Opportunities	-
Wage Incentives	-
Travel - In-State - Travel	-
Travel - Out of State - Travel	-
Travel - Local	-
Bank Fees	-
Application Software and Licenses and Support	-
Web Services/Hosting support, back-up services and maintenance	-
Other employee related expenditures	-
Dues and Subscriptions	-
Taxes, Licenses and Fees	-
Printing expenditures	-
Miscellaneous/other current charges	-
Depreciation	-

Account	Description	Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date
Professional Services - Other	Payments for other contracted services including report processing. Other examples include hiring individual or companies to perform in the field assessments, surveys or other short-term tasks via a vendor contract.	8/20/15	8/31/15						
Professional Services - Child Care	Provider Payments (contractors have the option to bill out into OCEd) rates. The paymaster must be reconciled monthly to statewide Information System (currently EIS)	8/20/15	8/31/15						
Direct Services - Child Care	Payments for rent, storage (includes off-site storage), utilities, cleaning, vehicle collection, pest control and security.	8/20/15	8/31/15						
Occupancy	Payment for postage, overnight and next-day delivery, postage for P.O. boxes, freight costs that do not have a fixed lease capitalization.	8/20/15	8/31/15						
Postage, Freight, and Delivery Services	Payment for rental of such items as copiers, print machines and other office equipment and vehicles when not needed in conjunction with travel.	8/20/15	8/31/15						
Supplies	Includes stationary, envelopes, paper, pencils, copy machines, toners, notebooks, calculator pads, file folders and other. Includes payments for daily, bi-weekly, and other salaries with a fixed lease cost equal to or less than \$1,000 that the organization has not capitalized. Replacement keyboards, mouse or other computer related peripheral hardware that is not capitalized.	8/20/15	8/31/15						
Office Supplies and Other Programs Items		8/20/15	8/31/15						
Communications	Payment for telephones, cellular telephones and internet services.	8/20/15	8/31/15						
Insurance and Surety Bonds (D & O)	Payment for D & O Directors and Officers insurance.	8/20/15	8/31/15						
Insurance and Surety Bonds (Professional)	Payment for Automobile Insurance.	8/20/15	8/31/15						
Insurance and Surety Bonds (General Liability)	Payment for General Liability Insurance.	8/20/15	8/31/15						
Insurance and Surety Bonds (Workers Compensation)	Payment for Workers Compensation Insurance.	8/20/15	8/31/15						
Insurance and Surety Bonds (Other)	Payment for Property Insurance.	8/20/15	8/31/15						
Equipment equal to or > \$1,000	Payment for equipment, fixtures, other tangible personal property with a functional unit cost equal to or greater than \$1,000.	8/20/15	8/31/15						

Item	Description	Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date
Equipment <\$1,000	Payment for equipment with a functional unit cost less than \$1,000. The cost category includes portable (e.g., attractive items) such as computers, laptops, tablets, cameras, TVs and projectors which should be inventoried to ensure accountability but are not purchased. This cost category also includes purchase of nonconsumable books, reference guides, program materials with a unit cost of \$250 or more that should be inventoried but are not inventoried.	8/29/20	8/29/21	-	-	-	-	-	-
Quality and Classroom Materials	Materials purchased for training. Allowable costs include - reasonable travel fees for facilities for training.	8/29/20	8/29/21	-	-	-	-	-	-
Travel - Local	Payment for mileage related to performance standards, networking, assessments and curriculum. Also includes classroom materials.	8/29/20	8/29/21	-	-	-	-	-	-
Travel - Out of State - Travel	Payment for out-of-state travel expenses related to getting, car rental, hotels, mileage, meals, per diem, and other travel related expenses not classified as travel while the entity's local service area.	8/29/20	8/29/21	-	-	-	-	-	-
Travel - In-State - Travel	Payment for in-state travel expenses related to drivers, car rentals, hotels, mileage, meals, per diem, and other travel related expenses not classified as travel while the entity's local service area.	8/29/20	8/29/21	-	-	-	-	-	-
Travel - Local	Payment for out-of-state travel expenses related to getting, car rental, hotels, mileage, meals, per diem, and other travel related expenses not classified as travel while the entity's local service area.	8/29/20	8/29/21	-	-	-	-	-	-
Other Expenses	Payment for out-of-state travel expenses related to getting, car rental, hotels, mileage, meals, per diem, and other travel related expenses not classified as travel while the entity's local service area.	8/29/20	8/29/21	-	-	-	-	-	-
Bank Fees	Payment for out-of-state bank service fees including deposits and interest charges.	8/29/20	8/29/21	-	-	-	-	-	-
Application Software and Licenses and Support	Payment for application software including renewals and support fees.	8/29/20	8/29/21	-	-	-	-	-	-
Web Services Hosting, Support, Back-up Services and Maintenance	Payment for web services/hosting support, back-up services and maintenance.	8/29/20	8/29/21	-	-	-	-	-	-
Other employee related expenses	Payment for other employee related organizations such as background screening, drug testing, etc.	8/29/20	8/29/21	-	-	-	-	-	-
Days and Absences	Payment for membership and insurance subscriptions.	8/29/20	8/29/21	-	-	-	-	-	-
Travel, Licenses and Fees	Payment for corporate flying fees, solution fee, etc.	8/29/20	8/29/21	-	-	-	-	-	-
In-kind expenditures	Should correspond to budget descriptions.	8/29/20	8/29/21	-	-	-	-	-	-

Florida Office of Early Learning

OEL-SR 115 Attachment IV A Coalition Budget Report.xlsx

Miscellaneous/other current charges	Payment for other current charges and obligations for which no other available reporting account exists. Include explanation for amounts greater than \$500 on a separate sheet.					
Depreciation		Q3/14		Q3/14		
Repairs		Q3/14		Q3/14		
Travel		Q3/14		Q3/14		
Telephone		Q3/14		Q3/14		
Supplies		Q3/14		Q3/14		
Utilities		Q3/14		Q3/14		
Other		Q3/14		Q3/14		
		Q3/14		Q3/14		

Coalition Plan Budget Report

Voluntary Prekindergarten/Outreach, Awareness and Monitoring Initiative Report

4/30/14

4/30/14

Account	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	TOTAL 2014
Salaries												
Perodi rates												
Benefits - Employment												
Health												
Retirement												
Life and disability, other benefits												
Staff Development												
Tuition reimbursement												
Professional Services - Accounting												
Professional Services - Auditing												
Professional Services - Information Technology												
Professional Services - Legal												
Professional Services - Program Agency (Advocacy)												
Professional Services - Printing and Reproduction												
Professional Services - Repairs and Maintenance												
Professional Services - Other												
Direct Services-Child Care												
Co-sponsor												
Postage, Freight, and Delivery Services												
Reprints - Office Equipment												
Office Supplies and Office Expense Items												
Communications												
Insurance and Surety Bonds (T & O)												
Insurance and Surety Bonds (Automobile)												
Insurance and Surety Bonds (General Liability)												
Insurance and Surety Bonds (Workers Compensation)												
Insurance and Surety Bonds (Property)												
Insurance and Surety Bonds (Other)												
Equipment equal to or > \$1,000												
Equipment < \$1,000												
Quality and Classroom materials												
Traveling materials and space												
Computer Education and Outreach Materials												
Grants to Providers												
Scholarships and Other Education Opportunities												
Wages Incentives												
Travel - In-State - Travel												
Travel - Out of State - Travel												
Travel - Local												
Bank Fees												
Application Software and Licenses and Support												
Web Services/Hosting, support, backup services and maintenance												
Other employees related expenditures												
Books and Subscriptions												
Taxes, Licenses and Fees												
In-kind expenditures												
Miscellaneous/other current charges												
Depreciation												
Total												

Child Care Executive Partnership Report

Expenditure Account	2014-15		2015-16		2016-17
	Actual	Budget	Actual	Budget	
Salaries					
Payroll taxes					
Benefits - Reemployment					
Health					
Retirement					
Life and disability, other benefits					
Staff Development					
Tuition Reimbursement					
Professional Services - Accounting					
Professional Services - Auditing					
Professional Services - Information Technology					
Professional Services - Legal					
Professional Services - Program Agency (Subsidiary)					
Professional Services - Temporary Employment					
Professional Services - Printing and Reproduction					
Professional Services - Repairs and Maintenance					
Professional Services - Other					
Direct Services-Child Care					
Occupancy					
Postage, Freight, and Delivery Services					
Repairs - Office Equipment					
Office Supplies and Office Expense Items					
Communications					
Insurance and Surety Bonds (D & O)					
Insurance and Surety Bonds (Automobile)					
Insurance and Surety Bonds (General Liability)					
Insurance and Surety Bonds (Workers Compensation)					
Insurance and Surety Bonds (Property)					
Insurance and Surety Bonds (Other)					
Equipment equal to or > \$1,000					
Equipment < \$1,000					
Quality and Classroom materials					
Training materials and space					
Consumer Education and Outreach Materials					
Grants to Providers					
Scholarships and Other Education Opportunities					
Wage Incentives					
Travel - In-State - Travel					
Travel - Out of State - Travel					
Travel - Local					
Bank Fees					
Application Software and Licenses and Support					
Web Services/Hosting, Support, Backup services and maintenance					
Other employee related expenditures					
Dues and Subscriptions					
Taxes, Licenses and Fees					
In-kind expenditures					
Miscellaneous/other current charges					
Depreciation					
Total					

Other Funding Sources Report

Amount of Revenue	Early Learning Services			
	Statewide Early Learning Services	Early Learning Services	Early Learning Services	Early Learning Services
Salaries				
Payroll taxes				
Benefits - Reemployment				
Health				
Retirement				
Life and disability, other benefits				
Staff Development				
Union Reimbursement				
Professional Services - Accounting				
Professional Services - Information Technology				
Professional Services - Legal				
Professional Services - Program Agency (Subrecipient)				
Professional Services - Printing and Reproduction				
Professional Services - Reports and Maintenance				
Professional Services - Other				
Direct Services-Child Care				
Occupancy				
Postage, Freight, and Delivery Services				
Rentals - Office Equipment				
Office Supplies and Office Expense Items				
Communication				
Insurance and Surety Bonds (D & O)				
Insurance and Surety Bonds (Automobile)				
Insurance and Surety Bonds (General Liability)				
Insurance and Surety Bonds (Workers Compensation)				
Insurance and Surety Bonds (Property)				
Insurance and Surety Bonds (Other)				
Equipment equal to or > \$1,000				
Equipment < \$1,000				
Quality and Classroom materials				
Training materials and space				
Consumer Education and Outreach Materials				
Grants to Providers				
Scholarships, and Other Education Opportunities				
Wages Incentives				
Travel - In-State - Travel				
Travel - Out of State - Travel				
Travel - Local				
Bank Fees				
Application Software and Licenses and Support				
Web Service/Hosting, support, back-up services and maintenance				
Other employee related expenditures				
Dues and subscriptions				
Taxes, Licenses and Fees				
In-kind expenditure				
Miscellaneous/other current charges				
Depreciation				

