



Budget Section

NOTE: During the 2025 Fiscal Year, applications in NexSys, will transition to a new budget template. The instructions below will assist users in becoming familiar with the new budget format.

Budget Summary:

- The Budget Summary provides a compile of the budget items that have been entered on the Budget Items banner. To view the overall Budget Summary, click the blue Budget Summary banner (see **red** arrow on screenshot below)
 - To add budget items, select the blue Budget Items banner (see that section for further instruction)
- As appropriate, an individual program Budget Summary may display the following line(s): Allocations, Administrative Costs, Carryover, Indirect Costs
 - If Indirect Costs are allowable, enter the amount in the textbox provided on this page
- Contact Information section: list individuals responsible for completing the budget
- Any issues that need to be resolved will appear as a **red (!)** exclamation mark on the banner and appear under the Attention box on the page (see below screenshot: **red** box)
- Completion of the Budget Summary (without errors) is required for submission
- To see a Grant Member-specific Budget Summary, select the appropriate Grant Member from the Grant Member dropdown

Title II Part A

Agreement Number 33220	Program Number 2	Project Number 2025	CFDA Number 123.4	Starting Date 07/01/2024	Ending Date 09/30/2025	Fiscal Year 2025
---------------------------	---------------------	------------------------	----------------------	-----------------------------	---------------------------	---------------------

Budget Summary
Budget Detail
Budget Items
Flagged Budget Items

Instructions:

- To see the overall Budget Summary, click the blue Budget Summary banner (the leftmost option below)
- Budget Summary provides a compile of the budget items
- As appropriate, an individual program Budget Summary may display the following (list): Allocations, Administrative Costs, Carryover, Indirect Costs
- If indirect costs are allowable, enter the amount in the textbox provided on this page
- Contact Information section: list individuals responsible for completing the budget section
- Completion of the Budget Summary is required for submission
- To see a Grant Member-specific Budget Summary, select the appropriate Grant Member from the Grant Member dropdown below
- To add budget items, select the blue Budget Items banner above
- The Budget Detail link provides a complete list of all individual budget items. Found in the blue Budget Detail banner above
- Some Program Offices may use the Flagged Budget Item functionality to communicate availability on specific budget items
 - If Flagged Budget Items are utilized, this page is located in the blue Flagged Budget Items banner above

Budget Summary

Grant Member: Overall Budget ▼

Webberville Community Schools - 33220

Function Codes	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
120- Added Needs	\$0	\$0	\$3183	\$0	\$0	\$0	\$3183
SUBTOTAL	\$0	\$0	\$3183	\$0	\$0	\$0	\$3183
410- Payments to Other Public Schools Within the State of Michigan	\$0	\$0	\$0	\$0	\$0	\$15767	\$15767
Indirect Costs							\$0.00
Restricted Indirect Rate Maximum: 3.33%							\$102.58
TOTAL	\$0	\$0	\$3183	\$0	\$0	\$15767	\$18950
Total Accepted Amount:							\$18,950
Remaining to be budgeted:							\$0

Attention

- ⊗ Reservation for indirect exceeds the maximum allowable
- ⊗ Equitable Services Budget remaining availability must equal \$0
- ⊗ Title I Basic District Program Budget remaining availability must equal \$0
- ⊗ Additional items must be budgeted within school budgets to utilize the minimum school parent and family engagement reservation availability

* Business Office Representative

* Phone (555) 555-5555

* Email test@test.com

* Project Contact Person

* Phone (555) 555-5555

* Email test@test.com



Budget Section

Budget Detail:

- To view the detailed report of all Budget Items entered, click the blue Budget Detail banner
- Budget Detail Report can be narrowed by selecting one or more options provided (see screenshot below)
 - Click on the dropdown arrow next to the appropriate textbox (see **red** boxes below) and select an option, once done with all of your selections, click the Search button
 - NOTE: it is not necessary to make a selection from all of the options provided
- To export a filtered Budget Detail Report, click the Export Results arrow in the upper right corner of the Results section, select the file type (Excel, XML, or CSV), and file will appear as a download

Title I, Part A						
Agreement Number	Program Number	Project Number	CFDA Number	Start Date	Ending Date	Fiscal Year
04010	251530	990001	0001	01/17/24	01/17/2025	2025

Budget Summary | **Budget Detail** | **Budget Items** | **Flagged Budget Items**

Instructions:

- The Budget Detail displays a detailed report of all Budget Items entered
- To export an unfiltered Budget Detail, click the Search button before clicking the Export Results button
- Budget Detail Reports can be filtered by using the dropdowns on the provided filters located below then clicking the Search button
- To export a filtered Budget Detail Report, click the Export Results arrow in the upper right corner of the Results section, select the file type (Excel, XML, or CSV), and file will appear as a download

Budget Detail

Grant Member: Overall Budget Budget Item Type: Version: Current

Private School: Neglected Facility:

Pooled Program Cost:

Results

Function Code	Description	Entity	FTE/Hours	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total	Budget Item Type
110 - Basic Programs											
111: Elementary	Supplemental Certified	Attwood School - 330201273	0.50 / 0.00	\$43413	\$33256	\$0	\$0	\$0	\$0	\$76669	



Budget Section

Budget Items (part 1 of 2):

- To add a Budget Item, click the blue Budget Items banner (see **red** arrow on screenshot below)
- Select the entity name from the dropdown under the Grant Member textbox (see **red** box on screenshot below)
 - NOTE: If there are no consortium members, it will default to the entity applying for the grant application
 - Should you want to narrow down the search - for a Function Code and/or an Error - make the appropriate selections by using the available dropdowns
- Click the Add Budget Item button, then complete all the fields on the window that follows
- To update an existing Budget Item, locate the budget item under the Results section, clicking the edit button (pencil icon see **red** box on screenshot below) and follow the instructions provided in the window
- To delete a Budget Item, locate the budget item under the Results section, click the **red** trash can button (see **red** box on screenshot below)

Title I Part C						
Agreement Number	Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
33020	251890	2025	123.4	07/01/2024	09/30/2025	2025

Budget Summary

Budget Detail

Budget Items

Flagged Budget Items

Instructions:

- To add a Budget Item, Click the **Add Budget Item** button below then complete all fields on the window that follows
- To add another Budget Item, click the **Add Budget Item** button in the upper right-hand corner of the below table
- To update an existing Budget Item, navigate to the budget item by clicking the edit button in the Budget Items table for that specific budget item
- To delete a Budget Item, click the red trash can button in the Budget Items table for that specific budget item

Budget Items

Grant Member

Lansing Public School District - 33020

▼

Errors?

▼

Function Code

▼

[Clear](#)

Lansing Public School District - 33020

Budget Items

▼ Results

Edit	Function Code	Description	Entity	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total	Flag
	125	125	Lansing Public School District -	\$2500	\$2500					\$5000	



Budget Section

Budget Items (part 2 of 2):

- Once on the Budget Item window, complete all the fields, as appropriate
- Click on one of the three (3) buttons to Save the Budget Item (see screenshot):
 - Save button:
 - This will save the data currently on the page and refresh the page
 - If an error exists, the window will reload with the errors present
 - Save and Close button:
 - This will save the data currently on the page and close the page
 - Save and Add button:
 - This will save the data currently on the page, then it will open a new budget item window to be completed

Add/Edit Budget Item

Instructions:

- Once all budget item fields have been completed, click one of the three (3) Save options:
 - Save
 - This will save the information currently on the page and refresh the page
 - If errors exist, the window will reload with the errors present on the top right of the page
 - Save and Close
 - This will save the information currently on the page then close the window. The page will return to the overall Budget Items screen
 - If errors exist the budget item will show in the table with a red exclamation mark
 - Save and Add
 - This will save the information currently on the page, then will reopen a new budget item page to be completed
 - If errors exist, the closed budget item will show in the Budget Items table with a red exclamation mark

Function Code/Title: 113: High School

Budget Item Type: Title I School Program Cost

Description: 2 LED Flagship LED Poster Kit from Bluewater

Enter the dollar amount associated with the budget item. Enter an amount in only one box unless the item is Personnel. Personnel must have both Salaries and Benefits.

Salaries 1000: \$ 0

Benefits 2000: \$ 0

Purchased Services 3000, 4000: \$ 0

Supplies & Materials 5000: \$ 12,000

Capital Outlay 6000: \$ 0

Other 7000, 8000: \$ 200

FTE:

Hours:

Flag:

Comment:

Buttons: Close, Save, Save And Close, Save And Add

Attention
Please only fill out one object code for this budget item, unless Salaries and Benefits, in which case both are required.

NOTE: If an error exists on a Budget Item, a **red (!)** exclamation point will appear next to the entry under the Budget Items Results table (see screenshot)

Budget Items

Results

Edit	Function Code	Description	Entity	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total	Flag
	113	Intervention/Support of instruction: 40 phone lock boxes for teachers to store phones to get rid of distractions and increase instruction in classrooms	Eastern High School - 330201044	\$0	\$0	\$0	\$1300	\$0	\$0	\$1300	
	113	3 clevertouch and mobile carts to create supplemental instruction areas throughout the school as needed. Includes Cart Installation	Eastern High School - 330201044	\$0	\$0	\$0	\$9600	\$0	\$0	\$9600	
	113	2 LED Flagship LED Poster Kit from Bluewater	Eastern High School - 330201044	\$0	\$0	\$0	\$12000	\$0	\$200	\$12200	




Budget Section

Flagged Budget Items:


- Flagged Budget Items displays the budget items in detail
- If Flagged Budget Item has been used by the Program Office Coordinator, a flag for allowability of the individual budget item will be displayed in the flag field along with any comments
 - Flag options are:
 - Unallowable – budget item is not allowed
 - Modifications Required – budget item is allowed, but requires update
 - Approved – budget item is allowed and is locked, preventing further modification
- Select the entity name from the dropdown under the Grant Member textbox (see **red** box on screenshot below)
- Budget Item detail can be accessed by clicking the function code link
- Availability to update flagged budget items is dependent on the flag for the individual budget item and the status of the application:
 - Modifications Required status:
 - **NOTE:** The application status must be changed to a Modifications in Progress Status before updates can be made
 - **Unallowable** budget items must be deleted from the budget section
 - **Modifications Required** budget items must be updated appropriately based on comments provided by the Reviewer
 - **Approved** budget items are locked and will not allow edits
 - Amendment In Progress status:
 - All budget items are available to update as allowable by program guidelines

Title II Part A						
Agreement Number 33220	Program Number 250620	Project Number 2025	CFDA Number 123.4	Starting Date 07/01/2024	Ending Date 09/30/2025	Fiscal Year 2025
Budget Summary		Budget Detail		Budget Items		Flagged Budget Items



- Instructions:
- Flagged Budget Items displays the budget items in detail
 - If Flagged Budget Item has been used by the Program Office Reviewer, a flag for allowability of the individual budget item will be displayed in the flag field along with any comments
 - Budget Item detail can be accessed by clicking the function code link
 - Availability to update flagged budget items is dependent on the flag for the individual budget item and application status:
 - Modifications Required:
 - Recipients must first change the application status to a Modifications in Progress Status
 - Unallowable budget items must be deleted from the budget section
 - Modifications required budget items must be updated appropriately based on comments provided by the Reviewer
 - Approved budget items are locked and will not allow edits
 - Amendment in Progress:
 - All budget items are available to update as allowable by program guidelines

Flagged Budget Items

Grant Member: Webberville Community Schools - 33220 

Webberville Community Schools - 33220

Flag	Comment	Function Codes	Description	FTG/Hours	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
Approved		125	Compensatory Education test	0 / 0	\$0	\$0	\$3183	\$0	\$0	\$0	\$3183
Modifications Required				0 / 0							TOTAL \$3183
Unallowable				0 / 0							Approved Total \$0
				0 / 0							Modifications Required Total \$0
				0 / 0							Unallowable Total \$0

