

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

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

| Expenditure Accounts | Administration | | | |
|--|----------------|-------|-------|-------------|
| | 97BBA | 97FIR | 97LCA | ADMIN TOTAL |
| 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 (subrecipient) | | | | - |
| Professional Services - Temporary Employment | | | | - |
| Professional Services - Printing and Reproduction | | | | - |
| Professional Services - Repairs and Maintenance | | | | - |
| Professional Services -Other | | | | - |
| 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 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 | | | | - |
| Direct Services | | | | - |
| Total | - | - | - | - |

| Expenditure Accounts | 97IAS | 97ICR | 97ICS | 97IGS | 97INT | 97Q00 |
|--|-------|-------|-------|-------|-------|-------|
| 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 (subrecipient) | | | | | | |
| Professional Services - Temporary Employment | | | | | | |
| Professional Services - Printing and Reproduction | | | | | | |
| Professional Services - Repairs and Maintenance | | | | | | |
| Professional Services -Other | | | | | | |
| 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 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 | | | | | | |
| Direct Services | | | | | | |
| Total | - | - | - | - | - | - |

| Expenditure Accounts | Direct Services | | | | | |
|----------------------------|-----------------|-------|-------|-------|-------|-------|
| | 97CFO | 97G00 | 97GNW | 97GSD | 97GTA | 97P00 |
| Direct Services-Child Care | | | | | | |
| Total | - | - | - | - | - | - |

| Expenditure Accounts | Administration | Non-Direct | Direct Services | Total CCEP |
|--|----------------|------------|-----------------|------------|
| | 97PPA | 97PPD | 97PP0 | |
| 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 (subrecipient) | | | | - |
| 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 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 | | | | - |
| Total | - | - | - | - |

| Voluntary Prekindergarten | | | | | | | | | | | | |
|--|----------------|-------|-------|-------|-------|-------------|-----------------|-----------------------|---|-----------|---------|---|
| Expenditure Accounts | Administration | | | | | Total Admin | Direct Services | | | Total VPK | | |
| | VPADM | VPENR | VPMON | VPSYS | VPPRS | | VPKSD | Total Direct Services | | | | |
| 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 (subrecipient) | | | | | | - | | | - | - | | |
| Professional Services - Temporary Employment | | | | | | - | | | - | - | | |
| Professional Services - Printing and Reproduction | | | | | | - | | | - | - | | |
| Professional Services - Repairs and Maintenance | | | | | | - | | | - | - | | |
| Professional Services -Other | | | | | | - | | | - | - | | |
| VPK - School Year | | | | | | - | | | - | - | | |
| VPK - Summer | | | | | | - | | | - | - | | |
| VPK - SIS | | | | | | - | | | - | - | | |
| 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 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 | | | | | | - | | | - | - | | |
| Total | - | - | - | - | - | - | #DIV/0! | - | - | - | #DIV/0! | - |

| Expenditure Accounts | OAMI | | | | | OAMI |
|--|-------|-------|-------|-------|-------|------|
| | VPMNI | VPLPI | VPSYI | VPLCM | VPLTR | |
| 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 (subrecipient) | | | | | | - |
| 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 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 | | | | | | - |
| Total | - | - | - | - | - | - |

Other Funding Sources Report

| | Identify Revenue Source | Identify Revenue Source | Identify Revenue Source | Total Other Revenue |
|--|-------------------------|-------------------------|-------------------------|---------------------|
| | Describe Revenue Source | Describe Revenue Source | Describe Revenue Source | |
| Amount of Revenue | | | | - |
| Expenditure Accounts | | | | |
| 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 (subrecipient) | | | | - |
| 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 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 | | | | - |
| Total | - | - | - | - |

