

# **WI 21st CCLC Micro Webinar: Budget Change Requests**



WISCONSIN DEPARTMENT OF  
**PUBLIC INSTRUCTION**

Carolyn Stanford Taylor, State Superintendent

# Objectives

- **Grantees will identify the correct budget form for a budget change request.**
- **Grantees will understand how to complete the Budget Change Request form.**
- **Grantees will know to whom they should submit the Budget Change Request form.**
- **Grantees will know when budget change requests are due.**

# Overview

- **PI-9550-IV-B-Ren** (available at <https://dpi.wi.gov/sspw/clc/current-grantees>)
- **Required** when a line item needs more than a **10% change**
- **Required** to capture carryover
- **Submit** to your **CLC liaison**
- **Final Deadline: May 30**



# Completing The Form: Page 1



Wisconsin Department of Public Instruction  
BUDGET CHANGE REQUEST for 21<sup>st</sup> CENTURY  
COMMUNITY LEARNING CENTERS  
PI-9550-IV-B-Ren Budget (Rev. 12-17)

**INSTRUCTIONS:** Complete and submit to your 21<sup>st</sup> Century CCLC liaison:

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## I. GENERAL INFORMATION

School District		Project Title	
Name of Center		Center Fax Area/No.	Project Year
Project Coordinator	Telephone Area/No.	E-Mail Address of Project Coordinator	

## II. RATIONALE

Rationale for Budget Change(s): Provide a **detailed description** of services, objects, or personnel costs that will be affected by the increase or reduction of funding in each line item. Include the **reason for each change**.

# Completing The Form: Page 2

WUFAR Function	WUFAR Object	Amount Requested	First Revision	Second Revision
<b>Instruction (100 000 Series)</b> Activities dealing directly with the interaction between instructional staff and students.	a. Salaries (100s)			
	b. Fringe Benefits (200s)			
	c. Purchased Services (300s)			
	d. Non-Capital Objects (400s)			
	e. Capital Objects (500s)			
	f. Other Objects (e.g., fees) (900s)			
	<b>TOTAL Instruction</b>		\$0	\$0

# WUFAR Function

Instruction (100 000 Series)	Support Services--Pupil and Instructional Staff Services (in 210 000 and 220 000 Series)	Support Services--Administration (Associated with functions in 230 000 series and above)
<p>Activities dealing directly with the interaction between instructional staff and students.</p>	<p>Support services are those which facilitate and enhance instructional or other components of the grant. This category includes staff development, supervision, and coordination of grant activities.</p>	<p>Includes general; building; business; central service administration, and insurances.</p>

# Completing The Form: Page 2

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	<b>TOTAL Instruction</b>		\$0	\$0

# Completing The Form: Page 2

<b>Indirect Cost</b>	Approved Rate	%	\$0.00	\$0.00	\$0.00
<b>TOTAL BUDGET</b>			\$0.00	\$0.00	\$0.00



# Approval Process

Approval based upon:

- **Alignment with Program Plan/Goals**
- **Reasonable and necessary costs**
- **Allowable costs**



# For More Information



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