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GRANT AUTHORIZATION FORM

THIS FORM IS COMPLETED BY THE BUSINESS OFFICE AND SUBMITTED TO THE BOARD FOR AUTHORIZATION OF GRANT REVENUE AND EXPENDITURE BUDGETS

Grant Information

Fiscal Year: 26-27 Finance Code: 399

Grant Title: Concurrent Enrollment Grant Manager: Jill Kind

Type of Submission and Amount

[X] New Award Amount: $ 73,642.00

[ ] Amended Existing Amount: _____ Amended Amount: _____

Expenditure Budget Summary

Expense Category	Existing Amount	Less: In Kind Costs	New/Amended Amount	Total Expenditure
100 - Salaries and Wages	-	-	45,539	45,539.00
200 - Employee Benefits	-	-	13,781	13,781.00
300 - Purchased Services	-	-	3,281	3,281.00
400 - Supplies and Materials	-	-	8,041	8,041.00
500 - Capital Expenditures	-	-	-	-
Other Expenses	-	-	3,000	3,000.00
Totals	**$ -**	**$ -**	**$ 73,642**	**$ 73,642.00**

Revenue Budget

Source	Description of Source	Revenue Code	Existing Amount	New/Amended Amount	Total Revenue
Local/Other			-	-	-
State	MDE Award	01-388-399-399-370-000	-	73,642	73,642.00
Federal			-	-	-
		Totals	**$ -**	**$ 73,642**	**$ 73,642.00**

APPROVALS

DocuSigned by:
Elizabeth Lantto
CBE6834EC1B946C...
Elizabeth Lantto - District Controller 11/4/2026 **Date**

Signed by:
Bryan Bass
2[illegible]
Bryan Bass - Assistant Superintendent for Equity & Achievement 11/4/2026 **Date**

Board Approved:

Osseo Area Schools

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Expenditure Budget Detail				
The following are expenditures to be incurred under this grant.				
Account Code	**Description**	**Existing Amount**	**New/Amended Amount**	**Total Expenditure**
01-388-399-399-116-000	Managers & Supervisors	-	11,837	11,837.00
01-388-399-399-120-000	E. Childhood/School Readiness Administration	-	13,616	13,616.00
01-388-399-399-140-000	Licensed Classroom	-	20,086	20,086.00
01-388-399-399-210-000	FICA/Medicare	-	2,442	2,442.00
01-388-399-399-218-000	TRA	-	3,132	3,132.00
01-388-399-399-219-000	MN Paid Leave	-	140	140.00
01-388-399-399-220-000	Health Insurance	-	6,206	6,206.00
01-388-399-399-230-000	Life Insurance	-	17	17.00
01-388-399-399-235-000	Dental Insurance	-	101	101.00
01-388-399-399-240-000	Disability Insurance	-	61	61.00
01-388-399-399-250-000	Retirement Savings Plan	-	540	540.00
01-388-399-399-251-000	HSA	-	960	960.00
01-388-399-399-270-000	Workers Compensation	-	156	156.00
01-388-399-399-280-000	Unemployment Compensation	-	26	26.00
01-388-399-399-362-000	Transp.-Depart.	-	1,281	1,281.00
01-388-399-399-367-000	Staff Development	-	2,000	2,000.00
01-388-399-399-401-000	Supplies & Material - NonInstructional	-	4,302	4,302.00
01-388-399-399-430-000	Supplies & Materials - Instructional	-	1,300	1,300.00
01-388-399-399-433-000	Supplies & Materials - Individualized Instruction	-	1,439	1,439.00
01-388-399-399-490-000	Food	-	1,000	1,000.00
01-388-399-399-898-000	Scholarships - Students	-	3,000	3,000.00
		$ -	**$ 73,642**	**$ 73,642.00**

Procedures to be followed:

A) All payments to district employees must be paid through payroll. Requests for hourly rate payments must be submitted to payroll using the Timecard Spreadsheet.

B) The grant manager must approve all transactions relating to this project.

C) Existing requisitioning and purchasing procedures will be followed. A Payment Request Form is to be used only for items not practical to procure on a purchase order basis (i.e. consultant fees). It is important that all requests are identified as belonging to this project. The originator of the request should indicate the proper account code on the form.

D) Reporting - The grant manager is responsible for all reporting requirements.

E) Cut-off Dates: Orders against the 2026-2027 school year are to be issued after July 1, 2026. Expenditures eligible for reimbursement for the 2026-2027 fiscal year are those dated July 1, 2026 or after, for which the goods/services and invoice have been received and processed by June 30, 2027.

IMPORTANT Purchase orders must be cancelled if delivery, invoicing and payment can not be completed by June 30, 2027. Purchase orders should contain notations to that effect. All requisitions must be submitted by the district's due date.

Osseo Area Schools