

Achievement and Integration FY 2022 Budget Workbook

Use these instructions to create your district's annual Achievement and Integration (A&I) A&I budget. Please refer to the *Achievement Integration Budget Guide* on the A&I website for information on allowable costs, a list of criteria for budget approval, and more detail on A&I revenue.

Do not delete pages from this workbook. That will disable the formulas on the *Expenditure Summary* page which calculates the percentage of the three types of A&I expenditures (direct student service, prof development, admin) and also sums your total expenditures by FIN code. You need to track of both as you create your budget.

- Program and fiscal staff should work together to create this budget, drawing on your respective knowledge of the strategies in your district's A&I plan, costs that aren't detailed in the plan but are necessary to implement those strategies, and school finance practices.

- **Proposed expenditures can be approved only for strategies included in a district's current MDE-approved A&I plan.**

- Expenditures to fund strategies included in a racially identifiable school (RIS) plan must be listed in the RIS tabs of this excel workbook.

- **Use the separate tabs for direct student services, PD, and Admin costs as explained in the A&I Budget Guide. The requirement for districts to use a certain percentage of revenue for each expenditure type is in A&I legislation and explained in the tabs of this budget workbook.**

- **Add lines to a worksheet by inserting rows before a revenue total line.** The revenue total lines are linked to a formula in the Expenditure Summary page. If you insert rows after them, your Expenditure Summary totals will be inaccurate.

- Add a **budget narrative** for each line item to explain how proposed expenditures will fund activities in your district's MDE-approved A&I plan. **Do not copy your plan description into the budget.** Instead, describe what each expenditure will purchase. Then identify by name and number the activity in your plan that an expenditure will help fund. This info will provide expenditure detail that isn't included in your A&I plan.

- List proposed FIN 313 (initial revenue) and FIN 318 (incentive revenue) expenditures on the separate tabs marked in the budget workbook. These are two different types of A&I aid and must be tracked separately.

- Find your district's aid entitlement estimate for A&I revenue in the Minnesota Funding Reports (MFR) section of MDE's Data Analytics webpage. Steps for finding that report are listed on the MDE A&I webpage.

- **Admin costs include salary and benefits for support staff and administrators that do not provide direct instruction to students in A&I activities. Admin costs also include things such as postage, rent, dues, memberships, printing charges.**

- Payments to other districts or to vendors should be listed as line items in the corresponding Direct Student Services, PD, or Admin tabs. Use **OBJ code 390 for payments to other districts.**

- **The budget narratives for proposed salary expenditures should include the following: percentage FTE and the name and number of the strategy in your district's A&I plan that the FTE is supposed to help implement.**

- Fringe benefits for positions that are part of the same plan strategy may be bundled by OBJ code. For example, if three staff are providing instruction for an A&I summer program, benefits for their hours working on that program may be listed in the same line item.

- Resubmit this workbook listing proposed and *actual* FY 2022 expenditures by December 1, 2022.

- Expenditure changes that increase total FIN code amounts and changes to the types of expenditures approved in the initial budget must be sent to MDE for review and approval by April 1, 2022.

- **Budgets are due to MDE by March 15, 2021. Board approval is optional. This means your board does not need to approve this budget before you submit it on March 15.**

How to Submit Your Budget

1) Submit your district's proposed FY22 budget by March 15, 2021 to mde.integration@state.mn.us.

2) Submit your district's budget as an excel file. No PDF's please.

3) Please save your budget using the file name FY22 [District Name] A&I budget.

Questions about your budget? Contact one of MDE's A&I staff or email mde.integration@state.mn.us.

FY 2022 Achievement and Integration Budget Expenditure Summary

District Number:	#2167	District Name:	Lakeview Independent School District		
Proposed Budget			Actual Expenditures		
		Proposed Budget Ratios			Actual Budget Ratios
Direct Services to Students must equal at least 80% of total revenue	\$48,535.85	91.29%	DSS At least 80% of total expenditures	\$0.00	#DIV/0!
Professional Development may equal no more than 20% of total revenue	\$0.00	0.00%	Professional Development No more than 20% of total expenditures	\$0.00	#DIV/0!
Administrative/Indirect may equal no more than 10% of total revenue	\$4,630.20	8.71%	Admin/Indirect No more than 10% of total expenditures	\$0.00	#DIV/0!
Total Proposed Revenue:	\$53,166.05		Total Revenue Expended:	\$0.00	
Total Amount Proposed FIN 313	\$46,302.05		Improvement Planning Expenditures	0%	#REF!
Total Amount Proposed FIN 318	\$6,864.00		Districts must use up to 20% of integration revenue to implement an improvement plan (Minn. Stat. 124D.862 subd. 8 (c) 2).		
<p>Amending Line Items To amend line items in this budget after it's been approved by MDE, strike the approved dollar amt and related budget narrative. Insert a row below the line you want to change (make sure the new row is <i>above</i> the total revenue line). Add a new dollar amt and narrative to the row you just added. Then highlight both lines with the color highlight function. Explain the change in the comments box at the bottom of the tab.</p>					
<p>UFARS Corrections You do not need to submit an amended budget to MDE in order correct UFARS codes. Instead, make UFARS corrections when you submit your Actual Expenditure report. Add a note to explain the correction. See the A&I Gudget Guide for more details on when to amend your MDE-approved budget.</p>					
Comments:					

Improvement Funding Directions	Only districts that did not meet the goals in their last A&I plan after three years should complete this tab. If you didn't meet your goals, you must use up to 20% of your annual integration revenue to fund improvement strategies.
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Step 1) Complete the DSS, PD and Admin tabs for FIN 313 and 318. Step 2) Copy and paste line items that will fund improvement strategies into one of the sections below.

- Copy line items totaling up to 20% of your total proposed revenue. That percentage will be calculated for you on the Expenditures Summary tab.
- The line items you copy may be either FIN 313 or FIN 318 depending upon how you're funding your improvement strategies.

What is an improvement strategy? Strategies that were 1) not in your prior plan, or 2) strategies that you've adjusted and kept in your current A&I plan, and 3) strategies developed using an equity-centered improvement process like the one described in the A&I Improvement Planning Guide. The strategies should be different from the ones in your prior plan because they are either new to your A&I work or have been changed in some way that increases the likelihood of meeting the goals in your district's current plan.

UFARS Title	UFARS Code Required				Budgeted Amt	Budget Narrative - Which strategy in your A&I plan does each line item support and how?	
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Describe what will be purchased, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will help implement a strategy. Do not copy the strategy description from your plan.	Strategy # and Name

Direct Student Services							

Professional Development							

Administrative Costs							

	Total Improvement Funding:	\$0.00
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Comments:

District Number: #2167

District Name: Lakeview Independent School District

80% Direct Services to Students

List proposed **FIN 313** expenditures for Direct Student Services below. At least 80% of a district's proposed expenditures must be used for strategies in a district's MDE-approved A&I plan that provide direct services to students. Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amt	Budget Narrative - Which strategy in your A&I plan does each line item support and how?	Strategy # and Name
	ORG	PROG	FIN	OBJ				
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.					List the total amount budgeted for this line item.	Resubmit this budget with actual FY22 expenditures by 12/1/22.	Use this column to describe what will be purchased to implement your A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will help implement the strategy. Do not copy the strategy description from your plan.	
Elementary Interventionist	100	203	313	140	\$32,864.00		.5 FTE Intervention Support Staff for grades K-3	Strategy #4 - Interventionist for MCA Score Improvement
			313					
FICA for Interventionist	100	203	313	210	\$2,512.10		FICA Benefits for Interventionist	Strategy #4 - Interventionist for MCA Score Improvement
			313					
TRA for Interventionist	100	203	313	218	\$2,602.83		TRA Benefits for Interventionist	Strategy #4 - Interventionist for MCA Score Improvement
			313					
Health Insurance for Interventionist	100	203	313	220	\$2,037.50		Health Benefits for Interventionist	Strategy #4 - Interventionist for MCA Score Improvement
			313					
College Visits Grades 10-12	005	790	313	430	\$500.00		Funds will be used to get kids on a college campus. This will help students understand what the requirements are for college and assist them in planning.	Strategy #1 - Career & College Planning and Exploration
			313					
YMIC Cross District Activities	005	790	313	430	\$1,155.42		This funding will be used for integration activities such as; 9th Grade Career Academy, YMIC Art Day, and the Diary of Anne Frank	Strategy #2 - Career & College Cross-District Integration Opportunities
			313					
			313					
			313					
			313					
			313					
			313					
			313					
			313					
			313					
FIN 313 TOTAL					\$41,671.85	\$0.00		

Insert lines **above** the FIN 313 TOTAL line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Direct Student Services section of the Improvement Planning tab.

Comments:

District Number: #2167

District Name:

Lakeview Independent School District

20% Professional Development

List all proposed FIN 313 expenditures for professional development below. **No more than 20% of this budget's total revenue may be proposed or used for these costs.** All training funded through this budget must directly support strategies in a district's MDE-approved A&I plan. Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and how?	
	ORG	PROG	FIN	OBJ				Strategy # and Name
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.					List the total amount budgeted for this line item.	Resubmit this budget with actual FY22 expenditures by 12/1/22.	Use this column to describe what will be purchased to implement your A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. <i>Do not copy the strategy description from your plan.</i>	
			313					
			313					
			313					
			313					
			313					
			313					
			313					
			313					
FIN 313 TOTAL					\$0.00	\$0.00		

Add lines **above** the FIN 313 TOTAL line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Professional Development section of the Improvement Planning tab.

Comments:



**FY 2022 Achievement and Integration Budget
Professional Development Costs to Reduce Enrollment Disparities**

District Number: District Name:

20% Professional Development

List proposed **FIN 318** expenditures for professional development below. No more than 20% of this budget's total revenue may be proposed or used for these costs. **Incentive revenue may be used to fund strategies that decrease racial and economic enrollment disparities in classes, schools, some programs, or between districts.** Read the A&I Budget Guide on the MDE website for more details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and how?	
	ORG	PROG	FIN	OBJ				Strategy # and Name
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.					List the total amount budgeted for this line item.	Resubmit this budget with actual FY22 expenditures by 12/1/22.	Use this column to describe what will be purchased to implement A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. <i>Do not copy the strategy description from your plan.</i>	
			318					
			318					
			318					
			318					
			318					
FIN 318 TOTAL					\$0.00	\$0.00		

Add lines **above** the FIN 318 TOTAL line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Professional Development section of the Improvement Planning tab.

Comments:



**FY 2022 Achievement and Integration Budget
Administrative/Indirect Costs**

District Number: #2167

District Name: Lakeview Independent School District

10% Administrative/Indirect Costs

List proposed Administrative/Indirect **FIN 313** expenditures below. **No more than 10% of this budget's total revenue may be proposed or used for administrative or indirect costs.** Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and how?	
	ORG	PROG	FIN	OBJ				
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.					List the total amount budgeted for this line item.	Resubmit this budget with actual FY22 expenditures by 12/1/22.	Use this column to describe what will be purchased to implement A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. Do not copy the strategy description from your plan.	Strategy # and Name
			313					
YMIC Integration Coordinator Payable to YME (fiscal host)	005	790	313	305	\$4,630.20		10% of Integration Revenue is paid to YME (fiscal host) for YMIC integration coordinator. The YMIC coordinator organizes YMIC meetings and classroom partnership activities, communicates with member districts, and communicates with MDE.	Strategy #1 - College Exploration & Career Planning; Strategy #2 - Career & College Cross-District Integration Opportunities
			313					
			313					
			313					
FIN 313 TOTAL					\$4,630.20	\$0.00		

Add lines **above** the FIN 313 TOTAL line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Admin/Indirect section of the Improvement Planning tab.

Comments:

District Number: #2167

District Name: Lakeview Independent School District

10% Admin/Indirect Costs

List proposed **FIN 318** Administrative/Indirect expenditures below. **No more than 10% of this budget's total revenue may be proposed or used for administrative or indirect costs.**

Incentive revenue may be used to fund strategies that decrease racial and economic enrollment disparities in classes, schools, some programs, or between districts. Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and how?	
	ORG	PROG	FIN	OBJ				Strategy # and Name
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.					List the total amount budgeted for this line item.	Resubmit this budget with actual FY22 expenditures by 12/1/22.	Use this column to describe what will be purchased to implement A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. <i>Do not copy the strategy description from your plan.</i>	
			318					
			318					
			318					
			318					
			318					
			318					
FIN 318 TOTAL					\$0.00	\$0.00		

Add lines **above** the **FIN 318 TOTAL** line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Admin/Indirect section of the Improvement Planning tab.

Comments:

**FY 2022 Achievement and Integration Budget
Racially Identifiable Schools: Direct Student Services Costs**

District Number: #2167

District Name: Lakeview Independent School District

80% Direct Services to Students

List proposed **FIN 313** expenditures for Direct Student Services for your district's Racially Identifiable School(s) below. At least 80% of a district's proposed expenditures must be used for strategies in a district's MDE-approved A&I plan that provide direct services to students. Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and how?	
	ORG	PROG	FIN	OBJ				Strategy # and Name
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.					List the total amount budgeted for this line item.	Resubmit this budget with actual FY22 expenditures by 12/1/22.	Use this column to describe what will be purchased to implement A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. Do not copy the strategy description from your plan.	
			313				\$0.00	
			313					
			313					
			313					
			313					
			313					
			313					
			313					
			313					
FIN 313 TOTAL					\$0.00		\$0.00	

Add lines **above** the **FIN 313 TOTAL** line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Direct Student Services section of the Improvement Planning tab.

Comments:



FY 2022 Achievement and Integration Budget
Racially Identifiable Schools: Direct Student Service Costs to Reduce Enrollment Disparities

District Number:

District Name:

80% Direct Services to Students

List proposed FIN 318 expenditures for Direct Student Services for your Racially Identifiable School(s) below. **At least 80% of a district's proposed expenditures must be used for strategies that provide direct services to students. Incentive revenue may be used to fund strategies that decrease racial and economic enrollment disparities** in classes, schools, some programs, or between districts.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and how?	
	ORG	PROG	FIN	OBJ				
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.					List the total amount budgeted for this line item.	Resubmit this budget with actual FY22 expenditures by 12/1/22.	Use this column to describe what will be purchased to implement A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. <i>Do not copy the strategy description from your plan.</i>	Strategy # and Name
			318			\$0.00		
			318					
			318					
			318					
			318					
FIN 318 TOTAL					\$0.00	\$0.00		

Add lines **above** the FIN 318 TOTAL line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Direct Student Services section of the Improvement Planning tab.

Comments:



**FY 2022 Achievement and Integration Budget
Racially Identifiable Schools: Professional Development Costs**

District Number: #2167

District Name: Lakeview Independent School District

20% Professional Development

On this worksheet list proposed **FIN 313** expenditures for professional development for your district's Racially Identifiable School(s). No more than 20% of a district's proposed expenditures may be used for PD costs that are part of a district's MDE-approved A&I plan. Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and how?	
	ORG	PROG	FIN	OBJ				Strategy # and Name
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.					List the total amount budgeted for this line item.	Resubmit this budget with actual FY22 expenditures by 12/1/22.	Use this column to describe what will be purchased to implement A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. <i>Do not copy the strategy description from your plan.</i>	
			313			\$0.00		
			313					
			313					
			313					
			313					
			313					
			313					
FIN 313 TOTAL					\$0.00	\$0.00		

Add lines above the FIN 313 TOTAL line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Direct Student Services section of the Improvement Planning tab.

Comments:



FY 2022 Achievement and Integration Budget

Racially Identifiable Schools: Professional Development Costs to Reduce Enrollment Disparities

District Number: #2167

District Name: Lakeview Independent School District

20% Professional Development

List proposed **FIN 318** expenditures for professional development for your district's Racially Identifiable School(s) below. No more than 20% of a district's total proposed expenditures may be used for PD costs that are part of a district's MDE-approved A&I plan. Incentive revenue may be used to fund strategies that will decrease racial and economic enrollment disparities. Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and how?	
	ORG	PROG	FIN	OBJ				Strategy # and Name
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.					List the total amount budgeted for this line item.	Resubmit this budget with actual FY22 expenditures by 12/1/22.	Use this column to describe what will be purchased to implement A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. <i>Do not copy the strategy description from your plan.</i>	
			318			\$0.00		
			318					
			318					
			318					
			318					
FIN 318 TOTAL					\$0.00	\$0.00		

Add lines above the FIN 318 TOTAL line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Direct Student Services section of the Improvement Planning tab.

Comments:



**FY 2022 Achievement and Integration Budget
Racially Identifiable Schools: Administrative/Indirect Costs**

District Number: #2167

District Name: Lakeview Independent School District

10% Admin/Indirect Costs

List proposed Administrative/Indirect **FIN 313** expenditures for your district's Racially Identifiable School(s) below. **No more than 10% of your total revenue may be budgeted or used for administrative or indirect costs.** Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and how?	
	ORG	PROG	FIN	OBJ			Use this column to describe what will be purchased to implement A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. <i>Do not copy the strategy description from your plan.</i>	Strategy # and Name
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.					List the total amount budgeted for this line item.	Resubmit this budget with actual FY22 expenditures by 12/1/22.		
			313					
			313					
			313					
			313					
			313					
FIN 313 Total					\$0.00	\$0.00		

Add lines **above** the FIN 313 TOTAL line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Direct Student Services section of the Improvement Planning tab.

Comments:



FY 2022 Achievement and Integration Budget

Racially Identifiable Schools: Administrative/Indirect Costs to Reduce Enrollment Disparities

District Number: #2167

District Name: Lakeview Independent School District

10% Admin/Indirect Costs

List proposed FIN 318 Administrative/Indirect expenditures for your district's Racially Identifiable School(s) below. No more than 10% of of your total revenue may be budgeted or used for administrative or indirect costs. Incentive revenue may be used to fund strategies that will decrease racial and economic enrollment disparities. Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and how?	Strategy # and Name
	ORG	PROG	FIN	OBJ				
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.			318		List the total amount budgeted for this line item.	Resubmit this budget with actual FY22 expenditures by 12/1/22.	Use this column to describe what will be purchased to implement A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. Do not copy the strategy description from your plan.	
			318					
			318					
			318					
			318					
			318					
			318					
FIN 318 Total					\$0.00	\$0.00		

Add lines above the FIN 318 TOTAL line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Direct Student Services section of the Improvement Planning tab.

Comments: