

SAFE Annual Budget Narrative

District SAFE Site _____ Fiscal Year _____

- Due each year on September 15
- Must attach copy of QSS Far 300 Report
- Revisions due each December 15 (1st Interim Report) and March 15 (2nd Interim Report)
- Write a budget narrative of the object code item(s)
- List the budget amount in the correct budget narrative and enter the total amount. All budget narrative totals must match QSS FAR 300 report.
- Submit with required signatures to the SCOE Expanded Learning Program.

Allocation for FY 2022-23 \$ _____

Object Code	Budget Narrative	Total Amount
1000	(Certified stipend, release time, etc.)	
2000	(Classified stipend, release time, etc.)	
3000	(Employee benefits on salary and stipends)	
4000	(Supplies: software, materials price per item) Single items over \$499 (including shipping & tax) need LEA pre-approval.	
5000	(Mileage conference/training travel, field trips)	

Total: _____
Needs to match the total allocation amount.

Approvals

SAFE Principal/Superintendent	SAFE Business Official	SAFE Site Coordinator	Director of Expanded Learning
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*Original - with all signatures to be maintained at the Expanded Learning Program office.
Copy - to be maintained at the SAFE site.*