2012-2013 State Budget Review Checklist
□ABE □GAE

Grant Award Page:	
Signed by Chief Administrator/Board President or Chair	
Amount matches: □ Grant Award □ Administration □ Budget Page □ Projected Line Item Budget	
Budget Page:	
Signed by Chief Administrator/Board President or Chair	
01 Administrative (10% max)	
If more than 10%, waiver is included	
02 Instructional	
03 M & O (10% max)	
Equipment (list included?)	
04 Other (04f) (list included?)	
Travel	
Budget Narrative (Must be detailed)	
Rent? If yes, to whom and for where? (Include this information in the narrative)	□ Yes □ No
Personnel Page	
Part-Time Teachers:	
Licensed	
Number of hours	
Pay less than or equal to $25 per hour	
Full-time Teachers:	
Licensed	
Adult Education License	
Full-time hire date included	
Paraprofessionals:	
Part-time:	
Hourly Pay Matches Credentials: $10/hr.-High School/GED $12/hr.-Associate's Degree $16/hr.-Bachelor's Degree	
Full-time: Credential (GED/High School minimum)	
Salaries balance with Budget Page (Personnel Page Reconciliation to Initial Budget Form completed)	
Class Schedule attached	
Projected Line Item Budget	
All grants included	
Each amount matches individual grants	
Multiple Counties	
Budgets for each county are included	
Funds per county comparable to previous year	