June 4, 2015

MEMORANDUM

TO: County and City Superintendents

FROM: Andy Craig
Deputy State Superintendent
Administrative and Financial Services

RE: FY 2016 Classroom Instructional Support Funds

The enclosed forms are to be used to comply with the Code of Alabama, Section 16-1-8.1, which specifies that all components of classroom instructional support as specified in the Foundation Program with the exception of textbooks will be subject to the school level allocation and purchasing process. The forms are also available on the Alabama State Department of Education Web site (www.alsde.edu) in the LEA Accounting Departmental Office. Please duplicate as necessary or download the forms from the Web site.

The allotment for Classroom Materials and Supplies may not be utilized to supplement common purchases. Code of Alabama, Section 16-1-8.1, Part (13), provides that the allotment for Classroom Materials and Supplies may not be utilized to supplement common purchases when the first annual Education Budget Act after October 1, 2005, appropriates a minimum of $200 per unit for Common Purchases. Since the FY 2008 Education Budget Act (Act 2007-361) appropriated $200 per unit for Common Purchases, the allotment for Classroom Materials and Supplies may not be utilized to supplement common purchases. The $373.79 per unit appropriated for Classroom Materials and Supplies is not subject to a vote by the budget committee.

Please use the Unit Breakdown report that you have received to calculate the allocations for each school based on the following amounts in the FY 2016 Education Trust Fund Appropriations Bill (HBxxx/SBxxx). These allocations are to be calculated based on total units earned, including Teachers, Principals, Assistant Principals, Counselors, Librarians, Vocational Education Directors, and Vocational Education Counselors.

| Technology                     | $63.79/unit |
| Professional Development      | $63.79/unit |
| Library Enhancement           | $21.26/unit |

If you have any questions, please do not hesitate to contact members of my staff at (334) 242-9914.

AC/BK

Enclosures

cc: Chief School Financial Officers
    LEA Accounting

FY 15-3039
Alabama State Department of Education
Administrative and Financial Services

________________________________________  Name of School

________________________________________  Name of LEA

Technology
Proposed Budget - FY 2016

1. **Total amount allocated for Technology:**

\[
\text{No. of units} \times \$63.79 = \$
\]

2. **Amount budgeted for Common Purchases:**

(See attached list)

\[
\text{No. of units} \times \text{Amount per unit} = \\
\]

3. **Amount available for individual teacher purchases:**

($63.79 less the amount per unit from #2)

\[
\text{No. of units} \times \text{Amount per unit} = \\
\]

**Certification to local superintendent:**

We certify that we have developed the proposed budget presented above in accordance with procedures outlined in Section 16-1-8.1 of the *Code of Alabama*.

Budget Committee

1. ___________________________  2. ___________________________
   Signature of Teacher          Signature of Teacher

3. ___________________________  4. ___________________________
   Signature of Teacher          Signature of Teacher

5. ___________________________
   Signature of Principal
   or
   Principal's Designee
<table>
<thead>
<tr>
<th>Description of Item</th>
<th>Unit Cost</th>
<th>No. of Items</th>
<th>Total Cost</th>
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Technology
Common Purchases - FY 2016
Professional Development
Proposed Budget - FY 2016

1. **Total amount allocated for Professional Development:**

\[
\begin{align*}
\text{No. of units} & \times \ 63.79 \times \ \text{Amount per unit} = \ \$ & \\
\end{align*}
\]

2. **Amount budgeted for Common Purchases:**
(See attached list)

\[
\begin{align*}
\text{No. of units} & \times \ \text{Amount per unit} = \ \$ & \\
\end{align*}
\]

3. **Amount available for individual teacher purchases:**
(\$63.79 less the amount per unit from #2)

\[
\begin{align*}
\text{No. of units} & \times \ \text{Amount per unit} = \ \$ & \\
\end{align*}
\]

Certification to local superintendent:

We certify that we have developed the proposed budget presented above in accordance with procedures outlined in Section 16-1-8.1 of the *Code of Alabama*.

Budget Committee

1. __________________________
   Signature of Teacher

2. __________________________
   Signature of Teacher

3. __________________________
   Signature of Teacher

4. __________________________
   Signature of Teacher

5. __________________________
   Signature of Principal
   or
   Principal’s Designee
### Professional Development
Common Purchases - FY 2016

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Library Enhancement
Proposed Budget - FY 2016

1. Total amount allocated for Library Enhancement:

\[ \text{No. of units} \times \$21.26 = \$ \]

2. Amount budgeted for Library Purchases:
(See attached list)

\[ \$ \]

Certification to local superintendent:

We certify that we have developed the proposed budget presented above in accordance with procedures outlined in Section 16-1-8.1 of the Code of Alabama.

Budget Committee

1. ____________________________
   Signature of Teacher

2. ____________________________
   Signature of Teacher

3. ____________________________
   Signature of Teacher

4. ____________________________
   Signature of Teacher

5. ____________________________
   Signature of Principal
   or
   Principal's Designee
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