

# Early Literacy Support Block (ELSB) Grant Expenditure Form Fiscal Year 2021-22

Educator Excellence and Equity Division  
California Department of Education

## Instructions

**Please complete the steps below in order to submit the ELSB Grant Expenditure Form.**

**Each participating Local Educational Agency (LEA) is required to submit an Expenditure Form on a quarterly basis, showing Year-to-Date (YTD) expenses accumulated throughout the fiscal year. Each LEA must ensure this ELSB Grant Expenditure Form aligns with the LEA's latest approved Four-Year Budget Form.**

**Step 1:** Select the "LEA Information" tab and enter the information requested in column B.

**Step 2:** Select the "Narrative Form" tab that corresponds to the current reporting period and complete the table. In the "Description" column (column C), provide a brief description for each line item. In the "School-site or LEA Name" column (column D), write the school-site or LEA Name that corresponds to each line item. In the "Expenditures" column (column E), enter dollar amounts to show expenditures. The "Description" and "Expenditures" should align with your latest Approved Budget. A Budget Revision must be submitted if current planned expenditures exceed 10 percent on any line item. You may need to add additional rows as necessary. The Budget Totals row will automatically calculate.

**Step 3:** Remain on the same "Narrative Form" tab to calculate Indirect Costs (Object Code 7000) based on the California School Accounting Manual (CSAM):

<https://www.cde.ca.gov/fg/ac/sa/>. The Indirect Costs must not exceed the LEA's approved rate (<https://www.cde.ca.gov/fg/ac/ic/>). Enter the LEA approved the Indirect Percentage Rate in the space provided for Object Code 7000 with a placeholder of 0.00% in column C.

Calculate the Indirect Cost in column E by multiplying the sum of Object Codes 1000-5000 by the Percentage Rate. If you choose to use less indirect, you may type the actual amount of Indirect Costs into the cell in column E. Only the first \$25,000 of each subcontract can be used towards the indirect calculation per Procedure 330 in the CSAM. Object Code 5100 Subagreements for Services and Object Code 6000 Capital Outlay are excluded from the indirect costs calculation.

**Step 4:** Select the "YTD Form" tab. In the "Implementation Year 1 Budget" column (column C), enter the approved budget amounts for Implementation Year 1. Then, fill out the column that corresponds to the "Narrative Form" tab discussed in Step 2 and 3. You may link the cells to pull the expenditure data from the quarterly tab, if you would like to. The "Cumulative Expenditures" column (column H), "Unspent Balance" column (column I), and the Totals row will auto-populate.

## Document Submission

**Step 5:** Ensure all required tabs of the ELSB Grant Expenditure Form are complete: "LEA Information," "YTD Form", and the Quarterly Narrative Form(s).

**Step 6:** Ensure the ELSB Grant Year-to-Date Expenditure Signature Form (PDF document) is complete. Select the correct grant reporting period/quarter, select "Yes" or "No" for a Budget Revision Request, and obtain signatures for the Project Coordinator and Fiscal Agent.

**Step 7:** A Budget Revision Request Form must be submitted for the following reasons: if current planned expenditures exceed 10 percent on any line item, to request carryover of unspent funds, to add a new line item expense, or to change the indirect rate (must be at or below the approved rate). Please submit a Budget Revision Request Form, if applicable.

**Step 8:** Submit this Grant Expenditure Form as an Excel file (containing all tabs) along with a signed Signature Form (PDF document) to [ELSBGrant@cde.ca.gov](mailto:ELSBGrant@cde.ca.gov).

# Local Educational Agency (LEA) Information

Early Literacy Support Block Grant  
Educator Excellence and Equity Division  
California Department of Education

LEA Information	Please Type LEA Information Below
<b>LEA Name:</b>	Alpaugh Unified School District
<b>Project Coordinator:</b>	Troy Hayes
<b>Project Coordinator Telephone Number:</b>	559-949-8413
<b>Project Coordinator Email Address:</b>	<a href="mailto:thayes@alpaughusd.org">thayes@alpaughusd.org</a>
<b>Fiscal Agent Contact:</b>	Berenice Alvarez
<b>Fiscal Agent Telephone Number:</b>	559-949-8413
<b>Fiscal Agent Email Address:</b>	<a href="mailto:balvarez@alpaugh.k12.ca.us">balvarez@alpaugh.k12.ca.us</a>

# Year-to-Date (YTD) Form

## Fiscal Year 2021-22

Early Literacy Support Block Grant  
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Object Code	Object Code Description	Approved Implementation Year 1 Budget	Quarter 1 Expenditures	Quarter 2 Expenditures	Quarter 3 Expenditures	Quarter 4 Expenditures	Cumulative Expenditures	Unspent Balance
1000	Certificated Salaries	\$80,000.00	\$13,481.36	\$18,097.04	\$22,410.60	\$0.00	\$53,989.00	\$26,011.00
2000	Classified Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3000	Employee Benefits	\$35,000.00	\$4,709.07	\$9,112.98	\$10,102.19	\$0.00	\$23,924.24	\$11,075.76
4000	Books and Supplies	\$25,000.00	\$17,697.43	\$6,176.72	\$2,633.04	\$0.00	\$26,507.19	-\$1,507.19
5000	Services and Other Operating Expenditures (excluding Subagreements for Services 5100)	\$983.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$983.15
5100	Subagreements for Services (not subject to indirect costs)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5200	Participant Travel/ Project Staff Travel	\$500.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	\$450.00
5800	Professional/Consulting Services & Operating Expenses	\$0.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	-\$1,200.00
6000	Capital Outlay (not subject to indirect costs)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7000	Indirect Costs	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals</b>	<b>Totals calculate automatically</b>	\$141,483.15	\$35,887.86	\$33,436.74	\$36,345.83	\$0.00	\$105,670.43	\$35,812.72

# Quarter 1 Budget Narrative Form

## Implementation Year 1 Quarter 1 (July 1 - September 30)

Early Literacy Support Block Grant  
 Educator Excellence and Equity Division  
 California Department of Education

Object Code	Object Code Description	Description	School Site or LEA Name	Expenditures
1000	Certificated Salaries	/hr (varies by amount of hours per month)	Alpaugh Elementary	\$13,481.36
2000	Classified Salaries		Alpaugh Elementary	\$0.00
3000	Employee Benefits	benefits including H&W, WC, SUI, STRS	Alpaugh Elementary	\$4,709.07
4000	Books and Supplies	Literacy Support materials, Wonderworks, carts and bins for wonders readers, additional reading wonder books, book storage and organization, dibels kits.	Alpaugh Unified	\$17,697.43
5000	Services and Other Operating Expenditures (excluding Subagreements for Services 5100)	K-3 Early Literacy Support subagreements and other grant operating expenditures.	Alpaugh Unified	\$0.00
5100	Subagreements for Services (not subject to indirect costs)	K-3 Early Literacy Support subagreements	Alpaugh Unified	\$0.00
5200	Participant Travel/ Project Staff Travel	K-3 Early Literacy Support Planning for staff needing to travel/ and or attend workshops for professional development	Alpaugh Unified	\$0.00
5800	Professional/Consulting Services & Operating Expenses	; and other grant operating expenditures.	Alpaugh Unified	\$0.00
6000	Capital Outlay (not subject to indirect costs)	K-3 Early Literacy Support Planning	Alpaugh Unified	\$0.00
7000	Indirect Costs	0.00%		\$0.00
<b>Totals</b>	<b>Totals calculate automatically</b>			<b>\$35,887.86</b>

# Quarter 2 Budget Narrative Form

## Implementation Year 1 Quarter 2 (October 1 - December 31)

Early Literacy Support Block Grant  
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Object Code	Object Code Description	Description	School Site or LEA Name	Expenditures
1000	Certificated Salaries	35/hr (varies by amount of hours per month)	Alpaugh Elementary	\$18,097.04
2000	Classified Salaries			\$0.00
3000	Employee Benefits	ch benefits including H&W, WC, SUI, STRS	Alpaugh Elementary	\$9,112.98
4000	Books and Supplies	Literacy Support materials, such as reading wonder books, cart and containers for reading groups, reading specialist package, group supplies, SIPPS 4E class packages	Alpaugh Unified	\$6,176.72
5000	Services and Other Operating Expenditures (excluding Subagreements for Services 5100)	nts and other grant operating expenditures.	Alpaugh Unified	\$0.00
5100	Subagreements for Services (not subject to indirect costs)	K-3 Early Literacy Support Planning for staff needing to travel/ and or attend workshops for professional development	Alpaugh Unified	\$0.00
5200	Participant Travel/ Project Staff Travel	K-3 Early Literacy Support Planning	Alpaugh Unified	\$50.00
5800	Professional/Consulting Services & Operating Expenses	nts and other grant operating expenditures.	Alpaugh Unified	\$0.00
6000	Capital Outlay (not subject to indirect costs)	K-3 Early Literacy Support Planning	Alpaugh Unified	\$0.00
7000	Indirect Costs	0.00%		\$0.00
<b>Totals</b>	<b>Totals calculate automatically</b>			<b>\$33,436.74</b>

# Quarter 3 Budget Narrative Form

## Implementation Year 1 Quarter 3 (January 1 - March 31)

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Object Code	Object Code Description	Description	School Site or LEA Name	Expenditures
1000	Certificated Salaries	5/hr (varies by amount of hours per month)	Alpaugh Elementary	\$22,410.60
2000	Classified Salaries			\$0.00
3000	Employee Benefits	h benefits including H&W, WC, SUI, STRS	Alpaugh Elementary	\$10,102.19
4000	Books and Supplies	SIPPS 4E beginning class PKG-spelling, si	Alpaugh Elementary	\$2,633.04
5000	Services and Other Operating Expenditures (excluding Subagreements for Services 5100)	nts and other grant operating expenditures.	Alpaugh Unified	\$0.00
5100	Subagreements for Services (not subject to indirect costs)	K-3 Early Literacy Support Planning for staff needing to travel/ and or attend workshops for professional development	Alpaugh Unified	\$0.00
5200	Participant Travel/ Project Staff Travel	K-3 Early Literacy Support Planning	Alpaugh Unified	\$0.00
5800	Professional/Consulting Services & Operating Expenses	tual professional development for staff K-3	Alpaugh Unified	\$1,200.00
6000	Capital Outlay (not subject to indirect costs)	K-3 Early Literacy Support Planning	Alpaugh Unified	\$0.00
7000	Indirect Costs	0.00%		\$0.00
<b>Totals</b>	<b>Totals calculate automatically</b>			<b>\$36,345.83</b>