

## Cohort Four Charter School Program Allowable Cost Guidance

Budget Category	Description	Planning Year	Implementation Year	Object Codes
Pre-Award Costs	<p>Grantees may be permitted to make certain program-related expenditures incurred before the grant beginning date (i.e., pre-award). <a href="#">§200.458</a></p> <p>However, the grantee would be at their own risk until there is a fully executed and approved grant contract. IDOE CSP staff and corresponding agencies may deny pre-award costs of items that are not deemed as reasonable, allocable, and necessary.</p> <p>In order for the grantee to be reimbursed for pre-award costs, the pre-award costs must be requested and labeled as such in the originally approved grant application. Approved pre-award costs will only be reimbursed no earlier than July 1.</p>	Y*	Y*	Determined by the expense. See below
Instruction: Salary (Cert.)	<p>Amounts paid to employees who are required to be certified by the Professional Standards Board in order to engage in a contractual agreements with the school corporation. Administrative staff and instructional staff salaries are recorded here.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>Certified Instructional Staff</li> <li>Math/ Reading Interventionist</li> <li>Tutoring *</li> <li>Extended Learning</li> </ul>	Y	N*	110
Instruction: Benefits (Cert.)	<p>Social Security-Certified: contributions made by the school corporation for certified employees</p> <p>Teacher retirement fund—contributions made by the school corporation for certified employees</p> <p>Public Employees Retirement Fund—optional contributions</p>	Y	N*	212 216 217

Instruction: Salary (NonCert.)	<p>Amounts paid to employees of the school corporation who are classified as noncertified. These employees are not required to be certified as teachers by the Indiana Department of Education. Included here would be salaries of nonlicensed employees</p> <p>Paraprofessionals Instructional Assistants Substitutes (In-house)</p>	N	Y	120 136
Instruction: Benefits (NonCert.)	<p>Social Security-noncertified—contributions made by the school corporation for non-certified employees</p> <p>Public employees retirement fund—contributions by the school corporation for noncertified employees</p>	N	Y	211 214
Instruction: Professional Services	<p>Stipends: Fixed sums of money paid periodically for services or to defray expenses. Payment of stipends is made according to the policies of the governing entity</p> <p>Ex. Recruitment staff , Parents that are paid on a stipend basis</p>	Y	Y	131
Instruction: Rentals	<p>Items that are rented for the purpose of instruction</p> <p>Other Rentals. Rentals which are not classified above</p> <p>Rentals of Computers and Related Equipment. Expenditures for leasing or renting computers and related equipment for both temporary and long-range use. This includes rentals of phone equipment as well as rentals of copiers.</p>	Y	Y	444 443
Instruction: Other Purchased Services	<p>Communications, Licensing, and Subscriptions. Services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone and voice communication services; data communication services to establish or maintain computer-based communications, networking, and internet services; video communications services to establish or maintain one-way or two-way video communications via satellite, cable, or other devices; and</p>	Y	Y	530

	postal communications services to establish or maintain postage machine rentals, postage, express delivery services, and couriers. Includes licenses and fees for services such as subscriptions to research materials over the Internet (such as downloads and online encyclopedias).			
Instruction: General Supplies	Ex: workbooks, pens, pencils, academic supplies consumable typically in one year  Instructional Supplies: Expenditures for all supplies related to instruction.	Y	Y	
Instruction: Property	Communications, Licensing, and Subscriptions. Services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone and voice communication services; data communication services to establish or maintain computer-based communications, networking, and internet services; video communications services to establish or maintain one-way or two-way video communications via satellite, cable, or other devices; and postal communications services to establish or maintain postage machine rentals, postage, express delivery services, and couriers. Includes licenses and fees for services such as subscriptions to research materials over the Internet (such as downloads and online encyclopedias).  Technology-Related Hardware. Expenditures for technology-related equipment and technology infrastructure that does not exceed the capitalization threshold. These costs include those associated with the purchase of network equipment, servers, PCs, printers, other peripherals, and devices. Technology-related supplies should be coded to object code 655, Supplies - Technology Related.  Technology Software. Expenditures for purchased software used for educational or administrative purposes that does not exceed the capitalization threshold.	Y	Y	530  741  742
Instruction: Other	Any other instruction related cost not fitting into other Instruction categories.	Y	Y	

Support Services (Student): Salary (Cert.)	Instructional Service—non-payroll services performed by qualified persons directly engaged in provided learning experiences for pupils.	Y	Y*	311
Support Services (Student): Benefits (Cert.)	Social Security-Certified: contributions made by the school corporation for certified employees  Teacher retirement fund—contributions made by the school corporation for certified employees  Public Employees Retirement Fund—optional contributions	Y*	Y*	212 216 217
Support Services (Student): Salary (NonCert.)	Operations Manager, Recruitment Manager, other support staff that may or may not work directly with students may be included here	Y	Y	
Support Services (Student): Benefits (NonCert.)	Social Security-noncertified—contributions made by the school corporation for non-certified employees  Public employees retirement fund—contributions by the school corporation for noncertified employees	Y*	Y*	211 214
Support Services (Student): Professional Services	Non-payroll services of qualified personnel to assist pupils and their parents in solving mental and physical problems to supplement the teaching process.	N	Y	313
Support Services (Student): Rentals	Communications, Licensing, and Subscriptions. Services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone and voice communication services; data communication services to establish or maintain computer-based communications, networking, and internet services; video communications services to establish or maintain one-way or two-way video communications via satellite, cable, or other devices; and postal communications services to establish or maintain postage machine rentals, postage, express delivery services, and couriers. Includes licenses and fees for services such as subscriptions to research materials over the Internet (such as downloads and online encyclopedias).	Y*	Y	530

Support Services (Student): Other Purchased Services	Ex. Translator equipment	Y*	Y	
Support Services (Student): General Supplies	Ex. Workbooks, classroom supplies	Y*	Y	
Support Services (Student): Property	Ex. Computers, furniture	Y	Y	
Support Services (Student): Other	Other Supplies and Materials. Expenditures for all other supplies and materials not included in other categories.	Y	Y	660-689
Improvement of Instruction: Salary (Cert.)	Amounts paid to employees who are required to be certified by the Professional Standards Board in order to engage in a contractual agreements with the school corporation. Administrative staff and instructional staff salaries are recorded here.  Examples:  Certified Instructional Staff Math/ Reading Interventionist Tutoring * Extended Learning	Y*	Y*	110
Improvement of Instruction: Benefits (Cert.)	Social Security-Certified: contributions made by the school corporation for certified employees  Teacher retirement fund—contributions made by the school corporation for certified employees  Public Employees Retirement Fund—optional contributions	Y*	Y*	212 216 217
Improvement of Instruction: Salary (NonCert.)	Instructional Service—non-payroll services performed by qualified persons directly engaged in provided learning experiences for pupils.	N	Y	120
Improvement of Instruction: Benefits (NonCert.)	Social Security-noncertified—contributions made by the school corporation for non-certified employees	N	Y	211

	Public employees retirement fund—contributions by the school corporation for noncertified employees			
Improvement of Instruction: Professional Services	Instructional Programs, All employee training and development: services supporting the professional and technical development of instructional school district personnel as well as professional and technical development of all employees. Included are course registration fees (that are not tuition reimbursement), charges from external vendors to conduct training courses (at either school district facilities or off-site), and other expenditures associated with training or professional development by third-party vendors. Included are services for curriculum improvement, assessment, in-service training, counseling and guidance, library and media support, and other contracted instructional services. Services supporting the professional and technical development of school district personnel, including administrative and service employees. All expenditures should be captured in this account, regardless of the type or intent of the training course or professional development activity.	Y	Y	312
Improvement of Instruction: Rentals	Rentals of Computers and Related Equipment. Expenditures for leasing or renting computers and related equipment for both temporary and long-range use. This includes rentals of phone equipment as well as rentals of copiers.	Y	Y	443
Improvement of Instruction: Other Purchased Services	Ex. Contracted professionals, items, or services to support classroom instruction.	Y	Y	
Improvement of Instruction: General Supplies	Textbooks. Expenditures for adopted textbooks which are purchased for pupils or groups of pupils, and resold or furnished free to them. The category includes the cost of workbooks, textbook binding or repairs, as well as the net amount of textbooks which are purchased to be resold or rented.  Supplies - Technology Related. Technology-related supplies include supplies that are typically used in conjunction with technology-related hardware or software. Some examples are CDs, flash or jump drives, copiers, parallel cables, and monitor stands. Ereaders, including Kindles, and iPads that fall below capitalization thresholds should be reported here as well. Software costs below the capitalization threshold should be	Y	Y	630  655

	reported here. Licenses and fees for services such as subscriptions to research materials over the Internet should be reported under 530 Communications, Licensing, and Subscriptions.			
Improvement of Instruction: Property	Furniture and Fixtures Under Threshold. Expenditures for equipment used for sitting, as a support for writing and work activities, and as storage space for material items.	Y	Y	733
	Equipment, Furniture, and Vehicle Purchases over the LEA's Capitalization Threshold. Equipment purchases having a useful life of more than one year and exceeding the lesser of the LEA's capitalization policy threshold or \$5,000 dollars. Equipment is defined as tangible property with a material value (other than land or buildings) used in the operations of an LEA			740
	Technology-Related Hardware. Expenditures for technology-related equipment and technology infrastructure that does not exceed the capitalization threshold. These costs include those associated with the purchase of network equipment, servers, PCs, printers, other peripherals, and devices. Technology-related supplies should be coded to object code 655, Supplies - Technology Related.			741
	Technology Software. Expenditures for purchased software used for educational or administrative purposes that does not exceed the capitalization threshold. Expenditures for software that meet the standards for classification as a supply should be coded to object code 655, Supplies - Technology Related.			742
Improvement of Instruction: Other	Other Items. Used to classify transactions that are not properly recorded as expenditures/expenses but require control and reporting by the school corporation.	Y	Y	
Other Support Services: Salary (Cert.)	Amounts paid to employees who are required to be certified by the Professional Standards Board in order to engage in a contractual agreement with the school corporation. Administrative staff and instructional staff salaries are recorded here.	Y	Y	110

Other Support Services: Benefits (Cert.)	Benefits payments for certified employees	Y	Y	
Other Support Services: Salary (NonCert.)	Amounts paid to employees of the school corporation who are classified as noncertified. These employees are not required to be certified as teachers by the Indiana Department of Education.	Y	Y	120
Other Support Services: Benefits (NonCert.)	Benefits paid for non-certified employees	Y	Y	
Other Support Services: Professional Services	<p>Staff Services. Official/Administrative Services. Services in support of the various policymaking and managerial activities of the school district. Included are management consulting activities oriented to general governance or business and financial management of the school district; school management support activities; and election services and tax assessing and collecting services.</p> <p>Professional Services. Professional services other than educational services that support the operation of the school district. Included, for example, are accountants, school safety and security, systems analysts, and planners.</p> <p>Technical Services. Services to the school district that are not regarded as professional, but that require basic scientific knowledge, manual skills, or both. Examples include purchasing services, warehousing services, and graphic arts</p> <p>Other Technical Services. Technical services other than data-processing and related services. (Usually used with accounts</p>	Y*	Y*	314 319 350 352
Other Support Services: Rentals	Rentals of Land and Buildings. Expenditures for leasing or renting land and buildings for both temporary and long-range use by the school district.	Y*	N	441



Other Support Services: Other Purchased Services	Other Items. Used to classify transactions that are not properly recorded as expenditures/expenses but require control and reporting by the school corporation.	Y*	Y*	
Other Support Services: General Supplies	Other Items. Used to classify transactions that are not properly recorded as expenditures/expenses but require control and reporting by the school corporation.	Y*	Y	
Other Support Services: Property	Other Items. Used to classify transactions that are not properly recorded as expenditures/expenses but require control and reporting by the school corporation.	Y*	Y*	
Other Support Services: Other	Other Items. Used to classify transactions that are not properly recorded as expenditures/expenses but require control and reporting by the school corporation.	Y	Y	
Operations and Maintenance: Salary (Cert.)	Amounts paid to employees who are required to be certified by the Professional Standards Board in order to engage in a contractual agreement with the school corporation. Administrative staff and instructional staff salaries are recorded here.	Y*	N*	110
Operations and Maintenance: Benefits (Cert.)	Benefits paid for certified employees	Y	Y	
Operations and Maintenance: Salary (NonCert.)	Amounts paid to employees of the school corporation who are classified as noncertified. These employees are not required to be certified as teachers by the Indiana Department of Education. I	Y	Y	120
Operations and Maintenance: Benefits (NonCert.)	Benefits paid for non-certified employees	Y	Y	
Operations and Maintenance: Professional Services	Technology-Related Repairs and Maintenance. Expenditures for repairs and maintenance services for technology equipment that are not directly provided by school district personnel. This includes ongoing service agreements for technology hardware (e.g., personal computers and servers).	Y*	Y*	432

Operations and Maintenance: Rentals	Rental equipment or materials for the purpose of operations and maintenance	Y	Y	
Operations and Maintenance: Other Purchased Services	Other operations and maintenance services that are not categorized above.	Y	Y	
Operations and Maintenance: General Supplies	Operational Supplies. Expenditures for all supplies for the operation of a school corporation. Types of supplies included here are office, instructional, maintenance, etc.	Y	Y	
Operations and Maintenance: Property	Property for the purpose of operations and maintenance	Y	Y	
Operations and Maintenance: Other	Other Supplies and Materials. Expenditures for all other supplies and materials not included above.	Y*	Y*	660-689
Transportation: Salary (Cert.)	Not Allowed			
Transportation: Benefits (Cert.)	Not Allowed			
Transportation: Salary (NonCert.)	Not Allowed			
Transportation: Benefits (NonCert.)	Not Allowed			
Transportation: Professional Services	Not Allowed			
Transportation: Rentals	Not Allowed			
Transportation: Other Purchased Services				
Transportation: General Supplies				

Transportation: Property	Ex. Bus purchase	Y	Y	735
Transportation: Other	Other transportation related costs. Tra	Y*	Y*	
Community Services Operations: Salary (Cert.)	Amounts paid to employees who are required to be certified by the Professional Standards Board in order to engage in a contractual agreement with the school corporation. Administrative staff and instructional staff salaries are recorded here.	Y*	Y*	110
Community Services Operations: Benefits (Cert.)	Benefits paid for certified employees	Y*	Y*	
Community Services Operations: Salary (NonCert.)	Amounts paid to employees of the school corporation who are classified as noncertified. These employees are not required to be certified as teachers by the Indiana Department of Education.	Y*	Y*	120
Community Services Operations: Benefits (NonCert.)	Benefits for non-certified employees	Y*	Y*	
Community Services Operations: Professional Services	Professional services other than educational services that support the operation of the school district.	Y*	Y*	319
Community Services Operations: Rentals	Rentals for the purpose of community services operations	Y*	Y*	
Community Services Operations: Other Purchased Services	Amounts paid for services rendered by organizations or personnel not on the payroll of the school corporation (separate from Professional and Technical Services or Property Services). Although a product may or may not result from the transaction, the primary reason for the purchase is the service provided.	Y*	Y*	
Community Services Operations: General Supplies	Expenditures for all supplies for the operation of community service operations	Y*	Y*	611
Community Services Operations: Property	Property purchases for the purpose of community services operations	Y*	Y*	

Community Services Operations: Other	Other purchased items or services for the purpose of community services operations	Y	Y	
Indirect Cost Used				

\*May or may not be allowable in certain situations. Consult with the IDOE Charter School Specialists to review specific situations.

- The items listed in each category are not an exhaustive list. The examples provided are suggested. There may be many other items that qualify in each category.
- All budget items are subject to review and may need to be revised or removed per the Charter School Program team RAN (Reasonable, Allocable, Necessary) determination
- This guide is subject to changes, updates, and revisions at any time per state and federal guidance.

GENERAL CATEGORY	UNALLOWABLE COSTS WITHIN CSP GRANT PROGRAM OTHER CONDITIONS IMPACTING ALLOWABILITY
Activities	<ul style="list-style-type: none"> <li>• Extracurricular activities, programs, etc.</li> <li>• Athletic (team/afterschool) equipment</li> </ul>
Apparel	<ul style="list-style-type: none"> <li>• Student uniforms</li> <li>• Athletic &amp; extracurricular uniforms and costumes</li> <li>• Staff uniforms</li> </ul>
Capital Improvements	<ul style="list-style-type: none"> <li>• Addition of permanent structural improvement or restoration of some aspect of a property that will either enhance the property's overall value or increase its useful life</li> </ul>

Construction	<ul style="list-style-type: none"> <li>• Construction of new facility</li> <li>• Construction on existing facility</li> <li>• Building renovations, refurbishments, and restoration</li> <li>• Activities for which an architect and/or engineer must be utilized</li> </ul>
Supplies	<ul style="list-style-type: none"> <li>• Cleaning supplies</li> <li>• Cafeteria/food service supplies</li> </ul>
Food	<ul style="list-style-type: none"> <li>• Food</li> <li>• Beverages</li> <li>• Equipment and supplies used exclusively for the service of food/beverages (cafeteria equipment)</li> </ul>
Incentives	<ul style="list-style-type: none"> <li>• Gift certificates</li> <li>• Gift cards</li> <li>• Food</li> <li>• Alcoholic beverages</li> <li>• Awards and gifts</li> </ul>
Lobbying	<ul style="list-style-type: none"> <li>• Lobbying or related expenses</li> </ul>
Professional Fees	<ul style="list-style-type: none"> <li>• Accounting, auditing and legal fees <u>not</u> related to organizational start-up and planning</li> </ul>
Recruitment	<ul style="list-style-type: none"> <li>• Placement fees (employment advertising okay)</li> </ul>
<b>GENERAL CATEGORY</b>	<b>UNALLOWABLE COSTS WITHIN CSP GRANT PROGRAM OTHER CONDITIONS IMPACTING ALLOWABILITY</b>
Recurring Expenses	<ul style="list-style-type: none"> <li>• Rent/leases on or after first day of school</li> <li>• Operating expenses and utilities, equipment leases, monthly and annual contracts</li> <li>• Recurrent/repeated professional development and training</li> <li>• Fees such as monthly insurance and payroll services, management company fees, service contracts, trash disposal, gas/electric/phone/water/utilities, cell phones, etc.</li> </ul>

Renovations	<ul style="list-style-type: none"> <li>• Structural (roofing, wall repair, electrical wiring/rewiring)</li> <li>• Room additions</li> <li>• Fixed partitions</li> <li>• Security (fences, alarms, cameras)</li> <li>• Painting</li> <li>• Carpeting</li> <li>• Landscaping</li> </ul>
Salaries	<ul style="list-style-type: none"> <li>• No salaries or related fringe benefits after the school opens for essential staff</li> </ul>
Student	<ul style="list-style-type: none"> <li>• Student membership fees</li> <li>• Student conferences</li> </ul>
Technology	<ul style="list-style-type: none"> <li>• No electrical installation or modification to room dividers or existing walls, floors, ceilings, or structural elements.</li> <li>• <i>Installation of computer network cabling is only allowable when not already present and may not comprise a capital improvement to the property</i></li> </ul>