



# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

Cohort Six Charter School Program (CSP) Allowable Cost Guidance				
Budget Category	Description	Allowable in Planning Year	Allowable in 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. Indiana Department of Education (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 agreement 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	Y*/N*	110 135

<b>Instruction: Benefits (Cert.)</b>	<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>Severance/Early Retirement Pay. Contributions made by school corporations for these programs.</p> <p>Public Employees Retirement Fund— contributions</p> <p>Teacher Retirement Fund - optional contributions</p>	Y	N*	212 213 216 217 218
<b>Instruction: Salary (NonCert.)</b>	<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 IDOE.</p> <p>Included here would be salaries of nonlicensed employees:</p> <p>Paraprofessionals Instructional Assistants Substitutes (In-house)</p>	N	Y	120 136
<b>Instruction: Benefits (NonCert.)</b>	<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> <p>Teacher Retirement Fund, After 7-1-95. Contributions made by the school corporation for certified employees employed after 7-1-95.</p>	N	Y	211 214. 216

<b>Instruction: Professional Services</b>	<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
<b>Instruction: Rentals</b>	<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
<b>Instruction: Other Purchased Services</b>	<p>Communications, Licensing, and Subscriptions. Services provided by persons or businesses to assist in transmitting and receiving messages or information.</p> <p>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.</p> <p>Includes licenses and fees for services such as subscriptions to research materials over the Internet (such as downloads and online encyclopedias).</p>	Y	Y	530
<b>Instruction: General Supplies</b>	<p>Ex: workbooks, pens, pencils, academic supplies consumable typically in one year</p>	Y	Y	

	Instructional Supplies: Expenditures for all supplies related to instruction.			
<b>Instruction: Property</b>	<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 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).</p> <p>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.</p> <p>Technology Software. Expenditures for purchased software used for educational or administrative purposes that does not exceed the capitalization threshold.</p>	Y	Y	530 741 742
<b>Instruction: Other</b>	Any other instruction related cost not fitting into other Instruction categories.	Y	Y	
<b>Support Services (Student): Salary (Cert.)</b>	Instructional Service—Non-payroll services performed by qualified persons directly engaged in providing learning experiences for pupils.	Y	Y*	311

	Included are the services of interns engaged in teaching activities.			
<b>Support Services (Student): Benefits (Cert.)</b>	<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*	Y*	212 216 217
<b>Support Services (Student): Salary (NonCert.)</b>	Operations Manager, Recruitment Manager, other support staff that may or may not work directly with students may be included here	Y	Y	
<b>Support Services (Student): Benefits (NonCert.)</b>	<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>	Y*	Y*	211 214
<b>Support Services (Student): Professional Services</b>	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
<b>Support Services (Student): Rentals</b>	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	Y*	Y	530

	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).			
<b>Support Services (Student): Other Purchased Services</b>	Ex. Translator equipment	Y*	Y	
<b>Support Services (Student): General Supplies</b>	Ex. Workbooks, classroom supplies	Y*	Y	
<b>Support Services (Student): Property</b>	Ex. Computers, furniture	Y	Y	
<b>Support Services (Student): Other</b>	Other Supplies and Materials. Expenditures for all other supplies and materials not included in other categories.	Y	Y	660-689
<b>Improvement of Instruction: Salary (Cert.)</b>	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.  Examples:  Certified Instructional Staff Math/ Reading Interventionist	Y*	Y*	110

	Tutoring * Extended Learning			
<b>Improvement of Instruction: Benefits (Cert.)</b>	Social Security-Certified: contributions made by the school corporation for certified employees	Y*	Y*	212 216 217
	Teacher retirement fund—contributions made by the school corporation for certified employees			
	Public Employees Retirement Fund—optional contributions			
<b>Improvement of Instruction: Salary (NonCert.)</b>	Instructional Service—non-payroll services performed by qualified persons directly engaged in providing learning experiences for pupils.	N	Y	120
<b>Improvement of Instruction: Benefits (NonCert.)</b>	Social Security-noncertified—contributions made by the school corporation for non-certified employees	N	Y	211 213 214
	Severance/Early Retirement Pay. Contributions made by school corporations for these programs.			
	Public employees retirement fund—contributions by the school corporation for non-certified employees			
<b>Improvement of Instruction: Professional Services</b>	Instructional Programs, 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	Y	Y	312

	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.			
<b>Improvement of Instruction: Rentals</b>	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
<b>Improvement of Instruction: Other Purchased Services</b>	Ex. Contracted professionals, items, or services to support classroom instruction.	Y	Y	
<b>Improvement of Instruction: General Supplies</b>	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 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.	Y	Y	630 655



	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
				740
	Infrastructure. Expenditures for purchased infrastructure assets by the school district. These items include water/sewer systems, roads, bridges, and other assets that have significantly longer useful lives than other capital assets. Expenditures for contracted construction of infrastructure are recorded under object 450.			655
				742
	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 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			
<b>Improvement of Instruction: Property</b>	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.			
<b>Improvement of Instruction: Other</b>	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	
<b>Other Support Services: Salary (Cert.)</b>	Amounts paid to employees who are required to be certified by the Professional Standards Board in order to engage in a	Y	Y	110

	contractual agreement with the school corporation. Administrative staff and instructional staff salaries are recorded here.			
<b>Other Support Services: Benefits (Cert.)</b>	Benefits payments for certified employees	Y	Y	
<b>Other Support Services: Salary (NonCert.)</b>	Amounts paid to employees of the school corporation who are classified as non-certified. These employees are not required to be certified as teachers by the Indiana Department of Education.	Y	Y	120
<b>Other Support Services: Benefits (NonCert.)</b>	Benefits paid for non-certified employees	Y	Y	
<b>Other Support Services: Professional Services</b>	<p>Staff Services. Official/Administrative Services. Services in support of the various policy making 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

<b>Other Support Services: Rentals</b>	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
<b>Other Support Services: Other Purchased Services</b>	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*	
<b>Other Support Services: General Supplies</b>	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	
<b>Other Support Services: Property</b>	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*	
<b>Other Support Services: Other</b>	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	
<b>Operations and Maintenance: Salary (Cert.)</b>	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
<b>Operations and Maintenance: Benefits (Cert.)</b>	Benefits paid for certified employees	Y	Y	
<b>Operations and Maintenance: Salary (NonCert.)</b>	Amounts paid to employees of the school corporation who are classified as non-certified. These employees are not required to be certified as teachers by IDOE.	Y	Y	120
<b>Operations and Maintenance: Benefits (NonCert.)</b>	Benefits paid for non-certified employees	Y	Y	

<b>Operations and Maintenance: Professional Services</b>	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
<b>Operations and Maintenance: Rentals</b>	Rental equipment or materials for the purpose of operations and maintenance	Y	Y	
<b>Operations and Maintenance: Other Purchased Services</b>	Other operations and maintenance services that are not categorized above.	Y	Y	
<b>Operations and Maintenance: General Supplies</b>	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	
<b>Operations and Maintenance: Property</b>	Property for the purpose of operations and maintenance	Y	Y	
<b>Operations and Maintenance: Other</b>	Other Supplies and Materials. Expenditures for all other supplies and materials not included above.	Y*	Y*	660-689
<b>Transportation: Salary (Cert.)</b>	<b>Not Allowed</b>			
<b>Transportation: Benefits (Cert.)</b>	<b>Not Allowed</b>			
<b>Transportation: Salary (NonCert.)</b>	<b>Not Allowed</b>			

<b>Transportation: Benefits (NonCert.)</b>	<b>Not Allowed</b>			
<b>Transportation: Professional Services</b>	<b>Not Allowed</b>			
<b>Transportation: Rentals</b>	<b>Not Allowed</b>			
<b>Transportation: Other Purchased Services</b>	<b>Not Allowed</b>			
<b>Transportation: General Supplies</b>	<b>Not Allowed</b>			
<b>Transportation: Property</b>	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. Ex. Bus purchase	Y	Y	735
<b>Transportation: Other</b>	Other transportation related costs.	Y*	Y*	
<b>Community Services Operations: Salary (Cert.)</b>	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
<b>Community Services Operations: Benefits (Cert.)</b>	Benefits paid for certified employees	Y*	Y*	

<b>Community Services Operations: Salary (NonCert.)</b>	Amounts paid to employees of the school corporation who are classified as non-certified. These employees are not required to be certified as teachers by IDOE.	Y*	Y*	120
<b>Community Services Operations: Benefits (NonCert.)</b>	Benefits for non-certified employees	Y*	Y*	
<b>Community Services Operations: Professional Services</b>	Professional services other than educational services that support the operation of the school district.	Y*	Y*	319
<b>Community Services Operations: Rentals</b>	Rentals for the purpose of community services operations	Y*	Y*	
<b>Community Services Operations: Other Purchased Services</b>	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*	
<b>Community Services Operations: General Supplies</b>	Expenditures for all supplies for the operation of community service operations	Y*	Y*	611
<b>Community Services</b>	Property purchases for the purpose of community services operations	Y*	Y*	

<b>Operations: Property</b>				
<b>Community Services Operations: Other</b>	Other purchased items or services for the purpose of community services operations	Y	Y	
<b>Indirect Cost Used</b>				

\*May or may not be allowable in certain situations. Consult with 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 CSP team Reasonable, Allocable, Necessary (RAN) determination
- This guide is subject to changes, updates, and revisions at any time per state and federal guidance.

<b>GENERAL CATEGORY</b>	<b>UNALLOWABLE COSTS WITHIN CSP GRANT PROGRAM OTHER CONDITIONS IMPACTING ALLOWABILITY</b>
<b>Activities</b>	<ul style="list-style-type: none"> <li>• Extracurricular activities, programs, etc.</li> <li>• Athletic (team/afterschool) equipment</li> </ul>
<b>Apparel</b>	<ul style="list-style-type: none"> <li>• Student uniforms</li> <li>• Athletic &amp; extracurricular uniforms and costumes</li> <li>• Staff uniforms</li> </ul>

<b>Capital Improvements</b>	<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>
<b>Construction</b>	<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>
<b>Supplies</b>	<ul style="list-style-type: none"> <li>• Cleaning supplies</li> <li>• Cafeteria/food service supplies</li> </ul>
<b>Food</b>	<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>
<b>Incentives</b>	<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>
<b>Lobbying</b>	<ul style="list-style-type: none"> <li>• Lobbying or related expenses</li> </ul>
<b>Professional Fees</b>	<ul style="list-style-type: none"> <li>• Accounting, auditing, and legal fees <u>not</u> related to organizational start-up and planning</li> </ul>
<b>Recruitment</b>	<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>
<b>Recurring Expenses</b>	<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>



<b>Renovations</b>	<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>
<b>Salaries</b>	<ul style="list-style-type: none"> <li>• No salaries or related fringe benefits after the school opens for essential staff</li> </ul>
<b>Student</b>	<ul style="list-style-type: none"> <li>• Student membership fees</li> <li>• Student conferences</li> </ul>
<b>Technology</b>	<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>