



STATE OF ALABAMA  
**DEPARTMENT OF EDUCATION**



Eric G. Mackey, Ed.D.  
 State Superintendent of Education

July 27, 2020

**MEMORANDUM**

**TO:** County and City Superintendents

**FROM:** Eric G. Mackey *EGM*  
 State Superintendent of Education

**RE:** FY 2021 Annual Budget

The FY 2021 Annual Budget forms and instructions may be downloaded from the Alabama State Department of Education website. Use the following actions to access the forms and instructions:

1. Select Departmental Offices.
2. Under Office of LEA Support - Select LEA Accounting.
3. Select Budget Submission.

The following items are due on or before **September 15, 2020**.

1. Cover Page with original signature of the superintendent.
2. Budget Exhibits (B-I-A through B-II-A).
3. Schedule of Local Ad Valorem Taxes by Authorization.
4. Salary schedules for FY 2021 for all types and classifications of employees.
5. Budget File Upload (file must be “processed” and be free of critical errors).
6. Completed copy of the Budget Desk Review to indicate that the budget has been completed and reviewed for accuracy in accordance with the desk review.
7. CNP Verification and Certification.
8. Notification of Intent to Exercise Flexibility.
9. Assignment of Foundation Units.
10. Budget Submission Checklist indicating all components are included.

The Alabama State Department of Education budget approval process will include approval of federal funds and program applications. Various federal program applications and required plans must be submitted as due in order for the budget approval process to proceed. Your system’s budget will not be logged in until all components are received.

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Documents to be downloaded for your information and use in budget development are:

1. Detailed budget instructions for FY 2021.
2. Worksheet for use in calculating the CNP pass-through amount for FY 2021.
3. Desk Review, which will be used by your assigned accountant during the budget approval process. This review document should be used by your financial personnel to eliminate edits before submitting the budget.
4. FY 2021 State Minimum Salary Schedule.
5. Schedule of Local Ad Valorem Taxes by Authorization.
6. Budget cover sheet, which must have proper signatures and must be notarized.

Budget exhibits B-I-A and B-II-A are also provided, but these reports should be produced from your accounting software package.

The FY 2021 Annual Budget should be mailed to the following address:

Alabama State Department of Education  
LEA Accounting  
5141 Gordon Persons Building  
P. O. Box 302101  
Montgomery, AL 36130-2101

It is extremely important for everyone involved in the budget process in your system to be given a complete set of these instructions. If you have questions or need additional information, please contact your assigned accountant at (334) 694-4617.

EGM/BK

cc: Charter School Superintendents  
Chief School Financial Officers  
CNP Directors/Coordinators  
LEA Accounting

**FY20-3035**