May 27, 2021

MEMORANDUM

TO: County and City Superintendents of Education

FROM: Eric G. Mackey
State Superintendent of Education

RE: FY 2022 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 website (www.alsde.edu) in the LEA Accounting Departmental Office. Please duplicate as necessary or download the forms from the website.

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 $700 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 2022 Education Trust Fund Appropriations Bill (Act 2021-342). 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: $500.00/unit
- Professional Development: $100.00/unit
- Library Enhancement: $157.72/unit

If you have any questions, please do not hesitate to contact members of my staff at (334) 694-4617.

EGM/BK

Enclosures

cc: Chief School Financial Officers
LEA Accounting

FY21-3029
Technology
Proposed Budget - FY 2022

1. Total amount allocated for Technology:

\[
\text{No. of units} \times \frac{\$500.00}{\text{Amount per unit}} = \$\ldots
\]

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

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

3. Amount available for individual teacher purchases:
($500.00 less the amount per unit from #2)

\[
\text{No. of units} \times \frac{\$500.00}{\text{Amount per unit}} = \$\ldots
\]

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
# Technology

Common Purchases - FY 2022

<table>
<thead>
<tr>
<th>Description of Item</th>
<th>Unit Cost</th>
<th>No. of Items</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Professional Development
Proposed Budget - FY 2022

1. Total amount allocated for Professional Development:

\[
\text{No. of units} \times \text{\$100.00} = \text{\$}__________
\]

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

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

3. Amount available for individual teacher purchases:
($100.00 less the amount per unit from #2)

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

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 2022

<table>
<thead>
<tr>
<th>Description of Item</th>
<th>Unit Cost</th>
<th>No. of Items</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Library Enhancement  
Proposed Budget - FY 2022

1. **Total amount allocated for Library Enhancement:**

\[
\text{No. of units} \times \$157.72 = \$___________
\]

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
# Library Enhancement
## Purchases - FY 2022

<table>
<thead>
<tr>
<th>Description of Item</th>
<th>Unit Cost</th>
<th>No. of Items</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>