



**THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
POLICY AND PROCEDURES
BUDGET CONTROL OFFICE**

Policy/Procedure Title:	Federal Budgets
Purpose:	This procedure provides general guidance on federal budgets coming into the Budget Control Office
Abbreviations:	VIDE – Virgin Islands Department of Education USDE – US Department of Education TPFA – Third Party Fiscal Agent MJ – McConnell & Jones Associates CGN/B – Consolidated Grant Narrative/Budget BUA – Budget Adjustment
Policy:	Unknown

Procedure:

1. The Budgets are sent from Federal Grants to the Budget Control Office via email to the budget portal (budget@vidoe.onmicrosoft.com)
2. The turnaround time for each budget is 2 business days or less.
3. The role of the Financial Controller Officer is to:
 - ✓ Review the budget memo.
 - ✓ Making sure that all the objects are in the right categories.
 - ✓ All budgets are signed and dated
 - ✓ Enter the budgets into the Federal ERP with all related documents attached, i.e. CGN/B, budget memo, budget workbook, GAN (original budget), budget modification sheet (CGA)
4. After BUAs are entered, an email is sent out informing Federal Grants and the program directors that the budget has entered the approval flow.