**Department of Budget and Grants Management**

The Budget Department provides support to schools and departments in achieving their objectives by utilizing effective and efficient financial planning, reporting, and central support systems.  Its responsibilities include the following:

Coordinating the annual budget process, Recommending the effective use of resources to ensure district’s needs are met, providing assistance to schools and departments through systems training and monitoring of current spending to ensure a balanced budget. Providing financial management support to grant managers and ensuring that funds are used for authorized purposes in compliance with laws, regulations and the provisions of grant agreements.

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| **Team Member** | **Primary Areas of Responsibility** | **Direct Telephone (Ext) Email** |
| Dwight DurenDirector of Budget and Grants Management |  Budget Development, Grant Management from a variety of Federal, State, City, and local agencies. | 757-628-3456 ext. 9Internal 21313dduren231@nps.k12.va.us |
| Melissa Hansen, Budget Analyst | Fund analysis and oversight, assist with developing budgets, coordinate grant applications, reconcile position control, reporting. | 757-628-3456 ext. 8Internal 21286mhansen@nps.k12.va.us |
| Meriam Tijam, Grants Accountant | Grants reimbursement team supervisor, grants accounting, grant project creation, OMEGA/MUNIS reconciliations, expense moves, review expenditures for coding, reporting | 757-628-3456 ext. 7Internal 21316mtijam@nps.k12.va.us |
| Jacqueline Cherry, Budget Specialist |  Impact Aid, position control, MUNIS training and support, assist staff with budget related concerns, OMEGA budget transfers, assist with grant application updates, and school-level fund management and assistance. | 757-628-3456 ext. 1Internal 21287jjonche158@nps.k12.va.us |
| Tameria Anderson, Budget Specialist  | Impact Aid, position control, MUNIS training and support, address staff’s budget related concerns, OMEGA budget transfers, assist with grant application updates, and school-level fund management and assistance. | 757-628-3456 ext. 2Internal 21289tanderson2@nps.k12.va.us |
|  Shirley Speller-Short, Grant Reimbursement Specialist |  Grants reimbursement | 757-628-3456 ext. 5Internal 21281 sspeller@nps.k12.va.us |
|  Gwen Langley, Grant Reimbursement Specialist |  Grants reimbursement | 757-628-3456 ext. 4Internal 21274glangley@nps.k12.va.us |

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