**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 Duren  Director of Budget and Grants Management | Budget Development, Grant Management from a variety of Federal, State, City, and local agencies. | 757-628-3456 ext. 9  Internal 21313  [dduren231@nps.k12.va.us](mailto:dduren231@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. 8  Internal 21286  [mhansen@nps.k12.va.us](mailto:mhansen@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. 7  Internal 21316  [mtijam@nps.k12.va.us](mailto:mtijam@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. 1  Internal 21287  [jjonche158@nps.k12.va.us](mailto:jjonche158@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. 2  Internal 21289  [tanderson2@nps.k12.va.us](mailto:tanderson2@nps.k12.va.us) |
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