

## **Instructions for Completing the Program Line-Item Budget with Budget Narrative**

The Program Line-item Budget must be submitted using the Excel template downloadable from the District website. Program budgets must include each line item for which support is being requested. Be sure to complete all three worksheets of the budget document.

Definitions below will help you decide what expenses should be included in the budget and what level of detail is required for the budget spreadsheet and budget narrative. Please note that this is not an all-inclusive list.

A detailed narrative of project expenses must be included; a section of the spreadsheet was created for that narrative. For each line item in the budget, please provide a description of how the requested funds will be used. For example under "Education/Training," one might have "Registration fees for 2 staff to attend CDC Childhood Obesity conference @ \$500 per person."

### **Definitions for Line-Item Budget**

#### **SECTION 1—Operational Costs**

**Employee Salaries:** all staff salaries allocated to the project. From Section 3, where you identify each position, salary and percentage of time allocated to the project (i.e., 1.0 FTE, 0.5 FTE). Add the total and include here in Section 1. (Note: Independent contractor/consultant's salaries are listed separately in Section 4.)

**Employee Benefits/Taxes:** Include a total percentage of all related benefits and taxes for listed personnel.

**Equipment Purchases:** Include all equipment purchases. Identify each item purchased and its cost.

**Supplies:** Include cost of all supplies, including office supplies, related to the project.

**Printing/Duplication:** Include such items as: printing, copying and publication services.

**Travel:** Include the total for travel accommodations (e.g. air/rail fares, mileage, hotel, etc).

**Education/Training:** Include conference fees, and fees for facility, lodging and related expenses. Identify purpose for the conference/meeting in the *Budget Narrative*. Also include costs of on-site or off-site training classes, lectures and materials. Identify purpose and attendees in the *Budget Narrative*.

## **Facilities**

- **Office/Rent/Mortgage:** Include line items for space costs incurred by the project.
- **Meeting Room Rental:** Include line items for rented meeting space incurred by the project.
- **Telephone/Facsimile/Internet:** Include phone, fax and electronic communications, including website costs, incurred by the program.
- **Utilities:** Include electrical, water and
- **Insurance:**
- **Maintenance/Janitorial:**
- **Other:** Include other facility-related costs not listed above.

**Other Costs:** Account for other program costs not already listed.

## **SECTION 2—Program Income**

Describe in detail all fees, donations, grants and other income for the program.

## **SECTION 3—Staff**

Detailed accounting of “Employee Salaries” in Section 1; identify each position, salary and percentage of time allocated to the project (i.e., 1.0 FTE, 0.5 FTE). Include the total in Section 1.

## **SECTION 4—Consultants/Contractors**

Detailed accounting of Independent contractor/consultant’s salaries; include total in Section 1.