

## **Budget Workbook Revision**

Formula errors were corrected as it related to Fringe Benefits and sections where there were rounding formulas. Cells were reformatted to show dollar amounts past two decimals.

## **Revised instructions as it relates to applying Indirect Cost:**

There are two options to calculate Indirect Costs towards Salary and Fringe benefits:

1. In Salary Worksheet under Indirect Staff (complete as you would for direct staff). Direct and Indirect Staff/Fringe benefits will be reflected in Budget Worksheet under the Column "State Funds" (cell F11 and F12). If you choose this option **do not** fill out Budget Worksheet cells G10 and 11; **or**
2. In Budget Worksheet, Column "State Funds Indirect". Identify indirect costs for salary and fringes in cells G10 and 11. If you choose this option **do not** also fill in indirect staff information in the Salary Worksheet.

All other non-personnel related indirect cost rates can be completed in the Budget Worksheet under Column "State Funds Indirect".

Please note that the Department generally disallows an indirect expense cost rate beyond 12% of the selected vendor's budget. As these are state funds, a federal indirect cost rate does not apply.

## **Budget Worksheet Supplement**

Formulas were changed in the Budget Worksheet Supplement to reflect totals for indirect and direct costs identified in the Budget Worksheet (State Funds and State Funds Indirect Columns). For each section in the Budget Worksheet Supplement, please explain, if applicable, how direct and indirect costs were determined.