



## **1. Definitions**

- 1.1** The budget is an Excel workbook. The workbook consists of:
  - 1.1.1** Salary Worksheet
  - 1.1.2** Budget Worksheet
  - 1.1.3** Budget Worksheet Supplement
  - 1.1.4** Final Budget
  - 1.1.5** Comparison Worksheet
- 1.2** Portions of the budget workbook and its worksheets are automated. Some items are calculated by the worksheet and some are transferred from other areas of the worksheet and workbook. As a result, the Salary and Budget worksheets require the most entries and time. Questions should be directed to the DSAAPD contract manager.
- 1.3** It is useful to keep a running list of fixed and variable costs. Fixed costs are those that remain the same as units of service increase or decrease. Variable costs change as the units of service increase or decrease.
- 1.4** Develop a methodology for allocation of costs to each funding stream. This will speed the completion of the salary, fringe benefit and budget worksheets. In reviewing the budget proposal, DSAAPD may ask for an explanation of the methodology.
- 1.5** Funding stream refers to the source of funds for each service/program.
  - 1.5.1** Older Americans Act (OAA): includes federal Older Americans Act funds, such as Title III, federal NSIP and state funds administered in conjunction with the OAA funds.
  - 1.5.2** Program Income: participant contributions, donations and fees; income earned from contract supported activities, such as the sale of arts and crafts, bazaars, dinners, dances, and any other fund-raising activity supported by contract funds; interest income earned from program funds.
  - 1.5.3** Budgeting Program Income: In this budget process, program income is built into the budget. A reasonable estimate of the program's program income must be made at the beginning of the process. The estimate is based on the agency's program income history. If the trend over each of the last three years has been an increase of 5% per year, use that percent in your estimations. If total program income has gone up and down over the last 3 -5 years, use the 3-5 year average as the basis for the estimate.
- 1.6** Indirect Costs are those costs that have been incurred for common or joint objectives, and thus are not readily subject to treatment as direct costs of a specific program/service or other revenue producing cost centers.

## **2. Instructions for Completing the DSAAPD Contract Budget Workbook**

- 2.1** The Contract Manager will provide additional instructions as appropriate.
- 2.2** OAA programs must complete the "Program Income" column.



### 3. Salary Worksheet

- 3.1 The first step in the development of the budget is to complete the Salary Worksheet.
- 3.2 In the boxes provided at the top of the page, enter the Agency Name, Program/Service and Contract Period for this budget. The contract period should be entered in a month/day/year format (ex. July 1, 20XX to June 30, 20XX; October 1, 20XX to September 30, 20XX, etc.).

#### Column

- 3.4 A. Name of Staff In this column list the name of each person scheduled to work on the project. If this is a new position or currently a vacant position, put "To Be Hired" in this column.
- 3.5 B. Title/Position In this column, enter the title or position of each person.
- 3.6 C. Project Hours Enter the number of hours per week each individual will work in this project.
- 3.7 D. Total Hours Enter the total number of hours per week each individual is scheduled to work for the agency in all activities. This number may be more than the number of project hours.
- For example**, if the individual is a part time employee in your agency, enter the total number of hours that employee is on the payroll – if a person works 20 hours per week enter 20 hours. If the employee works 20 hours a week on the project and is a full time employee, enter the number of hours per week that is considered full-time by the agency for that employee such as 40 hours.
- 3.8 E. Annual Salary Enter the total annual salary for each individual. This may be more than the salary paid from project funds. For positions "To Be Hired", enter the salary to be paid from the estimated time of hire until the end of the contract year.
- The annual salary is the payment for the total number of hours the employee works for the agency as a whole, not just for this contract.
- 3.9 F. % of Time on Project This is the percent of the individual's total work time that is spent on this project. The percentage is automatically calculated.
- 3.10 Salary Breakouts In columns G & L, indicate the dollar amount of salary paid from each funding stream used in this contract, as appropriate. The individual's salary may be paid from just one funding stream or more than one.
- 3.11 M. Total Contract This column calculates from the salary columns on each line.



Salary

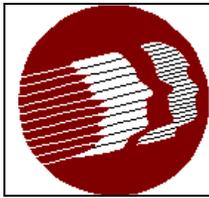
- 3.12** Line 46 Total The totals are automatically calculated.
- Line 47 Column F Enter the percentage that fringe benefits are of salaries. The amount each funding stream pays for fringe benefits is calculated automatically.
- On the Budget Worksheet Supplement, provide detail on the items included in fringe benefits and the percent each item is of total fringe benefits.
- 3.13** Line 48 Column F Indirect Costs are those costs that have been incurred for common or joint objectives, and thus are not readily subject to treatment as direct costs of a specific program/service or other ultimate or revenue producing cost centers.
- If the agency wants to charge an indirect cost, it must have a federally approved indirect cost rate. A copy of the federal approval must be submitted with this application. An approved indirect cost rate must be applied to gross salaries and wages only.
- 3.13** Line 47 & Line 48 Columns G-M These values are calculated using the percentage entered in Column F times the total salaries paid by each funding stream. These values are automatically calculated.

**4. Budget Worksheet**

- 4.1 Budget Worksheet Note:** Sections C-1 and C-2 are automatically imported from the Salary Worksheet. For sections C-3 through C-8, no entries are needed or permitted in the light blue, pale yellow/beige and orange shaded areas.
- 4.2 Section C-3 Travel and Training Expenses**
- 4.2.1** Line 12 Line 12 is the sum of lines 13 through 15. The values for this line are automatically calculated.
- 4.2.2** Mileage Mileage expense is the projected number of miles that will be driven by staff and volunteers in their personal vehicles for agency purposes multiplied by the rate per mile reimbursement. This rate cannot exceed DSAAPD's maximum allowable of forty cents (\$0.40) per mile. If an agency chooses to exceed the DSAAPD maximum, it may do so as long as the amount over the maximum is paid by the agency from local or other sources.
- 4.2.3** In Column C, enter the value of the total number of miles multiplied by the reimbursement rate.



- 4.2.4** Allocate the cost in Column C to each funding stream (Columns D through I).
- 4.3 Section C-4 Contractual**
- 4.3.1** Line 16 Line 16 is the sum of Lines 17 through 29. The values for this line are automatically calculated.
- 4.3.2** Line 17 Rent Enter the cost of space rental. Allocate the cost in Column C to each funding stream. Use the Budget Worksheet Supplement to identify each space rented, the square footage and the cost per square foot.
- 4.3.3** Lines 18-24 Electricity Heat Telephone/Internet Utilities (Other) Printing/Advertising Postage Insurance Enter the total cost for each line item and allocate the cost to the appropriate funding stream(s).
- 4.3.4** Line 25 Repairs Use the Budget Worksheet Supplement to describe the proposed repairs and the need for them.
- 4.3.5** Lines 26-29 Other Specify Use the Budget Worksheet Supplement to identify each cost.
- 4.4 Section C5 Supplies**
- 4.4.1** Line 30 Line 30 is the sum of the lines 31 through 40. The values for this line are automatically calculated.
- 4.4.2** Lines 31-38 Office Supplies Paper Supplies Medical Supplies Photocopy Raw Food Prepared Meals Vehicle (oil, gas) Enter the total cost for each line item and allocate the cost to the appropriate funding stream(s).
- 4.4.3** Lines 39-40 Other (Specify) Use the Budget Worksheet Supplement to identify each “other specify” item.
- 4.5 Section C6 Equipment/Other Direct Costs**
- 4.5.1** Use the Budget Worksheet Supplement to describe the



methodology for determining the budgeted amount.

4.5.2

If replacement or additional equipment is being requested, use the Budget Worksheet Supplement to provide details on the specific piece of equipment requested and explain why it is needed.

4.5.3 Line 41

Line 41 is the sum of lines 42 through 43. The values for this line are automatically calculated.

5. Budget Worksheet Supplement

Budget Worksheet Supplement Note:

For each section of the Budget Worksheet, use the Budget Worksheet Supplement to explain how a particular cost was calculated, explain why a certain cost is necessary or provide more information to clarify items in "Other Specify". This is the budget justification & narrative.

The amount allocated to DSAAPD for each Section will appear to the right of each Section heading on the Budget Worksheet Supplement.

5.1 C1

Staff Salaries

Explain any increase/decrease in salary from previous contract year (when applicable).

5.2 C2

Staff Fringe Benefits

Explain any increase/decrease in fringe benefits from previous contract year (when applicable). Provide detail on the items included in fringe benefits and the percent each item is of total fringe benefits.

Example: Fringe Benefit Rate of 25%
10% = FICA
8% = Unemployment Insurance
5% = Workman's Compensation
2% = Other

5.3 C3

Travel/Training

Explain Mileage

Example: mileage x 0.40(DSAAPD Max) = Total
4000 miles x 0.40 = \$1,600

Detailed description of training or other expenses allocated on the Budget Worksheet.



**5.4 C4**

**Contractual**

**5.4.1** Rent

Identify the square footage and the cost per square foot for **each** space rented.

Example: Sq. Footage x Cost/sq. ft. = Total  
2000 sq. ft. x \$10/sq. ft. = \$20,000

In cell F52 enter the total months included in the contract. If this budget is a renewal the total months entered should be twelve (12). If this contract budget is for a contract year that is shorter or longer than the usual twelve month contract, you must enter the total months included in the budget.

**5.4.2** Electricity

Explain how these costs were determined

Heat  
Telephone/Internet  
Utilities (Other)  
Printing/Advertising  
Postage  
Insurance

**5.4.3** Repairs

Describe the proposed repairs and the need for them.

**5.4.4** Other (Specify)

Identify and explain each cost.

**5.5 C5**

**Supplies**

**5.5.1** Office Supplies  
Paper Supplies  
Medical Supplies  
Photocopy  
Raw Food  
Prepared Meals  
Vehicle (oil, gas, etc)

Identify and explain down each cost allocated on the Budget Worksheet.

**5.5.2** Other (Specify)

Identify and explain each cost.

**5.6 C6**

**Equipment/Other Direct Costs**

Use the Budget Worksheet Supplement to describe the methodology for determining the budgeted amount.

If replacement or additional equipment is being requested and charged as a direct cost, use the Budget Worksheet Supplement to provide details on the specific piece of equipment requested, its cost to the program and explain why it is needed.



**5.7 Program Income Cell B150** Explain how Program Income was determined

**6. Final Budget**

NOTE: The final budget imports the values from the Budget Worksheet.

**7. Comparison Worksheet**

**7.1 Current Budget** In this column enter the budgeted amounts for each item for the current contract year.

Note: If the budget workbook is being completed for a new contract or an RFP, no entries are required. DO NOT enter amounts for current contract year.

**7.2 Proposed Budget** No entries are required. The entries are automatically completed.

**7.3 Variance** No entries are required. This column automatically calculates the percent change.