

AGENCY & PROGRAM:

General Administration/Operations	Budget
Salaries & Fringe Benefits (related to Operations) <i>must have proper taxes and deductions subtracted from their checks</i>	
# of Employees charged to this line item and % of salary charged 1 employee	
Professional Services Contracted (Audit, Bookkeeping-as related to operations)	
Rent/Insurance of facility	
Furniture/Fixtures and Equipment	
Computer (software, hardware, internet, etc.)	
Utilities (Power, Gas, Telephone, etc.)	
Maintenance Supplies	
Office Supplies & Postage (SHOULD NOT EXCEED \$450 PER FULL TIME EMPLOYEE)	
Local Travel	
Staff Travel Out-of-State	
Staff Development	
Liability Insurance: <i>all programs receiving funding must obtain comprehensive fire and hazard insurance, comprehensive liability insurance and professional malpractice insurance (if applicable)</i>	
Fidelity Bond <i>(required on all senior staff)</i>	
Administrative costs (in-house bookkeeping, accounting reports, etc.)	
Other: (MUST DEFINE OTHER GENERAL ADMIN/OPERATIONS COSTS)	
Indirect Costs (MUST PROVIDE CURRENT OFFICIAL LETTER OF ASSIGNMENT TO CHARGE)	
SUBTOTAL	\$ -
Direct Services to County Residents	Budget
Salaries & Fringe Benefits (related to Direct Services provided) <i>must have all proper taxes and deductions subtracted from their checks</i>	
# of Employees charged to this line item and % of salary charged	
Professional Services Contracted (Contract workers providing Direct Service) <i>agency staff are not considered consultants or independent contractors</i>	
Office Space for Direct Service Staff or for Client Use	
Furniture/Fixtures and Equipment for client/participant space	
Advertising/Marketing (related to Direct Service-brochures, client recruitment)	
Celebrations, Cultural or Recognition Activities	
Scholarships, Vouchers, or Other Purchase of Service for clients	
Rental or Utility payments on behalf of clients	
Food Packages, Hygiene Items, or other Basic Items to distribute to clients	
Purchase of foodstuffs for on-site meal for clients (ALCOHOL NOT ALLOWED)	
Other: (MUST DEFINE OTHER DIRECT SERVICE COSTS)	
SUBTOTAL	\$ -
TOTAL	\$ -

Advertising/Marketing (related to Direct Service-brochures, client recruitment)								\$0.00	\$0.00
Celebrations, Cultural or Recognition Activities								\$0.00	\$0.00
Scholarships, Vouchers, or Other Purchase of Service for clients								\$0.00	\$0.00
Rental or Utility payments on behalf of clients								\$0.00	\$0.00
Food Packages, Hygiene Items, or other Basic Items to distribute to clients								\$0.00	\$0.00
Purchase of foodstuffs for on-site meal for clients (ALCOHOL NOT ALLOWED)								\$0.00	\$0.00
Other: Direct Assistance, Meals and Refreshments and Program Activities								\$0.00	\$0.00
SUBTOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	#####	\$0.00	\$0.00	\$0.00	\$0.00

emaining Balance for Total Budget (indicated at the end of the most recent entry