

OAG Budget Allowable Line Items						
Total Spent in Each Line Item (per Invoice (monthly, quarterly))						
General Administration/Operations	Original Budget	1	2	3	4	5
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 ( <b>SHOULD NOT EXCEED \$450 PER FULL TIME EMPLOYEE</b> )						
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: ( <b>MUST DEFINE OTHER GENERAL ADMIN/OPERATIONS COSTS</b> )						
Indirect Costs ( <b>MUST PROVIDE CURRENT LETTER OF ASSIGNMENT TO CHARGE</b> )						
SUBTOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Services to County Residents	Original Budget	1	2	3	4	5
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: <b>Direct Assistance, Meals and Refreshments and Program Activities</b>						
SUBTOTAL	\$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

Remaining Balance for Total Budget (indicated at the en

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