

Budget Narrative

Provider Name: _____							
Annual Contract Period Budget Information							
Budget Start Date:	_____	Budget End Date:	_____	Budget Amount:	_____	_____	_____
A. DIRECT PROGRAM COST							
A.1: SALARIES: This section must be completed for staff that perform tasks directly related to the contract deliverables.							
Last Name	First Name	Job Position	Full-Time Employment Status	Employee Annual Salary	Employment Status Allocated to Contract	%Salary Allocated to Contract	Amount Allocated to Contract
Employee	First	Case Manager					
Total of Direct Salaries Allocated:							\$ -
A.2: FRINGE BENEFITS: This section is for fringe benefits for staff that perform tasks directly related to the contract deliverables.							
Item of Cost	Details on Item of Cost						Amount Allocated to Contract
Total of Fringe Benefits Allocated:							\$ -
A.3: DIRECT EXPENSE: This section is for expense directly related to the performance of the deliverables for the contract.							
Item of Cost	Explanation of Need						Amount Allocated to Contract
Total Direct Expenses Allocated:							\$ -
TOTAL DIRECT PROGRAM ALLOCATION:							\$ -
B. ADMINISTRATIVE EXPENSE (including indirect expense)							
B.1: SALARIES: This section must be completed for staff that perform administrative service related to the contract. These salaries can readily be identified.							
Last Name	First Name	Job Position	Full-Time Employment Status	Employee Annual Salary	Employment Status Allocated to Contract	%Salary Allocated to Contract	Amount Allocated to Contract
Total of Administrative Salaries Allocated:							\$ -
B.2: FRINGE BENEFITS: This section is for fringe benefits for staff performing administrative service related to the contract. These salaries can readily be identified.							
Item of Cost	Details on Item of Cost						Amount Allocated to Contract
Total of Administrative Fringe Benefits Allocated:							\$ -
B.3: Administrative Expense: This section is for expenses related to the administrative activities associated with the contract.							
Item of Cost	Explanation of Need						Amount Allocated to Contract

Developing the AHEC Budget

WHAT ARE THE CATEGORY?

The Budget consist of two (2) categories: **Direct Program Expense** and **Administration Expense**. The budget will only address the amounts paid through the contract for each category.

(1) Direct Program Expense: Expenses in this category can be **easily idenitifiable** activities associated with the performance of the contract.

Salaries: Salary expenses for employees directly involved in performing the requirements outlined in the deliverable section of the contract.

Fringe Benefits: supplemental expenses of an employee's salary covered by the provider to include taxes, insurance plans, and vacation.

Direct Program Expenses: Expenses associated with meeting the performance requirements of the contract. This can include but not limited to rent, utilities, telephone, cell phone, internet service, office furniture, equipment, office supplies, travel, and subcontractors

(2) Administration Expense

Administrative Personnel: Individuals who manage operations and management activities such as (but not limited to) reporting to parent agency management, conducting general staff meetings, professional development, recruitment, strategic planning, budget management, supervision of administrative staff, entering data, processing provider invoices, and information technology.

Administrative Expenses: Expenses that are **clearly identifiable** to support the administrative activities of the contract. Expenses can include but not limited to rent, utilities, communication services, travel, office supplies, audits, etc.

Indirect Expenses: Common/Shared expenses across the organization that **cannot be readily idenitifiable**. This expenses can include but not limited to personnel(executive director,accountant,etc.), rent, utilities, supplies, etc.

Step 1

Enter the specific information related to the Organization and the contract with the Department.

Step 2

Enter each individual staff **person's name** and **position title** for staff salaries that will be covered under the contract for the respective category. For each staff person, enter the percentage of full-time employee status (100% = 1.00), annual salary, employee status allocated to the contract FT. For salary and fringe/benefits, the two fields will calculate the combined amounts to give a total amount to be paid by the contract.

For Direct Program and Administrative Expense sub-categories enter the estimates for each line item identified on the budget.