

BUDGET SUMMARY FORM INSTRUCTIONS

Note: if you are simply needing to revise your budget by moving funds between line items, you should use the budget revision form.

Enter identifying information: project number, year funded, project title, sponsor name, and address.

I. BUDGET LINE ITEMS

A. PERSONNEL SERVICES:

Item 1 - Enter number of employees who have the same job title.

Item 2 - Enter title (i.e., clerk typist).

Item 3 - Total salary for all positions with the same job title.

Item 4 - The portion of column 3 which is directly chargeable to the Community Development Block Grant (CDBG).

Item 5 - Subtotal of columns 3 and 4.

Item 6 - Any anticipated extra help and/or overtime.

Item 7 - Fringe benefits, either as a percentage of salaries or actual dollar amount.

Item 8 - Total of items 5-7 for columns 3 and 4.

B. MATERIALS AND SERVICES: Break cost down to the appropriate line item. Below is a general description of those items.

Item 9 - Office Supplies: These are items such as paper, pencils, ledgers, and similar items.

Item 10 - Operating Supplies: Supplies which are used in the operation of the project: paint, hand tools, limited building supplies.

Item 11 - Communications: Telephone, radio, and related charges. This could include data processing line charges.

Item 12 - Travel and Training: This includes costs of travel, training, private auto mileage and miscellaneous travel expenses.

Item 13 - Legal and Public Notices: Cost incurred for notices in newspapers and related media.

Item 14 - Professional Services: This category includes purchased services. While certain insurance fees related to acquisition, construction, and rehabilitation are allowed, all others are not. O & M costs are not allowable.

Item 15 - Construction Contracts: Construction includes new and major remodeling, land preparation and demolition.

Item 16 - Other: This category includes those costs not otherwise classified above.

Item 17 - Total Materials and Services: Sum of items 9-16.

C. CAPITAL OUTLAY:

Item 18 - Capital Outlay: Name the item plus the quantity (i.e., 2-file cabinets). This includes equipment, laboratory, medical and recreation equipment.

Item 19 - Real Property Acquisition: Includes land, building acquisition by purchase, appraisal and closing costs.

Item 20 - Total Capital Outlay: The sum of items 18 and 19.

Item 21 - Total Project Cost: The sum of Column 3, items 8, 17 and 20, Total Cost.

Item 22 - Total CDBG Award: The sum of Column 4, items 8, 17 and 20, chargeable to CDBG.

II. SOURCES OF PROJECT FUNDING

Item 1 - Federal: Other federal funds that are approved for this project.

Item 2 - State: Any state funds allocated for this project.

Item 3 - Local Cash: Pledges in hand, money raised by local fund raising events or money being received from local public entities.

Item 4 - County: Funds committed to this project by Washington County.

Item 5 - In-Kind Services and Supplies: Volunteers, furniture, supplies, and other contributions to which a cash value can be attached.

Item 6 - Other: Any other funding source not otherwise classified above.

Item 7 - Subtotal: Total of categories 1 through 6 (non-CDBG funds).

Item 8 - CDBG Funds: Total of line 22, above.

Item 9 - Total Project Cost: This is the sum total of categories 7 and 8 (should be the same as item 21 above).

NOTE: Item 21 minus item 22 in part I above should be reflected in this section as other sources of funding (and should equal Item 7).

III. AUTHORIZATIONS

Two authorized persons (See Authorization Signature Card instructions) must sign the budget summary. The Budget Summary must then be submitted to the Washington County Office of Community Development for approval.

NOTE: If you have problems using the excel version of the budget summary, please feel free to call 503-846-8663. The document has been formatted with protection in order to preserve the formulas.