

Compliant Budget Narrative Examples

Examples by Line Item	Professional Judgment
Office Supplies: <u>\$116.00 per Month * 12 = \$1,400.00</u> per year based on average 2011 costs for office supplies including paper, binders, folders, and other general office supplies.	Add Calculation
Staff <u>Training</u> Travel: <u>3 staff X 4 course X \$1,000 each</u> = \$12,000	Add Calculation Add Justification
Notebook Computer \$850	Add Justification
Computer system <u>annual service and operations contract \$10,000; Upgrade servers for increase in client use under grant project: \$5,000; Replace outdated desktop PCs for 5 employees \$10,000 (current computers > 10 years old).</u>	Add Calculation Add Explanation Add Justification
Annual rent <u>of space for new grant project employees, 3,000 ft. sq @ \$2.00 sq. ft.</u> = \$6,000	Add Calculation Add Justification
Printing Project Brochure: <u>Print Set-up: \$1,000; 3000 copies X \$1; total = \$4,000</u>	Add Calculation
Internet Access: \$295	Add Calculation
IDEA Conference <u>on volunteer recruitment, 1 Registration fee at</u> \$1,400	Add Calculation Add Justification
Accountant Services: <u>Set up of system of accounts, one-time fee:</u> \$1,000	Add Explanation
Utilities <u>(cost excluded from indirect cost rate pool) \$14,000/yr. (Electric= \$8,000, Water=\$4,000, Telephone=\$2,000.(Program phone lines only). Based on previous year costs based on (total cost) divided by (organization total sq. ft) and multiplied by (total sq. ft. of program office space.)</u>	Add Explanation
Annual Cell Phone Service Contracts for Staff: <u>5 X \$100/mo. X 10 months/yr</u> = \$5,000	Add Calculation Add Justification
Staff Training: <u>3 X \$100 for internet course + 1 X \$3,000 for mentoring program</u>	Add Calculation Add Explanation
Construction Supplies: <u>Lumber and roofing materials for 3 home repair projects at \$5,000 per home (\$15,000) at 6 subgrant sites (bulk purchase for savings) = \$90,000</u>	Add Calculation Add Explanation
Federally Approved Indirect Cost Rate Agreement <u>20.0% X salaries (\$100,000)</u> = \$20,000	Add Calculation