



# Budget Management

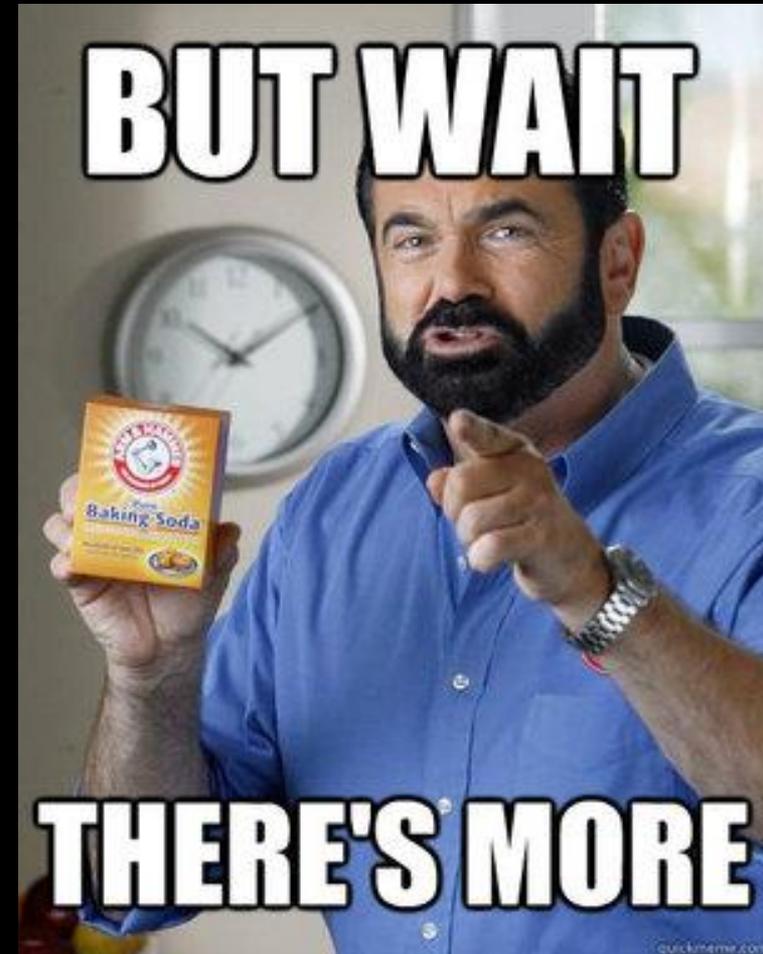


**AmeriCorps State and National Symposium 2016**



# Content is based on...

- Federal laws and rules
- CNCS regulations
- CNCS grant terms and conditions
- GAAP

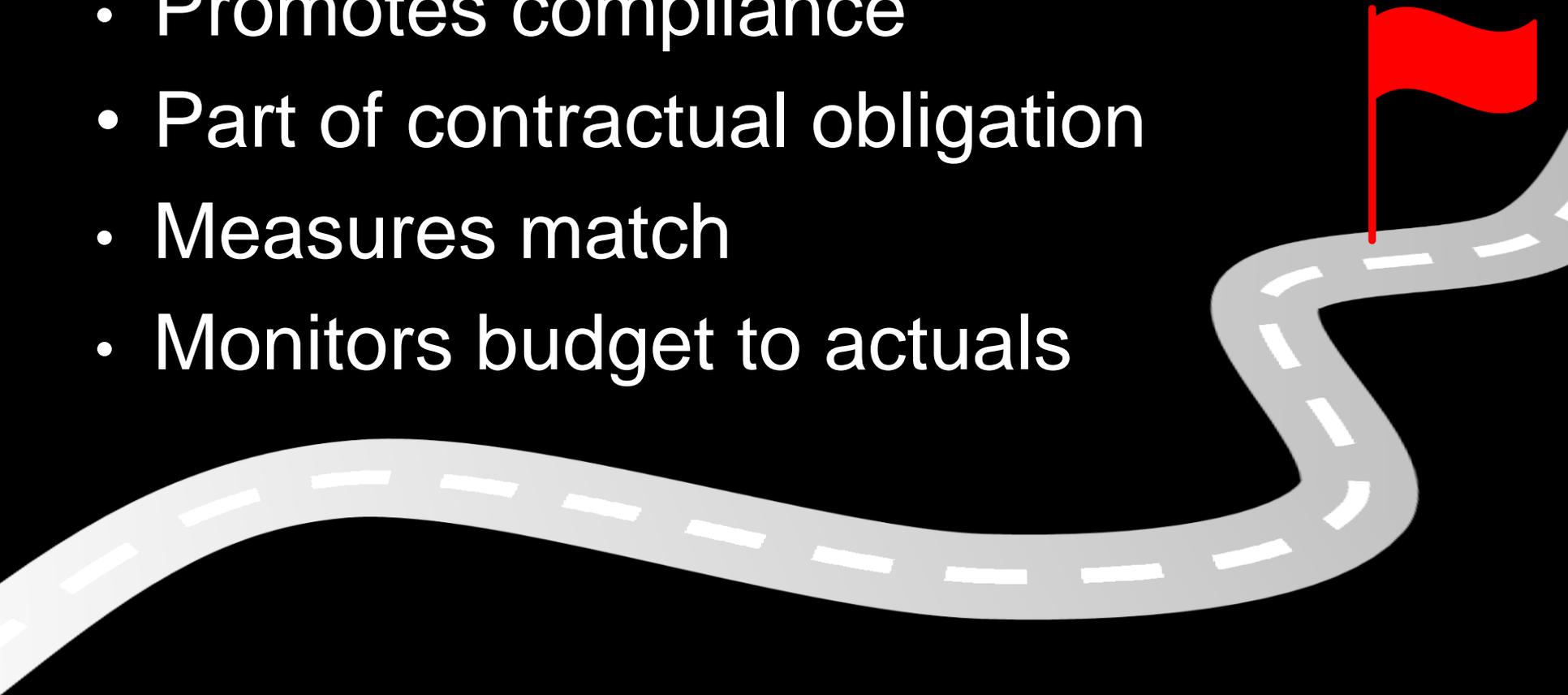


# Session Objectives

- Expand knowledge and skills
- Enhance current practices

# Budget Function

- Financial blueprint
- Promotes compliance
- Part of contractual obligation
- Measures match
- Monitors budget to actuals



# Effective Budget Management

## Pre Award

- Determine needs
- Set goals, objectives, and strategies
- Translate to dollars
- Submit budget

## Post Award

- Establish budget control process
- Monitor expenditures
- Modify, when necessary

# Budgets

- Realistic
- Consistent
- Flexible

F. Contractual and Consultant Services			
Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Subgrantee Evaluation: Costs to cover evaluation/feasibility studies for subgrantees, as well as costs to continue evaluations started in years one and two.:	2,000,000	2,000,000	4,000,000
<b>CATEGORY Totals</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>4,000,000</b>

A. Project Personnel Expenses			
Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
Program Manager: - 1 person(s) at 91800 each x 10 % usage	0	9,180	9,180
Field Director: - 1 person(s) at 53460 each x 100 % usage	53,460	0	53,460
<b>CATEGORY Totals</b>	<b>53,460</b>	<b>9,180</b>	<b>62,640</b>

B. Personnel Fringe Benefits			
Item -Description	CNCS Share	Grantee Share	Total Amount
FICA: 6.20% of total personnel expenses amount.	3,315	589	3,884
Health Insurance:	0	0	0
Retirement: 3.90% of total personnel expenses amount.	2,085	0	2,085
Life Insurance:	0	358	358
Fringe: 12.53% of total personnel expenses amount. Includes insurance contributions.	0	0	0
Payroll Tax: 1.45% of total personnel expenses amount.	6,699	0	6,699
<b>CATEGORY Totals</b>	<b>11,109</b>	<b>947</b>	<b>12,056</b>

I. Other Program Operating Costs			
Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Background checks for all staff and members: 64 members/staff x \$25/check = \$1,600			
<b>CATEGORY Totals</b>			
<b>SECTION Totals</b>			
<b>PERCENTAGE</b>			

Section II. Member Costs			
A. Living Allowance			
Item -# Mbrs w/ Allow -Allowance Rate -# Mbrs w/o Allow	CNCS Share	Grantee Share	Total Amount
Member(s) at a rate of 12530 each			
<b>CATEGORY Totals</b>			

C. Project Staff Travel			
Item -Description	CNCS Share	Grantee Share	Total Amount
Local Travel			
<b>CATEGORY Totals</b>			

# Establish Budget Control Process

- Notice of Grant Award
- Financial policies and procedures
- Program-Fiscal Reviews

Determine needs

Set goals

Translate to dollars

Submit budget

**Establish controls**

Monitor expenditures

Modify

# Monitor Expenses

Determine needs

Set goals

Translate to dollars

Submit budget

Establish controls

**Monitor expenditures**

Modify

- Approvals
- Unbudgeted costs
- Over- / under- spending
- Unallowable costs

# Modify When Necessary

- Prior approval required?
- Document approvals

Determine needs

Set goals

Translate to dollars

Submit budget

Establish controls

Monitor expenditures

**Modify**

# As You Arrived...

- What were your most pressing budget management issues?
- How will you address them?
  - **Beginning NOW!**