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

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subgrantee Evaluation</td>
<td>Costs to cover evaluation/feasibility studies for subgrantees, as well as costs to continue evaluations started in years one and two.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,000,000</td>
<td>2,000,000</td>
<td>4,000,000</td>
</tr>
</tbody>
</table>

### A. Project Personnel Expenses

<table>
<thead>
<tr>
<th>Position/Title</th>
<th>Qty</th>
<th>Annual Salary</th>
<th>% Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Manager</td>
<td>1 person(s)</td>
<td>$91,800 each</td>
<td>10% usage</td>
</tr>
<tr>
<td>Field Director</td>
<td>1 person(s)</td>
<td>$53,460 each</td>
<td>100% usage</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2,088</td>
<td>2,088</td>
<td>4,176</td>
</tr>
</tbody>
</table>

### B. Personnel Fringe Benefits

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FICA</td>
<td>6.20% of total personnel expenses amount.</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>3.00% of total personnel expenses amount.</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>Fringe: 12.53% of total personnel expenses amount. Includes insurance contributions.</td>
</tr>
<tr>
<td>Payroll Tax</td>
<td>1.45% of total personnel expenses amount. Includes  insurance contributions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Excess Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3,315</td>
<td>350</td>
<td>3,665</td>
<td>0</td>
</tr>
</tbody>
</table>
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

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

Determine needs
Set goals
Translate to dollars
Submit budget
Establish controls
Monitor expenditures
Modify
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!**