

MASTER BUDGET PLANNING CHECKLIST & WORKSHEET: Detailed Version

Budget Period/Time Frame: _____

ITEM	DESCRIPTION / CALCULATIONS	TOTAL VALUE:	MATCHING RESOURCES:		GRANT RESOURCES:	
			AMOUNT	SOURCE	AMOUNT	SOURCE
A. SALARIES		=				
Executive Director						
Program/Project Manager						
Program staff:						
Clerical/support staff:						
Volunteers:						
Other:						
TOTAL SALARIES:						
B. EMPLOYEE-RELATED EXPENSES (EREs):						
FICA						
State unemployment insurance						
Health insurance						
Workers' compensation						
Disability insurance						
Vacation						
Sick leave						
Other						
TOTAL ERES:						

ITEM	DESCRIPTION / CALCULATIONS	TOTAL VALUE:	MATCHING RESOURCES:		GRANT RESOURCES:	
			AMOUNT	SOURCE	AMOUNT	SOURCE
C. CONTRACTUAL SERVICES:	Evaluation					
	Independent audit					
	Other:					
	TOTAL CONTRACTUAL SVCS:					
D. SPACE COSTS:	Office rent (monthly; by sq. ft., etc.)					
	Other space					
	Custodial/maintenance					
	Utilities					
	Donated space (other than above)					
	Renovations					
	Other:					
	TOTAL SPACE COSTS:					
E. EQUIPMENT: RENTAL, LEASE OR PURCHASE	Office furniture (list):					
	Office equipment (list):					
	Other (list):					
	TOTAL EQUIPMENT:					
	SUPPLIES AND MATERIALS:					
F. SUPPLIES AND MATERIALS:	Office/desktop supplies					
	Copying supplies					
	Program-related supplies					
	Program-related materials					
	Other					
TOTAL SUPPLIES/MATERIALS:						

ITEM	DESCRIPTION / CALCULATIONS	TOTAL VALUE:	MATCHING RESOURCES:		GRANT RESOURCES:	
			AMOUNT	SOURCE	AMOUNT	SOURCE
G. TRAVEL						
Local mileage for staff (___c/mi x ___ miles)						
Out-of-area travel: Transportation, lodging, meals, etc. (list):						
Other travel						
TOTAL TRAVEL:						
H. BUILDING COSTS:	(Attach detailed specs)					
Land						
Materials						
Construction, renovation, etc.						
Other:						
TOTAL BUILDING COSTS:						
I. OTHER EXPENSES:						
Telephone (installation, monthly service, long distance, etc.):						
Postage						
Fire, theft, liability insurance						
Professional dues						
Printing/copying costs						
Subscriptions						
Publications, books, tapes, etc.						
Training expenses						
Advertising and marketing costs						
Other:						
TOTAL OTHER EXPENSES:						
= TOTAL DIRECT COSTS (A-I):						
+ INDIRECT COSTS: Itemized or via cost allocation ratio						
= TOTAL PROJECT OR PROGRAM-RELATED COSTS:						