Introduction

Office of Family Planning

MIP and I&E

Budget/Invoice Template Training

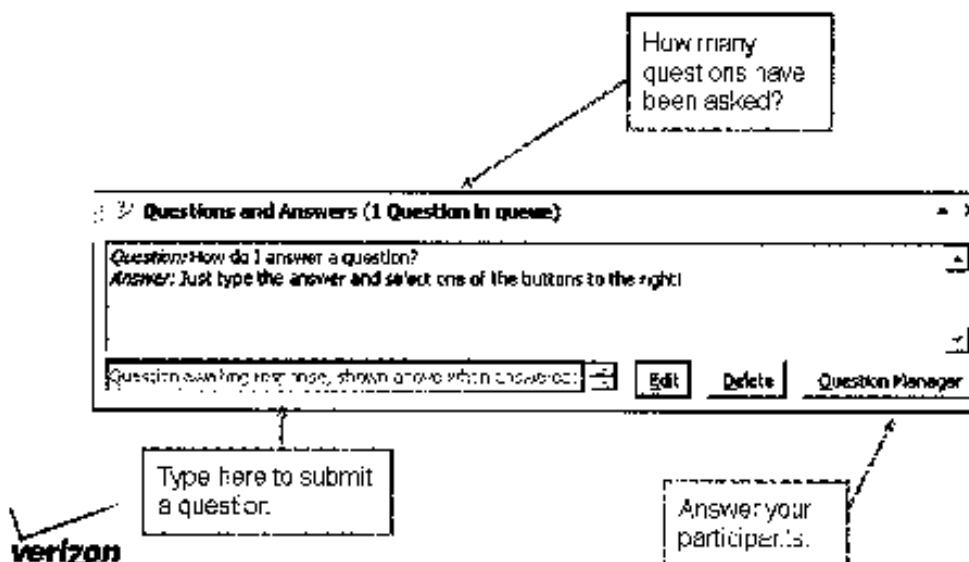# Important Websites

To locate the attachments and reference documents discussed during this training, please access the following websites:

WWW.etr.org/ofp (These documents are available today on ETR's website)

Question and Answer Panel

- **Participants can submit questions**

Question and Answer Panel

During the training all questions will transmit to OFP for review and response. General questions will be posted with answers on the ETR website within 1-2 business days. All Agency specific questions will be responded to directly with the Agency Project Director.

Questions may also be submitted after the training to the OFP general e-mail address at OFP-FFPmailbox@cdph.ca.gov

Course Objectives

- Understand the new format and functions of the new budget/invoice template
- Learn how to build a budget and invoice

General Budget Template Information

- Yellow shaded cells allow for data entry.
- White cells are embedded with formulas and are password protected to prevent accidental entries.
- Budgeting expenditures is done with percentages and dollar amounts.
- The template accommodates four decimal places.
- The template will automatically round up to whole dollars.

Type a question for help

44%

T57

I. BUDGET SUMMARY PA   FY: 2007 - 2008

SGF Balance

Base MCF   X Personnel Matched

Budget Revision Number: Original

100.0

Program: Information and Education Pro

UNMATCHED FUNDING   MATCHED FUNDING [SB/SB]

EXPENSE CATEGORY	[1] TOTAL FUNDING		[2] X	State General Funds	[3] X	Agency Revenue	[4] X	Combined Fed/State	[5] X	Combined Fed/Agency		
Agency:				IBE-GF		AGENCY		IBE-M		AGENCY-M		
Agreement No.:												
(I) PERSONNEL												
(II) OPERATING EXPENSES												
(III) EQUIPMENT												
(IV) OTHER COSTS												
(V) INDIRECT COSTS [15% MAX]												
TOTALS*												

Maximum Amount Payable from State and Federal re

	State Funding			Budgeted		Balances		X of Budget	
Total State General Fund									
Total Agency General Fund						n/a			
Total Matching Title XIX						n/a			
Totals									

*These amounts contain local revenue submitted for information and matching purposes. OFP does not reimburse Agency contributions.

Budget / J-Pers / J-Oper / J-EQUIP / J-Other / Q1 Inv / Q2 Inv / Q3 Inv / Q4 Inv / Sup Inv / Fund

6

File Edit View Insert Format Tools Data Window Help

Type a question for help

F3   Original

I. BUDGET SUMMARY PA   FY: 2007 - 2008

SGF Balance

Base MCF   X Personnel Matched

Budget Revision Number: Original ▼

Original
DR1
DR2

100.0

Program: Information and E...

Agency:

Agreement No.:

EXPENSE CATEGORY	TOTAL FUNDING		UNMATCHED FUNDING				MATCHED FUNDING (SB/SB)			
			IE-GF		AGENCY		IE-M		AGENCY-M	
	[1]		[2] State General Funds X		[3] Agency Revenue X		[4] Combined Fed/State X		[5] Combined Fed/Agency X
(I) PERSONNEL										
(II) OPERATING EXPENSES										
(III) EQUIPMENT										
(IV OTHER COSTS										
(V) INDIRECT COSTS [15% MAX]										
TOTALS*										

Maximum Amount Payable from State and Federal ra:

	State Funding		Budgeted	Balance	X of Budget
Total State General Fund					
Total Agency General Fund				n/a	
Total Matching Title XIX				n/a	
Totals					

WE CERTIFY THAT THIS BUDGET HAS BEEN CONSTRUCTED IN COMPLIANCE WITH ALL OFP ADMINISTRATIVE AND PROGRAM POLICIES.

AGENCY'S PROJECT DIRECTOR'S SIGNATURE   DATE

AGENCY'S FISCAL AGENT'S SIGNATURE   DATE

*These amounts contain local revenue submitted for information and matching purposes. OFP does not reimburse Agency contributions.

Budget / J-Pers / J-Oper / J-EQUIP / J-Other / Q1 Inv / Q2 Inv / Q3 Inv / Q4 Inv / Sup Inv / Fund

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I. BUDGET SUMMARY PAG	FY: 2007 - 2008					SGF Balance				Door HCF	X Personnel Matched
Budget Revision Number:	Original									100.0	

Program:	Information and Education Prog	UNMATCHED FUNDING				MATCHED FUNDING (50/50)				
Agency:				IE-GF		AGENCY	IE-M		AGENCY-M	
Agreement No.:		(1)		(2)		(3)	(4)		(5)	
EXPENSE CATEGORY		TOTAL FUNDING		X	State General Funds	X	Agency Revenue	X	Combined Fed/State	X	Combined Fed/Agency

II. OPERATING EXPENSES DETAIL PAGE										
TOTAL OPERATING EXPENSES	500			500						
	TRAVEL									
	TRAINING									
1	General Expense	500		100.00%	500					
2										
3										
4										
5										
6										
7										
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IV. OTHER COSTS DETAIL PAGE										
TOTAL OTHER COST										
SUBCONTRACTS										

Budget / J-Pers / J-Oper / J-EQUIP / J-Other / Q1 Inv / Q2 Inv / Q3 Inv / Q4 Inv / Sup Inv / Fund

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I. BUDGET SUMMARY PAG   FY: 2007 - 2008

Budget Revision Number: Original

Program:	Information and Education Prog		UNMATCHED FUNDING					MATCHED FUNDING (50/50)					
Agency:				IE-GF		AGENCY		IE-M		AGENCY-M			
Agreement No.:		(1) TOTAL FUNDING		(2) %	State General Funds	(3) %	Agency Revenue	(4) %	Combined Fed/State	(5) %	Combined Fed/Agency		
EXPENSE CATEGORY													
TOTAL OPERATING EXPENSES	500				100		50		325		25		
TRAVEL													
TRAINING													
General Expense	500		20.00%	100	10.00%	50	65.00%	325	5.00%	25			

IV. OTHER COSTS DETAIL PAGE

TOTAL OTHER COST

SUBCONTRACTS

Budget / J-Pers / J-Oper / J-EQUIP / J-Other / Q1 Inv / Q2 Inv / Q3 Inv / Q4 Inv / Sup Inv / Fund

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BUDGET SUMMARY PAGE   FY: 2007 - 2008

Budget Revision Number: **Original**

			SGF Balance
			188

	Base MCF	% Personnel Matched
	100.0	

Program: **Information and Education Prog**

Agency:

Agreement No.:

	UNMATCHED FUNDING				MATCHED FUNDING (50/50)			
			I&E-GF	AGENCY		I&E-M		AGENCY-M

EXPENSE CATEGORY	(1) TOTAL FUNDING		(2) %	State General Funds	(3) %	Agency Revenue	(4) %	Combined Fed/State	(5) %	Combined Fed/Agency			(6)	(7)
PERSONNEL														
OPERATING EXPENSES	500		40.00%	200	10.00%	50	45.00%	225	5.00%	25			100%	
EQUIPMENT														
OTHER COSTS														
INDIRECT COSTS (15% MAX)														
TOTALS*	500		40.00%	200	10.00%	50	45.00%	225	5.00%	25			100%	

Maximum Amount Payable from State and Federal reso 438

	State Funding		Budgeted		Balances		% of Budget
Total State General Fund	500		313		188		63%
Total Agency General Fund			63		n/a		13%
Total Matching Title XIX			125		n/a		25%
Totals	500		500		188		100%

WE CERTIFY THAT THIS BUDGET HAS BEEN CONSTRUCTED IN COMPLIANCE WITH ALL OFP ADMINISTRATIVE AND PROGRAM POLICIES.

AGENCY'S PROJECT DIRECTOR'S SIGNATURE   DATE

AGENCY'S FISCAL AGENT'S SIGNATURE   DATE

* These amounts contain local revenue submitted for information and matching purposes. OFP does not reimburse Agency contributions.

Use Only

			I&E-GF		I&E-M	AGENCY-M		
PERSONNEL								
OPERATING COSTS			200		225	13		
EQUIPMENT								
OTHER COSTS								

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BUDGET SUMMARY PAGE	FY:	2007 - 2008									SGF Balance				Base MCF	X Personnel Matched			
Budget Revision Number:	Original										500				100.0				

		UNMATCHED FUNDING				MATCHED FUNDING (50/50)							
Program:	Information and Education Prog												
Agency:	Amber's Agency		I&E-GF		AGENCY		I&E-M		AGENCY-M				
Agreement No.:	03-03777	(1) TOTAL FUNDING	(2) X	State General Funds	(3) X	Agency Revenue	(4) X	Combined Fed/State	(5) X	Combined Fed/Agency			(6)	(7)

EXPENSE CATEGORY															
I) PERSONNEL															
II) OPERATING EXPENSES															
III) EQUIPMENT															
IV) OTHER COSTS															
V) INDIRECT COSTS	(15% MAX) 15.00%														
TOTALS*															

Maximum Amount Payable from State and Federal reso

	State Funding			Budgeted		Balances		X of Budget
Total State General Fund	500					500		
Total Agency General Fund						n/a		
Total Matching Title XIX						n/a		
Totals	500					500		

WE CERTIFY THAT THIS BUDGET HAS BEEN CONSTRUCTED IN COMPLIANCE WITH ALL OFP ADMINISTRATIVE AND PROGRAM POLICIES.

AGENCY'S PROJECT DIRECTOR'S SIGNATURE   DATE   AGENCY'S FISCAL AGENT'S SIGNATURE   DATE

*These amounts contain local revenue submitted for information and matching purposes. OFP does not reimburse Agency contributions.

State Use Only

		I&E-GF		I&E-M	AGENCY-M	
I PERSONNEL						
II OPERATING COSTS						
III EQUIPMENT						
IV OTHER COSTS						

Budget / J-Pers / J-Oper / J-EQUIP / J-Other / Q1 Inv / Q2 Inv / Q3 Inv / Q4 Inv / Sup Inv / Fund Rec / Notes

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Menu bar: File Edit View Insert Format Tools Data Window Help

Type a question for help

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Name box: 27

	BUDGET SUMMARY PAGE	FY:	2007 - 2008			SGF Balance		Bare MCF	% Personnel Matched
	Budget Revision Number:	Original						100.0	60.00%

Program:	Information and Education Prog	UNMATCHED FUNDING		MATCHED FUNDING (50/50)	
Agency:	Amber's Agency		I&E-GF	AGENCY		I&E-M		AGENCY-M
Agreement No.:	03-03777	(1) TOTAL FUNDING	(2) x	State General Funds	(3) x	Agency Revenue	(4) x	Combined Fed/State	(5) x	Combined Fed/Agency	(6)	(7)

EXPENSE CATEGORY

PERSONNEL DETAIL PAGE

				TOTAL PERSONNEL COSTS	90,625			30,813			56,188		3,625
	BENEFIT RATE	25.00%		18,125			6,163			11,238		725
	ACTUAL BENEFITS											
	TOTAL WAGES			72,500			24,650			44,350		2,300

INITIAL	TITLE OR CLASS.	% FTE	ANNUAL SALARY											MCF Per Staff	Staff ($) Travels
1 AD	Contract Mgr.	100.00%	58,000	58,000		25.00%	14,500		70.00%	40,600	5.00%	2,300		75.00%	
2 DD	Contract Mgr.	50.00%	29,000	14,500		70.00%	10,150		30.00%	4,350				60.00%	

Sheet tabs: Budget / J-Pers / J-Oper / J-EQUIP / J-Other / Q1 Inv / Q2 Inv / Q3 Inv / Q4 Inv / Sup Inv / Fund Rec / Notes

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PERSONNEL DESCRIPTION OF EXPENSE, ACTUAL BENEFITS WORKSHEET AND MEDI-CAL FACTOR IDENTIFICATION

FY: 2007 - 2008

Program:	Information and Education Program
Agency:	Amber's Agency
Agreement No.:	03-03777

					TOTAL FUNDING	Benefit Rate Per Staff	Actual Benefit Amount Per Staff	MCF per staff from Budget Detail Column (6)	Description of Expens

Note: You may choose to allocate fringe benfits using an average percentage for all staff or provide a... not use both options. If you choose to allocate the benefit rate per staff person, input information fo... Per Staff" Column on this page. If you choose this option it will override any percentage that is show... the Personnel Detail Page from the budget tab.

	INITIALS	STAFFING	% FTE	ANNUAL SALARY					
1	AD	Contract Mgr.	100.00%	58,000	58,000	20.00%	11,600	75.00%	
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									

Budget / J-Pers / J-Oper / J-EQUIP / J-Other / Q1 Inv / Q2 Inv / Q3 Inv / Q4 Inv / Sup Inv / Fund Rec / Notes /

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Type a question for help

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	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
2007 - 2008							SGF Balance				Base MCF	% Personnel Related				
Original											100.0	70.00%				
cation Progr		UNMATCHED FUNDING					MATCHED FUNDING (50/50)									
				I&E-GF		AGENCY		I&E-M		AGENCY-M						
	(1)			(2) State General Funds		(3) Agency Revenue	(4)		(5) Combined Fed/State	Combined Fed/Agency	(6)	(7)				
	TOTAL FUNDING			x		x	x		x							
	90,625			25,375				61,625		3,625						
	18,125			5,075				12,325		725						
	72,500			20,300				49,300		2,900					MCF Per Staff	Staff (%) Traveling
	58,000			25.00%	14,500			70.00%	40,600	5.00%	2,900					75.00%	
	14,500			40.00%	5,800			60.00%	8,700							60.00%	

Budget / J-Pers / J-Oper / J-EQUIP / J-Other / Q1 Inv / Q2 Inv / Q3 Inv / Q4 Inv / Sup Inv / Fund

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										SGF Balance					Bare MCF	% Personnel Matched				

BUDGET SUMMARY PAGE FY: **2007 - 2008**

Budget Revision Number: **Original**

									100.0	60.00%

Program: **Information and Education Prog**

Agency: **Amber's Agency**

Agreement No.: **03-03777**

				UNMATCHED FUNDING				MATCHED FUNDING (50/50)										
					I&E-GF		AGENCY		I&E-M		AGENCY-M							
EXPENSE CATEGORY			(1) TOTAL FUNDING		(2) x	State General Funds	(3) x	Agency Revenue	(4) x	Combined Fed/State	(5) x	Combined Fed/Agency				(6)	(7)

PERSONNEL DETAIL PAGE

													MCF Per Staff	Staff (R) Travel
TOTAL PERSONNEL COSTS			90,625			30,813				56,188		3,625				
BENEFIT RATE	25.00%		18,125			6,163				11,238		725				
ACTUAL BENEFITS																
TOTAL WAGES			72,500			24,650				44,350		2,300				

	INITIAL	TITLE OR CLASS.	% FTE	ANNUAL SALARY													MCF Per Staff	Staff (R) Travel
1	AD	Contract Mgr.	100.00%	58,000	58,000		25.00%	14,500		70.00%	40,600	5.00%	2,300				75.00%	
2	DD	Contract Mgr.	50.00%	29,000	14,500		70.00%	10,150		30.00%	4,350						60.00%	

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Type a question for help

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	BUDGET SUMMARY PAGE	FY:	2007 - 2008						SGF Balance				Base MCF	% Personnel Matched	
	Budget Revision Number:		Original										100.0	60.00%	

Program:	Information and Education Prog		UNMATCHED FUNDING			MATCHED FUNDING (50/50)								
Agency:	Amber's Agency				I&E-GF		AGENCY		I&E-M		AGENCY-M			
Agreement No.:	03-03777	(1) TOTAL FUNDING		(2) %	State General Funds	(3) %	Agency Revenue	(4) %	Combined Fed/State	(5) %	Combined Fed/Agency		(6)	(7)
EXPENSE CATEGORY														
TOTAL OPERATING EXPENSES		100			40				60				Used	Avail.
TRAVEL		100		40.00%	40			60.00%	60				60.00%	
TRAINING														60.00%
1														60.00%
2														60.00%
3														60.00%
4														60.00%
5														60.00%
6														60.00%
7														60.00%
8														60.00%
9														60.00%
10														60.00%
11														60.00%
12														60.00%
13														60.00%
14														60.00%
15														60.00%

V. OTHER COSTS DETAIL PAGE														
TOTAL OTHER COST													Match	
SUBCONTRACTS													Used	Avail.
1														60.00%
2														60.00%
3														60.00%
4														60.00%
5														60.00%
6														60.00%
7														60.00%
8														60.00%
OTHER CHARGES														
1														60.00%
2														60.00%
3														60.00%

Budget / J-Pers / J-Oper / J-EQUIP / J-Other / Q1 Inv / Q2 Inv / Q3 Inv / Q4 Inv / Sup Inv / Fund Rec / Notes

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| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | BG |

BUDGET SUMMARY PAGE   FY: 2007 - 2008

						SGF Balance					Base MCF	% Personnel Matched	
						$					100.0	60.00%	

Budget Revision Number: **Original**

rogram: Information and Education Prog
gency: **Amber's Agency**
greement No.: **03-03777**
XPENSE CATEGORY

		UNMATCHED FUNDING			MATCHED FUNDING (50/50)		

| | (1) TOTAL FUNDING | | (2) | I&E-GF State General Funds | (3) | AGENCY Agency Revenue | (4) | I&E-M Combined Fed/State | (5) | AGENCY-M Combined Fed/Agency | | | | (6) | (7) |

PERSONNEL DETAIL PAGE

OTAL PERSONNEL COSTS					90,625				30,813			56,188	3,625
BENEFIT RATE	**25.00%**				18,125				6,163			11,238	725
ACTUAL BENEFITS													
TOTAL WAGES					72,500				24,650			44,350	2,900

INITIAL	TITLE OR CLASS.	% FTE	ANNUAL SALARY												MCF Per Staff	Staff (X) Travels
1	AD	Contract Mgr.	100.00%	58,000	58,000			25.00%	14,500			70.00%	40,600	5.00%	2,900	75.00%	x
2	DD	Contract Mgr.	50.00%	29,000	14,500			70.00%	10,150			30.00%	4,350			60.00%	

Budget / J-Pers / J-Oper / J-EQUIP / J-Other / Q1 Inv / Q2 Inv / Q3 Inv / Q4 Inv / Sup Inv / Fund Rec / Notes

NUM

R124 fx =F124*Q124

BUDGET SUMMARY PAGE	FY:	2007 - 2008		
Budget Revision Number:	Original			SGF Balance

Bare MCF	X Personnel Matched	
100.0	60.00%	

Program: Information and Education Prog
Agency: Amber's Agency
Agreement No.: 03-03777

EXPENSE CATEGORY

UNMATCHED FUNDING | MATCHED FUNDING (50/50)

EXPENSE CATEGORY	(1) TOTAL FUNDING			(2) X	State General Funds	(3) X	Agency Revenue	(4) X	Combined Fed/State	(5) X	Combined Fed/Agency				(6) Used	(7) Avail.
TOTAL OPERATING EXPENSES	100				25				75						
TRAVEL	100			25.00%	25			75.00%	75					75.00%	
TRAINING															60.00%
1															60.00%
2															60.00%
3															60.00%
4															60.00%
5															60.00%
6															60.00%
7															60.00%
8															60.00%
9															60.00%
10															60.00%
11															60.00%
12															60.00%
13															60.00%
14															60.00%
15															60.00%

V. OTHER COSTS DETAIL PAGE

				Match
TOTAL OTHER COST				
SUBCONTRACTS				Used Avail.
1				60.00%
2				60.00%
3				60.00%
4				60.00%
5				60.00%
6				60.00%
7				60.00%

OTHER CHARGES

1				60.00%
2				60.00%
3				60.00%

Budget / J-Pers / J-Oper / J-EQUIP / J-Other / Q1 Inv / Q2 Inv / Q3 Inv / Q4 Inv / Sup Inv / Fund Rec / Notes

NUM

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H33

		UNMATCHED FUNDING			MATCHED FUNDING (50/50)			

BUDGET SUMMARY PAGE   FY: 2007 - 2008

Budget Revision Number: Original

SGF Balance
1

Base MCF X Personnel Matched
100.0 60.00%

Program: **Information and Education Prog**
Agency: **Amber's Agency**
Agreement No.: **03-03777**

EXPENSE CATEGORY	(1) TOTAL FUNDING		(2) X	State General Funds	(3) X	Agency Revenue	(4) X	Combined Fed/State	(5) X	Combined Fed/Agency			(6)	(7)

I&E-GF   AGENCY   I&E-M   AGENCY-M

I. OPERATING EXPENSES DETAIL PAGE

									Match	
TOTAL OPERATING EXPENSES	**600**			**225**			**375**		Used	Avail.
TRAVEL	100		25.00%	25		75.00%	75		75.00%	
TRAINING										60.00%
1										60.00%
2 General Expense	500		40.00%	200		60.00%	300		60.00%	
3										60.00%
4										60.00%
5										60.00%
6										60.00%
7										60.00%
8										60.00%
9										60.00%
10										60.00%
11										60.00%
12										60.00%
13										60.00%
14										60.00%
15										60.00%

V. OTHER COSTS DETAIL PAGE

									Match	
TOTAL OTHER COST									Used	Avail.
SUBCONTRACTS										60.00%
1										60.00%
2										60.00%
3										60.00%
4										60.00%
5										60.00%
6										60.00%
7										60.00%
8										60.00%
OTHER CHARGES										
1										60.00%
										60.00%

20

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	BUDGET SUMMARY PAGE	FY:	2007 - 2008								SGF Balance					Base MCF	% Personnel Matched			
	Budget Revision Number:	Original									1					100.0	60.00%			

EXPENSE CATEGORY				(1) TOTAL FUNDING		UNMATCHED FUNDING				MATCHED FUNDING (50/50)								(6)	(7)
						I&E-GF			AGENCY	I&E-M			AGENCY-M						
						(2) x	State General Funds	(3) x	Agency Revenue	(4) x	Combined Fed/State	(5) x	Combined Fed/Agency						

Program: Information and Education Prog
Agency: Amber's Agency
Agreement No.: 03-03777

III. OPERATING EXPENSES DETAIL PAGE — Match

TOTAL OPERATING EXPENSES	600		225		375				Used	Avail.
TRAVEL	100	25.00%	25		75.00%	75			75.00%	
TRAINING										60.00%
1										60.00%
2 General Expense	500	40.00%	200		60.00%	300			60.00%	
3										60.00%
4										60.00%
5										60.00%
6										60.00%
7										60.00%
8										60.00%
9										60.00%
10										60.00%
11										60.00%
12										60.00%
13										60.00%
14										60.00%
15										60.00%

IV. OTHER COSTS DETAIL PAGE — Match

TOTAL OTHER COST	300		180		120				Used	Avail.
SUBCONTRACTS										
1 Marty's Media	200	40.00%	80		60.00%	120			60.00%	
2										60.00%
3										60.00%
4										60.00%
5										60.00%
6										60.00%
7										60.00%

OTHER CHARGES

| 1 Food | 100 | 100.00% | 100 | | | | | | | 60.00% |

Budget / J-Pers / J-Oper / J-EQUIP / J-Other / Q1 Inv / Q2 Inv / Q3 Inv / Q4 Inv / Sup Inv / Fund Rec / Notes

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DESCRIPTION OF EXPENSE WORKSHEET
EQUIPMENT EXPENDITURES

Program:	Information and Education Program	
Agency:	0	
Agreement No.:	0	
Fiscal Year:	2007 - 2008	

TOTAL EQUIPMENT EXPENDITURES		1,000

When equipment costs are budgeted the total costs will automatically transfer from this justification page to the budget summary page. All costs will default to the unmatched SGF funding column. The matched portion will need to be manually shifted to the matched funding columns. NOTE: Each item of equipment must be displayed on its own individual line.

Description of Expense for equipment	Amount Budgeted
Desktop Computer	1,000

BH62

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	BG

BUDGET SUMMARY PAGE   FY: **2007 - 2008**

SGF Balance: **1**

Base MCF **100.0**   % Personnel Matched **60.00%**

Budget Revision Number: **Original**

Program: **Information and Education Prog**

Agency: **Amber's Agency**

Agreement No.: **03-03777**

UNMATCHED FUNDING				MATCHED FUNDING (50/50)				
	I&E-GF		AGENCY		I&E-M		AGENCY-M	

EXPENSE CATEGORY	(1) TOTAL FUNDING		(2) %	State General Funds	(3) %	Agency Revenue	(4) %	Combined Fed/State	(5) %	Combined Fed/Agency			(6)	(7)
I) PERSONNEL	90,625		34.00%	30,813			62.00%	56,188	4.00%	3,625			100%
II) OPERATING EXPENSES	600		37.50%	225			62.50%	375					100%
III) EQUIPMENT	1,000		40.00%	400			60.00%	600					100%
IV) OTHER COSTS	300		60.00%	180			40.00%	120					100%
V) INDIRECT COSTS (15% MAX) 15.00%	13,594		34.00%	4,622			66.00%	8,972					100%
TOTALS*	106,119		34.15%	36,240			62.43%	66,255	3.42%	3,625			100%

Maximum Amount Payable from State and Federal reso   **104,308**

	State Funding			Budgeted	Balances	% of Budget
Total State General Fund	69,368			69,368	1	65%
Total Agency General Fund				1,813	n/a	2%
Total Matching Title XIX				34,940	n/a	33%
Totals	69,368			106,120	1	100%

WE CERTIFY THAT THIS BUDGET HAS BEEN CONSTRUCTED IN COMPLIANCE WITH ALL OFP ADMINISTRATIVE AND PROGRAM POLICIES.

_____   _____   _____   _____
AGENCY'S PROJECT DIRECTOR'S SIGNATURE   DATE   AGENCY'S FISCAL AGENT'S SIGNATURE   DATE

*These amounts contain local revenue submitted for information and matching purposes. OFP does not reimburse Agency contributions.

State Use Only

	I&E-GF		I&E-M	AGENCY-M		
PERSONNEL	30,813		56,188	1,813		
OPERATING COSTS	225		375			
EQUIPMENT	400		600			
OTHER COSTS	180		120			

Budget / J-Pers / J-Oper / J-EQUIP / J-Other / Q1 Inv / Q2 Inv / Q3 Inv / Q4 Inv / Sup Inv / Fund Rec / Notes

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G26

PERSONNEL DESCRIPTION OF EXPENSE, ACTUAL BENEFITS WORKSHEET AND MEDI-CAL FACTOR IDENTIFICATION

FY: 2007 - 2008

Program: Information and Education Program

Agency: Amber's Agency

Agreement No.: 03-03777

	INITIALS	STAFFING	% FTE	ANNUAL SALARY	TOTAL FUNDING	Benefit Rate Per Staff	Actual Benefit Amount Per Staff	MCF per staff from Budget Detail Column (6)	Description of Expens
						Note: You may choose to allocate fringe benfits using an average percentage for all staff or provide a... not use both options. If you choose to allocate the benefit rate per staff person, input information fo... Per Staff" Column on this page. If you choose this option it will override any percentage that is show... the Personnel Detail Page from the budget tab.			
1	AD	Contract Mgr.	100.00%	58,000	58,000			75.00%	
2	DD	Contract Mgr.	50.00%	29,000	14,500			60.00%	
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									

Budget \ **J-Pers** \ J-Oper \ J-EQUIP \ J-Other \ Q1 Inv \ Q2 Inv \ Q3 Inv \ Q4 Inv \ Sup Inv \ Fund Rec \ Notes

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Type a question for help

E1

DESCRIPTION OF EXPENSE WORKSHEET
EQUIPMENT EXPENDITURES

Program:	Information and Education Program
Agency:	0
Agreement No.:	0
Fiscal Year:	2007 - 2008

TOTAL EQUIPMENT EXPENDITURES	1,000

When equipment costs are budgeted the total costs will automatically transfer from this justification page to the budget summary page. All costs will default to the unmatched SGF funding column. The matched portion will need to be manually shifted to the matched funding columns. NOTE: Each item of equipment must be displayed on its own individual line.

Description of Expense for equipment	Amount Budgeted
Desktop Computer	1,000

Budget / J-Pers / J-Oper \ J-EQUIP / J-Other / Q1 Inv / Q2 Inv / Q3 Inv / Q4 Inv / Sup Inv / Fund

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M21

DESCRIPTION OF EXPENSE WORKSHEET
OTHER COSTS

Program: Information and Education Program
Agency: Amber's Agency
Agreement No.: 03-03777
Fiscal Year: 2007 - 2008

Subcontracts	Amount Budgeted	Description of Expense for Subcontractors
1 Marty's Media	200	
2		
3		
4		
5		
6		
7		
8		

Other Charges	"X" this column if the Other Charges Expense Line is **Unmatched	Description of Expense for Other Charges
1 Food	100	X
2		
3		

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Type a question for help

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S62

| | INVOICE SUMMARY PAGE | FY: | 2007 - 2008 | | | | | | | | | | | % Personnel Matched | | | |

INVOICE SUMMARY PAGE   FY: 2007 - 2008

% Personnel Matched

Invoice No: 1   Inv. Period: July 1 through Sept. 30

Program: Information and Education Program
Agency: Amber's Agency
Agreement No.:   03-03777

		UNMATCHED FUNDING				MATCHED FUNDING (50/50)			
			I&E-SGF		AGENCY		I&E-M		AGENCY-M	
EXPENSE CATEGORY	(1) TOTAL FUNDING		(2) % State General Funds	(3) % Local Revenue	(4) % Combined Fed/State	(5) % Combined Fed/Agency

EXPENSE CATEGORY	(1) TOTAL FUNDING		(2) %	State General Funds	(3) %	Local Revenue	(4) %	Combined Fed/State	(5) %	Combined Fed/Agency		
I) PERSONNEL												
II) OPERATING EXPENSES												
III) EQUIPMENT (HAS 1203 is submitted w/inv.)												
IV) OTHER COSTS												
V) INDIRECT COSTS (15% MAX)												
TOTALS*												

Use this total when requesting reimbursement for this invoice.
This is the maximum amount payable from State and Federal sources.

* These amounts contain local revenue submitted for information and matching purposes. OFP does not reimburse Agency contributions.

AS THE PROJECT DIRECTOR FOR THIS AGENCY, I CERTIFY THAT I HAVE SEEN AND REVIEWED
THIS INVOICE FOR COMPLIANCE WITH OFP ADMINISTRATIVE AND PROGRAM POLICIES.

AS THE FISCAL AGENT FOR THIS AGENCY, I CERTIFY THAT THIS INVOI
AND THAT THOSE SALARIES AND WAGES FOR STAFF FUNDED IN WHO
TITLE XIX FUNDS ARE BASED ENTIRELY ON TIME-STUDY DOCUMENTS

AGENCY'S PROJECT DIRECTOR'S SIGNATURE   DATE   AGENCY'S FISCAL AGENT'S SIGNATURE   DATE

State Use Only

			I&E-SGF			I&E-M	AGENCY-M	
I) PERSONNEL								
II) OPERATING COSTS								
III) EQUIPMENT								

Budget / J-Pers / J-Oper / J-EQUIP / J-Other \ **Q1 Inv** / Q2 Inv / Q3 Inv / Q4 Inv / Sup Inv / Fund Rec / Notes /

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K44   =SUM(K38:K43)

INVOICE RECONCILIATION SUMMARY TABLE

FY: 2007 – 2008

	Program: Information and Education Program					UNMATCHED FUNDING						MATCHED FUNDING (50/50)								
	Agency: Amber's Agency						I&E-SGF		AGENCY				I&E-M			AGENCY-M				
	Agreement No.: 03-03777	(1) % Remaining Funding	TOTAL REMAINING FUNDING			(2) % Remaining SGF	Remaining SGF	(3) % Remaining Agency	Remaining Agency	(4) % Remaining Fed/State	Remaining Fed/State	(5) % Remaining Fed/Agency	Remaining Fed/Agency							
EXPENSE CATEGORY																				
(I)	PERSONNEL	99.95%	90,581				30,768		0		56,188		3,625				0			
(II)	OPERATING EXPENSES	100.00%	600				225		0		375		0				0			
(III)	EQUIPMENT	100.00%	1,000				400		0		600		0				0			
(IV)	OTHER COSTS	100.00%	300				180		0		120		0				0			
(V)	INDIRECT COSTS	100.00%	13,534				4,622		0		8,372		0				0			
	TOTALS*	99.96%	106,075			99.88%	36,195		0	100.00%	66,255	100.00%	3,625				0			

Invoice Reconciliation Table

		(1) % Remaining Funding	TOTAL FUNDING			(2) % Remaining SGF	Remaining SGF	(3) % Remaining Agency	Remaining Agency	(4) % Remaining Fed/State	Remaining Fed/State	(5) % Remaining Fed/Agency	Remaining Fed/Agency						

(I) PERSONNEL

						UNMATCHED FUNDING						MATCHED FUNDING (50/50)					
							I&E-SGF		AGENCY				I&E-M			AGENCY-M	
	Budget	100%	90,626			100%	30,813		0	100%	56,188	100%	3,625				
	1st Qtr	0%	0			0%	0		0	0%	0	0%	0				
	2nd Qtr	0%	0			0%	0		0	0%	0	0%	0				
	3rd Qtr	0%	0			0%	0		0	0%	0	0%	0				
	4th Qtr	0%	0			0%	0		0	0%	0	0%	0				
	Supp	0%	0			0%	0		0	0%	0	0%	0				
Adjustments/Corrections			45				45.00										
Total Expended Funds		0.05%	45			0.15%	45		0	0.00%	0	0.00%	0				
Balance of Available Funds*		99.95%	90,581			99.85%	30,768		0	100.00%	56,188	100.00%	3,625				

(II) OPERATING EXPENSE

						UNMATCHED FUNDING						MATCHED FUNDING (50/50)					
							I&E-SGF		AGENCY				I&E-M			AGENCY-M	
	Budget	100%	600			100%	225		0	100%	375	100%	0				
	1st Qtr	0%	0			0%	0		0	0%	0	0%	0				
	2nd Qtr	0%	0			0%	0		0	0%	0	0%	0				
	3rd Qtr	0%	0			0%	0		0	0%	0	0%	0				
	4th Qtr	0%	0			0%	0		0	0%	0	0%	0				

Budget / J-Pers / J-Oper / J-EQUIP / J-Other / Q1 Inv / Q2 Inv / Q3 Inv / Q4 Inv / Sup Inv / **Fund Rec** / Notes /

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Agency:	Amber's Agency
Agreement:	03-03777
FY:	2007 - 2008
Program:	Information and Education Program

NOTES PAGE

This Section is for OFP or Agency staff to document problems, questions, or other information.

Note No.	Initials	Date	Note
1			
2			
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Budget / J-Pers / J-Oper / J-EQUIP / J-Other / Q1 Inv / Q2 Inv / Q3 Inv / Q4 Inv / Sup Inv / Fund Rec \ Notes /

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Q & A Session