**Instructions for Completing the Budget Narrative**

The Budget Narrative is the justification of ‘how’ and/or ‘why’ a line item helps to meet the program deliverables. A detailed budget narrative should accompany all FS 10Fs and FS 10As.

**Code 15: Professional Salaries:**

Include only staff that are employees of the agency. Do not include consultants or per diem staff.  Do not include central administrative staff that are considered to be indirect costs, e.g., business office staff. One full-time equivalent (FTE) equals one person working an entire week for each week of the project.  Express partial FTE's in decimals, e.g., a teacher working one day per week equal .2 FTE.

*Example:*

*Two .50 FTE Program Assistants will work directly with SS-ECHS students to support their academic success. They meet with students individually to review their academic plan and set goals, they plan workshops and college tours and ensure students are getting the support they need (i.e. tutoring, personal counseling, etc.). The pro-rated salary for each Program Assistant is ($25,500 x 2 = $51,000).*

**Code 16: Support Staff Salaries:**

Include salaries for teacher aides, secretarial and clerical assistance, and for personnel in pupil transportation and building operation and maintenance. Do not include administrative staff that are considered to be indirect costs, e.g., account clerks.

*Example:*

*A .10 FTE Clerical Clerk will help with course registration, data collection and processing, mid/annual reports ($3,500).*

**Code 40: Purchased Services:**

Identify the type of expenditure by general category (i.e., consultants, rentals, tuition, printing, communications, and other contractual services).

Purchased Services from a BOCES, if other than the applicant agency, should ***not*** be budgeted under this expenditure category.  Use Purchased Services with BOCES, Code 49.

*Examples:*

*The Project Coordinator is employed by ABC School District and oversees the implementation, recruitment, project development, and day-to-day operations to ensure project deliverables including vetting and hiring professional and support staff; procuring supplies to support instruction, compiling, and maintaining student data, reporting, and liaison to SED. Project Coordinator salary and fringe reimbursement to ABC School District is $44,100.*

*Student transportation services to and from the College for Summer Program through ACME Busing (30 trips x $365/trip = $10,950).*

*Tuition for Smart Scholar students* taking college courses (50 students x $180 x three and 45 students x $180 x four courses = $59,400.)

*Student Workshops provided by Always Achieving Awesomeness (AAA). AAA provides innovative and engaging workshops targeting 21st Century skills that all students need to achieve success in the classroom and beyond. AAA will provide four workshops covering topics including Effective Communication, Collaboration, Citizenship ($1,000/workshop x four = $4,000).*

**Code 45: Supplies and Materials:**

Identify the type of supplies or materials by general category (i.e., instructional, office, books, computer software, and items of equipment with a unit cost less than $5,000).

*Examples:*

*Requesting funds for student supplies related to college-level high school courses, for example, calculators and academic planners ($30 x 100 students), supplies related to administering the program like course guides, etc. ($100/month x 12 months) and college textbooks ($150 x 100 students). $16,500*

*Chromebook carrying cases for students attending college courses on campus ($27 x 100 = $2,700) purchased through ABC Marketing.*

**Code 46: Travel Expenses:**

Identify purpose of travel (i.e., student transportation, staff travel between instructional sites, student field trips – if specifically allowed by the grant, etc.) and the proposed expenditure.

Include travel expenses for conference costs, out-of-state travel and costs for staff development programs, if allowable expenditures.

*Example:*

*Travel for three ECHS staff and four ECHS team teachers to attend two in-person Professional Development opportunities throughout the year ($100/person x 7 people x two =**$700).*

*Cost of two Summer College Trips for Rising Juniors & Seniors (Charter Bus $1,800 x two) and (Lunch for Students $10/student x 50 students x two trips). $4,100*

**Code 80: Employee Benefits:**

Agencies may choose to calculate the proposed Employee Benefits using their agency’s Fringe Benefits (FB) rate or itemizing the specific benefits. The FB Rate for project personnel must be the same as those used for other agency personnel. Only the Employee Benefits, which are attributable to the professional and support staff identified in Codes 15 and 16 may be included in this section.

*Social Security at a rate of 7.65% for all employees’ total salaries $54,500 = $4,169.*

*New York State Employees Retirement System at a rate of 21% for all employees’ total salary $54,500 = $11,445.*

*Health Insurance for employees’ salary totaling $51,000 = $11,500.*

**Code 90: Indirect Cost (IC):**

Refer to the [Fiscal Guidelines](https://www.oms.nysed.gov/cafe/guidance/) on NYSED’s Grants Finance webpage for further instructions regarding Modified Direct Cost Base and the Approved Restricted Indirect Cost Rate.

*Example:*

|  |  |
| --- | --- |
| INDIRECT COST |  |
| A. Modified Direct Cost Base – Sum of all preceding totals (codes 15, 16, 40, 45, 46 and 80) and excludes the portion of each subcontract exceeding $25,000 and any flow through funds. | *$142,564.* |
| B. Approved Restricted Indirect Cost Rate | *8%* |
| C. (A) x (B) = Total Indirect Cost (transfer to FS-20) | *$11,405* |
| For your information, maximum direct cost base = |  |
| To calculate Modified Direct Cost Base, reduce maximum direct cost base by the portion of each subcontract exceeding $25,000 and any flow through funds. |  |

**Code 49: BOCES Service:**

Describe the services to be purchased, the name of the BOCES and the proposed amount.

**Code 30: Minor Remodeling:**

Allowable costs include salaries, associated employee benefits, purchased services, and supplies and materials related to alterations to existing sites.

**Code 20: Equipment:**

All equipment to be purchased in support of this project with a unit cost of $5,000 or more should be itemized in this category.  Equipment items under $5,000 should be budgeted and justified under Supplies and Materials, Code 45.  Repairs of equipment should be budgeted under Purchased Services, Code 40. Prior approval is required for all equipment purchases; see Fiscal Guidelines for additional information.