

Attachment # 14

Budget Samples and Forms/Sources and Uses Statement

**SAMPLE BUDGET SUMMARY
FOR NON-CONSTRUCTION RELATED PROJECTS**

NAME OF AGENCY, INC.
ABC PROGRAMMING

CDBG

SUMMARY BUDGET

CATEGORIES	Non-PHCD	CDBG	TOTAL ALL SOURCES
I. PERSONNEL	119,236	23,169	\$ 142,405
II. CONTRACTUAL SERVICES	9,500	9,500	\$ 19,000
III. OPERATING SERVICES	6,750	6,750	\$ 13,500
IV. COMMODITIES	800	800	\$ 1,600
V. CAPITAL OUTLAY	0	0	\$ 0
TOTAL BUDGET	\$136,286	\$40,219	\$176,505

OTHER FUNDING SOURCES (Non-PHCD):

ABC Grant	\$50,000
BL Grant	\$86,286
Total	\$136,286

SAMPLE BUDGET FOR NON-CONSTRUCTION RELATED PROJECTS

AGENCY NAME, INC. [PROJECT NAME] CDBG

DETAIL BUDGET

	PP	Non PHCD	PHCD	TOTAL PHCD	TOTAL ALL SOURCES
04010 PERSONNEL - Employee					
Regular - Salaries			Bi-Weekly		
Executive Director	26	38,000	0	0	\$38,000
Deputy Director	26	47,000	0	0	\$47,000
Case Manager	26	12,500	480.77	12,500	\$25,000
Tutor	26	8,000	307.69	8,000	\$16,000
Subtotal Salaries		105,500	788.46	20,500	\$126,000

04010 Fringe Benefits					
Fica: 11,000 x .0620 = 628 x 100%		6,541	48.88	1,271	\$7,812
Mica: 11,000 x .0145 =160		1,530	11.43	297	\$1,827
Worker's Compensation		5,665	42.34	1,101	\$6,766
Subtotal Fringe		13,736	102.66	2,669	\$16,405
Total Personnel		119,236	891.12	23,169	\$142,405

Contractual Services					
21011 External Audit		2,000	0.00	2,000	\$4,000
21020 Accounting Services		0	0.00	0	\$0.00
21030 Other Professional Svc.		0	0.00	0.00	\$0.00
22350 Bottled Water		0	0.00	0	\$0.00
25330 Rent Copier		1,500	0.00	1,500	\$3,000
25511 Building Rental		6,000	0.00	6,000	\$12,000
Total Contractual		9,500	0.00	9,500	\$19,000

Operating Expense					
22010 Electrical Services		2,000	0.00	2,000	\$4,000
23210 General Liability Insurance		1,500	0.00	1,500	\$3,000
23220 Automobile Liability Insurance		1,250	0.00	1,250	\$2,500
31011 Telephone Regular		1,250	0.00	1,250	\$2,500
31011 Telephone Long Distance		150	0.00	150	\$300
31610 Postage		600	0.00	600	\$1,200
31420 Advertising Radio		0.00	0.00	0.00	\$0.00
Total Operating Expense		6,750	0.00	6,750	\$13,500

Commodities					
31510 Outside Printing		400	0.00	400	\$800
95020 Computer Purchase		0	0.00	0	\$0.00
47010 Office Supplies/Outside Vendors		400	0.00	400	\$800
Total Commodities		800	0.00	800	\$1,600

Capital Outlay					
		0.00	0.00	0.00	0.00
Total Capital Outlay		0.00	0.00	0.00	0.00

TOTAL BUDGET		\$136,286	0.00	\$40,219	\$176,505
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List of all other funding sources and corresponding amounts as indicated below:

ABC Grant	\$50,000
BL Grant	\$86,286
Total	\$136,286

SAMPLE CONSTRUCTION BUDGET FOR HOME OR CDBG FUNDS

HOME or CDBG INDEX CODE: # _____

BUDGET SUMMARY

MAJOR CATEGORIES:	HOME or CDBG	NON-PHCD	TOTAL FUNDING
1. Personnel Services	\$0	\$24,960	\$24,960
2. Contractual Services	\$70,000	\$3,600	\$73,600
3. Operating Expenses	\$0	\$8,400	\$8,400
4. Commodities	\$0	\$18,400	\$18,400
5. Capital Outlay	\$130,000	\$5,000	\$135,000
TOTALS	\$200,000	\$60,360	\$260,360

OTHER FUNDING SOURCES (Non- PHCD)

ABC Grant	\$30,000
First Bank Loan	\$30,360
Total	\$60,360

HOME/CHDO

CHDO INDEX#

HOME INDEX#

BUDGET SUMMARY

MAJOR CATEGORIES:	CHDO	HOME	NON-OCED	TOTAL HOME/CHDO
1. Personnel Services	\$40,000	\$0	\$24,960	\$40,000
2. Contractual Services	\$0	\$70,000	\$3,600	\$70,000
3. Operating Expenses	\$0	\$0	\$8,400	\$0
4. Commodities	\$0	\$0	\$18,400	\$0
5. Capital Outlay	\$0	\$130,000	\$5,000	\$130,000
TOTALS	\$40,000	\$200,000	\$60,360	\$240,000

HOME SAMPLE BUDGET

Agency Name

<u>DESCRIPTION</u>	<u>HOME AMT</u>	<u>CHDO HOME AMT</u>	<u>OTHER AMT</u>	<u>TOTAL AMT</u>
01 Personnel				
Executive Director	\$0	\$32,308	\$23,077	\$55,385
Housing Assistant	\$0	\$3,846	\$0	\$3,846
FICA	\$0	\$3,846	\$1,883	\$5,729
20 Contractual Services				
Audit External (2003 & 2004)	\$10,000	\$0	\$0	\$10,000
Accounting Services	\$0	\$0	\$3,600	\$3,600
General Liability Insurance	\$3,000	\$0	\$0	\$3,000
Title Insurance	\$5,000	\$0	\$0	\$5,000
Construction Manager (Consultant)	\$25,000	\$0	\$0	\$25,000
Appraisal & Surveying Services	\$7,000	\$0	\$0	\$7,000
Property Maintenance	\$5,000	\$0	\$0	\$5,000
Attorney's Fees	\$5,000	\$0	\$0	\$5,000
Marketing	\$10,000	\$0	\$0	\$10,000
30 Operating Expenses				
Electric/Telephone	\$0	\$0	\$7,400	\$7,400
Water & Sewer Services	\$0	\$0	\$1,000	\$1,000
40 Commodities				
Office Supplies	\$0	\$0	\$1,400	\$1,400
Office Equipment	\$0	\$0	\$5,000	\$5,000
Rent	\$0	\$0	\$12,000	\$12,000
90 Capital Outlay				
Purchase Price of Land	\$75,000	\$0	\$0	\$75,000
Environmental	\$5,000	\$0	\$0	\$5,000
Property Taxes	\$0	\$0	\$5,000	\$5,000
Building Permits	\$10,000	\$0	\$0	\$10,000
Architect Fees	\$10,000	\$0	\$0	\$10,000
Impact Fees	\$20,000	\$0	\$0	\$20,000
TOTAL	\$200,000	\$40,000	\$60,360	\$300,360