

Attachment 1A

Budget Expenditure Requirements and Guidance

The following guidance must be followed in developing the program budget.

Program Costs:

A program cost can be within any budget category of the contract, but it is considered a cost that is directly related to the services provided under the contract. Program costs include the expenses required to ensure the program is organized and running as planned to provide an enjoyable session for children.

For after-school contracts, this may include the cost for supplies used in running the program, in addition to the cost for the staff who coordinate program planning as well as the staff who work directly with students to facilitate activities or assist with homework.

Sample Program Costs:

Personnel Costs –

- a. Salary and benefit costs for personnel providing program services

Supply/Equipment/Other Costs -

- a. Program Supplies/Equipment
- b. Postage for program materials
- c. Travel related to program services/staff training
- d. Staff background checks
- e. Program space & maintenance costs
- f. Transportation of youth to enable program attendance

Sample Duties -

- a. Provide student activities
- b. Is counted towards student to staff ratio
- c. Curriculum development/lesson planning
- d. Conduct community/parent outreach activities
- e. Case management/ coordinating with school staff and parents to ensure linkages with curriculum and address student needs such as: behavioral issues, speech therapy, English Language Learning, social-emotional issues, accommodations, etc.
- f. Coordination with community partners
- g. Provide classroom support for breaks/ in-classroom supervision
- h. Program setup and clean up
- i. Plans/develops program activities
- j. Provides student supports
- k. Direct care staff development/hands-on training
- l. Parent engagement activities
- m. Monitor student arrival and departures, take attendance
- n. Program staff planning and debrief on issues/problems
- o. Attend SACC and Program Activity or Instructional Trainings

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Administrative Costs:

Administrative costs are generally defined as those not directly related to the provision of services to clients.

Sample Administrative Duties/Costs:

- a. Preparing program performance target reports
- b. Purchasing supplies
- c. Bookkeeping/Accounting
- d. Hiring staff & HR functions
- e. Staff discipline
- f. Managing timecards
- g. Management of enrollment data
- h. Completing data entry
- i. Completing contract reporting/claims
- j. Auditing
- k. Management of property
- l. Preparing reports/data monitoring
- m. Traveling for administrative functions