



FIRST 5 FRESNO COUNTY

Budget Workshop

Presented by:

Michael Shubin
Finance Officer



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Handouts



- Agenda
- 08/09 Budget Form
- Operational Budget Line Item Definitions
- Financial Guidelines



Training Outline

- Cost Price Analysis and Justification
- Explanation of Budget Line Items
- Filling out the Budget
- Submission Requirements
- Questions



Cost Price Analysis

Provide a written explanation and justification for each line-item that is being proposed in the budget. The justification must explain:

- 1) how the cost or price proposed was estimated and
- 2) how the amounts were allocated to the cost categories. Please include this information in the blank area below each line item.



cont. Cost Price Analysis

The cost/price analysis **narrative must be included** in your proposed budget to determine whether the costs in the budget are:

- 1) Reasonable
- 2) Necessary
- 3) Allowable
- 4) Allocable



Budget Line Items

- I. Personnel
- II. Operating Expenses
- III. Program Expenses
- IV. Professional Services
- V. Capital Expenditures
- VI. Equipment
- VII. Indirect





I. Personnel

a) Salaries

b) Benefits

c) Taxes





I. a. Salaries

- **Title:** List all Prop 10 funded positions that will be charged to the contract.
- **FTE:** Indicate the percentage of time that the position is charged to the contract.
- **Amount:** Indicate the total amount of salary that will be charged for each position to the contract.



I. b. Benefits

Include medical, dental, vision, 401K, etc. For each category, include a detailed cost price analysis as to how the benefits are calculated.



I. c. Taxes

Include FICA, SUI, FUI (if applicable), and worker's compensation

- **FICA** rate is currently at 7.65%.
- **SUI** should be calculated on the first \$7,000 per calendar year, per individual.
- **Worker's Compensation**, indicate the rate for each group of employees.



II. Operating Expenses

- a) Facilities Costs
- b) Operational Supplies
- c) Training/Travel
- d) Misc. Charges



II. a. Facilities Costs

- **Building Rent:** Indicate the location, number of square feet, cents per square foot and amount per month. Calculate the amount per month by the number of months in fiscal period. Multiply the total amount by the percentage charged to the contract.
- **Maintenance:** Indicate the location, the amount, and the percent charged to this contract.
- **Utilities and Telephone:** Indicate the location, amount charged per month and total amount for utilities and percent charged to the contract.



II. b. Operational/Supplies

Includes expenses such as leases, equipment maintenance, office supplies, printing, advertising, etc. Indicate and explain each type of expense and provide calculation where applicable.



II. c. Training/Travel

- Include local and out of town travel, and conferences. Travel costs are the expenses for transportation, lodging, and related items incurred by employees who are in travel status on official business of the organization. Travel costs are allowable when they are directly attributable to specific work under an award or are incurred in the normal course of administration of the organization.
- Such cost may be charge on an actual basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used results in charges consistent with those normally allowed by the organization in its regular operations.
- Provide explanation/justification and how these costs benefit the program.



II. d. Miscellaneous Charges

- Consists of bank charges, insurance, audit, etc. Each service provider is required to have adequate insurance per their contract. Each SP must also submit an annual independently audited financial statement to Commission within one hundred twenty (120) days of Contractor's fiscal year-end or for the program of services funded pursuant to this Agreement.
- Explain these costs delineated or by methodology of allocation, and include the calculations where applicable.



III. Program Expenses

- Specific items or expenses that benefit the participants. Participant costs are direct costs for items such as stipends or incentives, travel and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, or training projects. These costs are allowable with the approval of the Commission.
- Include calculation of (number of participants x average cost = total cost)



III. Program Expenses

- Incentives/Stipends
- Transportation
- Training/Conferences
- Materials and Supplies
- Workshops and Meetings



Program Expenses

- Incentives/Stipends – related to goal of the activity, based on First 5 incentive policy
- Transportation – any transportation costs for participants, such as bus tokens, vans
- Training/Conferences – for participants only not staff, offsite local conferences, registration fee
- Materials and Supplies – supplies used for participants to complete activities, home visitations
- Workshops and Meetings – onsite workshops and meeting for participants
- Support Groups – ongoing onsite meetings to help support the participants



IV. Professional Services

- Provide a detailed explanation of all professional services considered on this line item and how they are to support the program or staff (include calculation where applicable, hourly rate x number of hours = total annual cost). Any services exceeding \$5,000 must have attached a budget and narrative delineating services.
- Costs of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and who are not officers or employees of the organization, are allowable based on the following:



Professional Services Cont.

1. The nature and scope of the service rendered in relation to the service required.
2. The necessity of contracting for the service, considering the organization's capability in a particular area.
3. Whether the service can be performed more economically by direct employment rather than contracting.
4. The qualifications of the individual or concern rendering the service and the customary fees charged.
5. Adequacy of the contractual agreement for the service (e.g. description of the service estimate of time required, rate of compensation, and termination provisions).



V. Capital Expenditures

Capital expenditures are tangible assets that exceed \$5,000 per unit or aggregation of the same units. A detailed explanation of the capital requested, how it will be used and why it is necessary for the provision of service is required. Also, include the calculations where applicable. All capital expenditures must be approved by the Commission.



VI. Equipment

“Equipment” means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or less than \$5,000. A detail of costs and how they will support/benefit the program is required. Also include the calculations where applicable.



VII. Indirect

- Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective.
- Calculation: $\text{Indirect} = (\text{Program Totals} - \text{Equipment \& Capital}) \times \text{Percentage of Indirect}$. Whether or not the professional service line item is included in the calculation is determined by the Commission on a case by case basis.
- Explain these costs, how they will support/benefit the program, and how the percentage was determined.



Deadlines

- Budgets are to be submitted annually
(July 1 – 15, 2008)
- Revisions may be submitted semi-annually
(December 15, 2008)



Questions





FIRST 5 FRESNO COUNTY

Financial Reporting Training

Presented by: Michael Shubin
Finance Officer



Handouts

- Agenda
- Financial Status Report
- Instructions
- Financial Guidelines





Training Outline

- Explanation of the Report
- Overview of the categorical line items
- Filling out the Report
- Submission Requirements
- Questions



Introduction

Financial Status Report is a one page financial report that reflects six months of expenditures. The report is required for any reimbursement and future advances. The report summarizes six months of expenses, carry over, advances, requests for reimbursements, and amount to be carried forward into the next quarter.



Financial Status Report

1. Services Provider Information
2. Agreement Summary
3. Reporting Information
4. Financial Summary
5. Leveraged/In-kind Value
6. Operational Budget
7. Approved Budget Amount
8. Expenditures
9. Y-T-D Summary
10. Signatures



Service Provider Information

- Contract Number
- Agency Name
- Project Name
- Mailing Address (Please note that this is where the check is going to be mailed to.)
- Phone Number (Please note that this is the number that will be called regarding any financial questions).
- Email Address



Agreement Summary

- Total Agreement Amount – per contract
- Start Date – per contract
- End Date – per contract



Reporting Information

- Period Ending – End of the quarter/semi-annual period that is being reported.
- Fiscal Year – ex. 07/08, 08/09, etc.
- Quarter/s – ex. 1st , 2nd , 3rd , 4th



Financial Information

- Total Approved Fiscal Year Amount
- Cash Received Year-To-Date
- Total Y-T-D Expenditures
- Cash on Hand and/or Balance Due



Approved Budget Amount

Approved Fiscal Year budget that has been approved by the Commission.



Leveraging/In-Kind Value

Leveraging: Non-Prop 10 funds utilized in support of the program supplementing the First 5 funds. Money that is leveraged/obtained due to Prop 10 funds.

In-Kind: Additional resources and/or dollars that are directly supporting the project at no cost to the project.



Expenditures

Monthly Reporting

Report expenditures by month by line item for the reporting period.

Y-T-D Summary

Automatically summarizes the monthly expenditures to the budgeted amount.



Filling Out The Report

[08/09 Semi Annual Financial Report 2.xls](#)



Acceptable Back-up Documentation

- General Ledger Report
- Budget Register Report
- Transaction/Activity Report
- Include Actual Invoices and/or Receipts along with these reports



08/09 Financial Report Deadlines

1 st Quarter Report	October 30, 2008
2 nd Quarter Report	January 30, 2009
3 rd Quarter Report	April 30, 2009
4 th Quarter Report	July 30, 2009



Questions

