

## INSTRUCTIONS FOR COMPLETING DHS BUDGET FORMS

The DHS Budget Forms in this Contract Manual are for a full annual budget of the Contractor's entire organization. If the Contractor receives more the 10 % of their total annual revenue from DHS contracts, they must complete the budget forms with all revenue and expenditures of the organization listed. The Contractor may complete a partial budget consisting of only the contract amount when the total funds expected from DHS represents 10% or less of the organization's total revenues. The Division's MSC should review budgets for accuracy, prior to the contract/amendment being sent to BCM.

This budget format does not have to be used if a Contractor's computer program printout includes the same required information.

### **PAGE 1: PROJECTED REVENUE:**

This section requires the Contractor to disclose all of the sources of revenue for the coming year.

#### 1. **COLUMN A - REVENUE SOURCES:**

The first column lists the most common sources of revenue for most Contractors. The sources listed should be self-explanatory, but may not be all-inclusive. The Contractor will need to add the specific funding source under each type of revenue source listed.

#### 2. **COLUMN B - TOTAL REVENUES:**

The second column is used to list the total dollar amount of each of the revenue sources.

- a. Line 1 List the total dollar amount of the Contract. This dollar amount must match the dollar amount in Section A #5 of the Contract.
- b. Line 2 List the total dollar amount of all contracts that the Contractor has with this same Division or Office of DHS.
- c. Line 3 List the total dollar amounts of all other contracts with other agencies in DHS.
- d. Line 4 List the total dollar amount of all contracts with the State of Utah.
- e. Line 5 List the total dollar amount for all contracts with cities within Utah.
- f. Line 6 List the total dollar amount for all contracts with counties within Utah.

- g. Line 7 List the total dollar amount for all contracts with Associations of Governments (AOG) within Utah.
  - h. Line 8 List the total dollar amount received from Federal Block Grants.
  - i. Line 9 List the total dollar amount received from all other Federal Programs or grants.
  - j. Line 10 List the total dollar amount received from collections and fees from clients.
  - k. Line 11, 12 and 13 List the total dollar amount expected from contributions and donations (United Way, private organizations, churches or individuals).
  - l. Line 14 List the total dollar amount expected from fund raising activities.
  - m. Line 15 List the total dollar amount of any excess funds expected from the previous year's operations.
  - n. Line 16 is for any other miscellaneous source of funds not listed above.
  - o. Line 17 is the contractor's total revenues and is the total of lines 1 through 16.
3. **COLUMNS C THROUGH H – FUNCTIONAL REVENUE CENTERS:**  
The revenue amount is allocated on each line into the various programs that are operated by the Contractor. Programs refer to the major services offered by the Contractor such as residential, day care, crisis nursery, outreach, counseling, Foster care, etc. Some revenues are designated totally for only one program, while other revenues are divided into more than one program. These columns do not apply if a contractor operates only one program. Some Contractors may need more than six columns to include all programs. The total amount of these columns added together must be the same as the total amount of column B.
4. **COLUMN I - PRIOR YEAR'S REVENUES:**  
This column lists the revenues received for the previous year. Some figures included in this column may be expected revenues because the previous year has not ended at the time this budget is prepared for contract processing.

**PAGE 2: PROJECTED ADMINISTRATIVE EXPENSES AND CAPITAL EXPENDITURES:**

This section requires the Contractor to describe the expenses allocated for administrative costs and capital expenditures.

**CATEGORY 1 - ADMINISTRATIVE EXPENSES:**

1. **COLUMN A – ADMINISTRATIVE EXPENSES:**  
Lines 1 through 12: This is a list of the usual costs allocated to administrative expenses.
2. **COLUMN B - TOTAL EXPENSES:**
  - a. Line 1: List the total dollar amount of salary expenses allocated to administrative costs. This is the amount listed on the Totals Line, page 7, column D of the Salary Schedule.
  - b. Lines 2 through 12: List the total dollar amount for each expense category that is allocated to administrative costs.
  - c. Line 13: List the total dollar amount of all administrative expenses listed on lines 1 through 12.
3. **COLUMNS C THROUGH H - FUNCTIONAL EXPENSE CENTERS:**  
Allocate the expense amount on each line into the various programs that are operated by the Contractor. The programs are the same as page one under “functional revenue centers.” The totals of these columns (line 13) must be the same as the total amount of Column B, line 13 for total administrative expenses.
4. **COLUMN I – THIS CONTRACT EXPENSES:**  
This column is for the allocation of expenses of the total dollar amount of the Contract as listed in Section A #5 of the contract, and on line page 1, line 1, column B “Total Revenues” of this Budget. How the dollar amounts are allocated for administrative expenses are described in detail on page 5 “Budget Justification”.
5. **COLUMN J - PRIOR YEAR CONTRACT EXPENSES:**  
The Contract expenses for the previous year are entered here for comparison purposes. The comparison of the Contractor’s budget and their financial report will be part of the review to determine the completeness and accuracy of the budget presentation. If the Contractor did not have this contract the prior year leave the column blank.

**CATEGORY II – CAPITAL EXPENDITURES:**

1. **COLUMN A - EQUIPMENT COSTING \$5,000 OR MORE OR AS DETERMINED FOR FINANCIAL REPORTING PURPOSES:**  
Line 14: This is a description of those items classified by the Contractor as capital expenditures such as buildings, leasehold improvements, computer

equipment, vehicles, furniture, etc that usually have a life of over 1 year. This category can include as capital expenditures costs determined by the Contractor's accounting guidelines or by DHS guidelines of any single item costing \$5,000 or more.

2. **COLUMN B - TOTAL EXPENSES:**

- a. Line 14: List the total dollar amount of the separate capital expenditures listed in Column A.
- b. Line 15: List the total dollar amount of all the listed capital expenditures.

3. **COLUMNS C THROUGH H - FUNCTIONAL EXPENSE CENTERS:**

- a. The Contractor must allocate the expense amount on each line into the various programs they operate. The programs are the same as designated on page 1 under "functional revenue centers".
- b. The totals of these columns (line 15) added together must be the same as the total amount of Column B, line 15 for total capital expenditures.

4. **COLUMN I - THIS CONTRACT EXPENSES:**

This column is for the allocation of capital expenditures to the contracted amount as listed on Section A #5 of the Contract. The method of allocation (how the amounts allocated to the contracted capital expenditures were determined) is reported on page 5 of the "Budget Justification."

5. **COLUMN J - PRIOR YEAR CONTRACT EXPENSES:**

The contract expenses for the previous year are entered for comparison purposes. Comparison of the budget to the contractor's financial report will be part of the review to determine the completeness and accuracy of the budget presentation. If the Contractor did not have this contract the prior year leave the column blank.

**PAGE 3 AND 4: CATEGORY III PROGRAM EXPENSES:**

The Contractor needs to list the budgeted program expenses on pages 3 and 4. They are broken down by types of expenses (Column A) and the types of programs delivered by the Contractor.

**PAGE 3 AND 4: CATEGORY III PROGRAM EXPENSES (cont.):****1. COLUMN A - PROGRAM EXPENSES:**

Lines 1 through 7 and 9 through 14: This is a list of the usual expenses associated with program costs with the specific sub categories under each expense.

**2. COLUMN B - TOTAL EXPENSES:**

- a. Line 1: List the total dollar amount of salary expense allocated to programs as reported on the Salary Schedule on the Totals Line on page 7, column F "Total Program Salary."
- b. Lines 2 through 7 and 9 through 14: List the total dollar amount allocated to each program expense.
- c. Lines 8 and 15 "Subtotals": Subtotal column B on page 3 and put the total on line 8. Subtotal column B on page 4 and put the total on line 15.
- d. Line 16: Total the dollar amount of each program listed in the "Functional Expense Centers" by adding the subtotal figures on Line 8 and 15.
- e. Line 17: List the total dollar amount of the three major expense categories: Administration Expenses, Capital Expenditures, and Program Expenses by adding the total figures from page 2, lines 13 and 15 and from page 4, line 16. This total amount must be the same as the total amount of the "Total Revenue" on page 1, column B, line 17.

**3. COLUMNS C THROUGH H - FUNCTIONAL EXPENSE CENTERS:**

- a. Lines 1 through 7 and 9 through 14: The Contractor needs to allocate the expense amount on each line into the various programs that they operate. The totals of these columns added together must be the same as the total amount of Column B, Line 16 "Total Program Expenses".
- b. The programs are the same as designated on page 1 under "functional revenue centers." The total amount of each column must be the same as the total of the corresponding revenue column. For instance, if Column C on page 1 of the revenue page is titled "residential", then Column C on pages 2, 3, and 4 is also titled "residential" and the total amount of each column is the same (line 17 on both page 1 and page 4).

**COLUMNS C THROUGH H - FUNCTIONAL EXPENSE CENTERS (cont.):**

- c. Lines 8 and 15 "Subtotals": Add the subtotals on page 3 and 4 by adding the figures in each of the columns C through H.

**COLUMNS C THROUGH H - FUNCTIONAL EXPENSE CENTERS (cont.):**

- d. Line 16: The total dollar amount of each program listed in the "Functional Expense Centers" by adding the subtotal figures on Lines 8 and 15.
- e. Line 17: The budgeted total dollar amount listed for each program must be the same as the budgeted revenue total for each program on page 1, columns C through H, Line 17.

**4. COLUMN I – THIS CONTRACT EXPENSES:**

- a. Line 1: List the total dollar amount of "Salary Expenses" allocated to the contract program expenses on page 3, column I. This is the amount listed on the total line on page 7, column G of the salary schedule.
- b. Lines 2 through 7 and 9 through 14: This column is for the allocation of expenses to the contracted amount in Section A # 5 of the Contract, and on page 1, line 1, column B of this budget. The method of allocation (how dollar amounts charged to the contract program expense were determined) is reported on page 6 "Budget Justification".
- c. Lines 8 and 15 "Subtotals": Subtotal page 3 and 4 by adding the figures in column I.
- d. Line 16: The total dollar amount of the contract program expenses can be figured by adding the subtotals figure on lines 8 and 15.
- e. Line 17: List the total dollar amount of the contract administration expenses, the capital expenditures, and the program expenses by adding the total figures from page 2, lines 13 and 15 and from page 4, line 16. This column's total amount must be the same as the amount on Revenue Sources page 1, line 1, column B.

**5. COLUMN J – PRIOR YEAR CONTRACT EXPENSES:**

The contract expenses for the previous year are entered for comparison purposes. Comparison of the budget to the contractor's financial report will also be part of the budget review in determining the completeness and accuracy of the budget presentation. If the Contractor did not have this contract the prior year leave the column blank.

**PAGES 5 AND 6, BUDGET JUSTIFICATION PAGES:**

The Contractor must complete the Budget Justification Pages of the Budget Forms by explaining how each expense amount for this Contract was determined. The expenditures are divided into Administration Expenses, Capital Expenditures, and Program Expenses. The Contractor must justify each line item amount and describe the method by which the figure was calculated. For example: (1) Salary for the contract was calculated by taking the previous year's contract salary and adding amounts for one additional part-time employee at 50% of her salary for the contract, a 4% cost of living increase for the employees involved in the contract and an estimated additional increase for 2 employees for superior performance. (2) Utilities were calculated by taking last year's amount with an additional 8% increase in electricity rate hike and estimated utility cost for additional space allocated to the contract.

In lieu of the justification format, an attached allocation plan that is reasonable and detailed will be acceptable.

**PAGE 7, SALARY SCHEDULE:**

This indicates how salaries are allocated between administrative and program expenses. Fringe benefits are not included.

1. **COLUMN A:**  
List the name of each employee or groups of employees.
2. **COLUMN B:**  
List the title of each employee or groups of employees.
3. **COLUMN C:**  
List the total dollar amount of the annual salary (not including benefits) of each employee or groups of Employees.
4. **COLUMN D:**  
List the dollar amount of the salaries allocated to administrative expenses for the whole organization. The total amount at the bottom of the schedule must be the same as the amount listed on page 2, line 1, Column B.
5. **COLUMN E:**  
List the dollar amount of the salaries allocated to administrative expenses for just the Contract. The total amount at the bottom of the schedule must be the same as the amount listed on page 2, line 1, and Column I.

**PAGE 7, SALARY SCHEDULE (cont.):****6. COLUMN F:**

List the dollar amount of the salaries allocated to program expense for the whole organization. The total amount at the bottom of the schedule must be the same as the amount listed on page 3, line 1, Column B.

**7. COLUMN G:**

List the dollar amount of the salaries allocated to program expense for the Contract. The total amount at the bottom of the schedule must be the same as the amount listed on page 3, line 1, Column I.

**8. % COLUMNS:**

The percent for each of the lines in the four columns (D through G) is calculated by dividing the amount on each line in each column by the amount on each line in column C. For example: The salary on the first line, column A is \$30,000. The salary on the first line, column D is \$6,000. The percent figure is 20%. The total salary at the bottom in column C is \$200,000 and the amount in column D is \$140,000 or 70%.