

Budget Line Items

Salaries: Compensation and wages. If vendor does not pay Social Security and Medicare and withhold Federal income taxes, the individual is NOT a salaried employee and probably should be listed as a Contractor under Professional Fees.

Benefits: Allowable expenses include health insurance, Social Security/Medicare, pension plans, life insurance, etc.

Professional Fees/ Grants and Awards: Amounts paid to outside professionals, consultants, legal fees, accounting/auditing fees, sub-contracts to other organizations, scholarships, tuition, etc.

Supplies: Office and housekeeping supplies, food and beverages. Any purchase that has a useful life of more than one year AND costs more than \$5,000 PER UNIT is considered Equipment, not a Supply.

Telephone: Desk and cell phones, beepers, fax machines, Internet plans, maintenance on phones, etc.

Postage and Shipping: Shipping and postal charges, messenger services, overnight deliveries, freight, and maintenance of shipping vehicles.

Occupancy: Expenditures for facility rent, utilities such as heat, light, also outside janitorial services mortgage interest, real estate taxes and property insurance. *MUST BE LESS THAN OR EQUAL TO THE PROPORTION OF THE GRANT TO THE VENDOR'S TOTAL INCOME.* (E.g. Can't charge 100% of rent to this grant if the grant represents only 10% of your income.)

Equipment Rental and Maintenance: Charges for renting and maintaining computers, copiers, postage meters etc. Does NOT include vehicle maintenance.

Printing and Publications: Expenditures for printed materials, books, publications and subscriptions to publications.

Travel: Transportation, meals and lodging, per diem, gas and oil, maintenance, licenses and permits, vehicle insurance, rental of facilities, speaker's fees and expenses, registration fees.

Interest: Expenses for loans and capital leases, vehicles. Does not include mortgage interest (see occupancy).

Insurance: Vendor's liability insurance, fidelity bonds etc. Does not include employee related insurance (which is a Benefit), vehicle insurance (Travel) or property insurance (Occupancy).

Specific Assistance to Individuals: Organization's direct payments of expenditures for clients, patients and their beneficiaries. Examples are medical/dental fees, children's board, food, homemaker services, clothing, transportation.

Depreciation: Organization's charges to depreciate fixed assets such as equipment, buildings, leasehold improvements.

Other Non-Personal: Examples are Advertising, fines and penalties, page charges for professional journals, recruiting charges, membership dues, and other fees such as licenses and permits.

Capital Purchases: Purchases of fixed assets, such as land, building, equipment (Over \$5,000 and useful life of more than 1 year), and “leasehold improvements”, such as converting areas of a rented building into usable office space.

Indirect Cost: Cannot exceed the vendor’s approved indirect cost rate. Programs are not required to pay Indirect costs (amounts are negotiable).