





**BUDGET AND CASH REQUEST**

**Submitted to: Chester County Department of Drug and Alcohol Programs**

Facility ID#	Name: _____ Address: _____ City/State: _____	Report No: _____	Budget
		For the period _____	

Project Title	Program Activity	SCA Contract/Coding Number	Total SCA Funds Approved/Requested
<b>SECTION I - CUMULATIVE NON-SCA REVENUE &amp; INCOME</b>			
PART A - Cumulative Revenue & Income Receipts Applicable to Eligible Expenses		PART B - Cumulative Revenue & Income Receipts Applicable to Non-Eligible Expenses	
SOURCES:		SOURCES:	
501 Provider Revenue *	Projected FY 2010/2011 \$ _____	501 Revenue*	\$ _____
502 Provider Charitable Income*	_____	502 Charitable Income*	_____
503 Provider Interest Income	_____		
504 Client Fees	_____		
505 Private Health Insurance	_____		
506 Medical Assistance	_____		
507 Other Third Party Fees	_____		
508 Miscellaneous	_____		
*Identify	_____	*Identify	_____
<b>TOTAL - SECTION I, PART A</b>		<b>TOTAL - SECTION I, PART B</b>	
_____		\$ _____	

	CERTIFICATION STATEMENT
<b>SECTION II</b> Eligible Expenses (Section III, Part A) \$ _____  Less: Revenue & Income Receipts Applicable to Eligible Expenses (Section I, Part A, Total) (-) _____  Less: SCA Allocation (-) _____  Projected Revenue Over (Under) Expense (=) _____	I certify that I am the Executive Officer of said organization, and this statement of income and expenses for the period shown is true and correct to the best of my knowledge and belief; that the expenses and income shown on these forms have been reconciled with the related balances of the books of this organization; that the expenses are in accordance with fiscal guidelines, directives, and provisions of the contract/agreement, as required by the PA Department of Health; and that the organization understands that any and all payments made hereunder are made in reliance by the PA Department of Health upon the statement herein made.
	Prepared by _____ Phone _____
	Facility Director/Administrator(Signature) _____ DATE _____
	SCA APPROVAL(Signature) _____ DATE _____

Section III - FACILITY EXPENSES Part A - Eligible Expenses	BUDGETED EXPENSES FY 2010/2011
<b>Personnel Services (100)</b>	
111 - Administrative Salaries	
112 - Administrative Benefits	
121 - Client-Oriented Services Salaries	
122 - Client-Oriented Services Benefits	
131 - Staff Development	
<b>Sub-total: Personnel Services</b>	
<b>Operating Expenses (300)</b>	
301 - Meeting and Conference Expenses	
302 - Consultant Expenses	
303 - Miscellaneous Personnel Expenses	
304 - Occupancy Expenses	
305 - Insurance	
306 - Communications	
307 - Office Supplies	
308 - Minor Equipment and Furniture	
309 - Medical Supplies and Drugs	
310 - Food and Clothing	
311 - Program Supplies	
312 - Staff Travel	
313 - Client Transport	
314 - Purchased Client-Oriented Services	
315 - Equipment Maintenance Expense	
316 - Equipment Leases	
317 - Motor Vehicle Maintenance Expense	
318 - Motor Vehicle Leases	
319 - Other Operating Expenses	
320 - Indirect Costs	
<b>Sub-total: Operating Expenses</b>	
<b>Fixed Assets (400)</b>	
401 - Equipment and Furniture	
402 - Motor Vehicles	
403 - Capital Improvements	
404 - Capital Purchases	
<b>Sub-total: Fixed Assets</b>	
<b>Total (Part A - Eligible Expenses)</b>	
<b>Part B - Non-eligible Expenses</b>	
<b>Total (Part B - Non-eligible Expenses)</b>	
<b>Grand Total of Project Expenses (Parts A&amp;B)</b>	

**OTHER OPERATING EXPENSE:**

Professional Membership Fees	_____	
Leased/Rented Equipment	_____	
Central Administration Office Fees*	_____	
Miscellaneous (Attach summary)	_____	_____

**\*Include only those fees/costs associated with this activity.  
Complete the attached forms**

**FIXED ASSETS (Fee for Service Providers refer to options listed below)**

Office Equipment and Furnishings  
(Fee for Service Providers choosing Option 1  
and Program Funded Providers, attach HDA 312)

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Client Services Equipment  
(Fee for Service Providers choosing Option 1  
and Program Funded Providers, attach HDA 312)

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Fixed Assets Options:

1. Include the full price of the asset in the budgeted expenses used for the rate. With this option, the asset is included on county inventory as if program funded.
2. Include the full price of the asset in Part A of the budget, then deduct the cost on Part B and the cost is not included in the rate. The program must generate revenue to cover the cost and asset is the property of the subcontractor.
3. Utilize the attached depreciation schedule for assets to be purchased during fee for service funding. The depreciation allowance per year is included in the rate and the asset is the property of the Provider.

In choosing Option 3, you may wish to have your accountant complete the attached depreciation schedule, which should accompany the budget.

## BUDGET NARRATIVE

Provider: \_\_\_\_\_

Facility: \_\_\_\_\_

List all activities for which SCA funding is being requested:

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For each applicable budget category on the HDA 311, please complete a description of the costs included. **Please indicate in the budget narrative any explanations that may be helpful in justifying costs that are unique or exorbitant.** Definitions for each budget category is attached.

Again, the costs included in each category must conform with the Uniform Chart of Accounts, as included in this packet.

- 111 Administrative Salaries: Description not necessary. Described on personnel roster.
  
- 112 Administrative Benefits: State the percentage or dollar amount per employee used and list all benefits included.
  
- 121 Client Oriented Services Salaries: If any non-clinical staff are listed on the personnel roster as “client oriented”, please describe why in the budget narrative. This includes CEO’s, Executive Directors, secretaries, clerical, receptionists, fiscal, etc. (**NOTE**: Any staff engaged in marketing functions, whether called Outreach or Community Relations personnel, may not be included in this category.)

122 Client Oriented Services Benefits: State percentage or dollar amount per employee used and list all benefits included.

131 Staff Development:

301 Meeting and Conference Expenses

302 Consultant Expense:

303 Miscellaneous Personnel Expenses:

304 Occupancy Expenses:

305 Insurance:

306 Communications

307 Office Supplies:

308 Minor Equipment and Furniture

309 Medical Supplies and Drugs:

310 Food and Clothing:

311 Program Supplies:

312 Staff Travel

313 Client Transport

314 Purchased Client-Oriented Services: (Psychological consultants should be shown here.)

315 Equipment Maintenance Expense

316 Equipment Leases

318 Motor Vehicle Leases:

319 Other Operating Expenses:

320 Indirect Costs

401 Office Equipment and Furnishings:

402 Motor Vehicles

403 Capital Improvements

## UNALLOWABLE COSTS

When preparing budgets, do not include the following as eligible costs. These costs are unallowable whether treated as **direct** or **indirect**, except as noted.

Advertising	Media advertising including magazines, newspapers, radio and television programs, direct mail, exhibits, and the like.
Bad Debts	Includes losses (whether actual or estimated) arising from uncollectible accounts and other claims, related collection costs, and related legal costs.
Fringe Benefits	Costs of insurance on the lives of trustees, officers, or other employees holding positions of similar responsibility when the organization is named as beneficiary.  Late payment charges on pension plan termination insurance premiums paid pursuant to the Employee Retirement Income Security Act of 1974.  Excise taxes on accumulated funding deficiencies and other penalties imposed under the Employee Retirement Income Security Act.
Contingency Provisions	Contributions to a contingency reserve or any similar provision made for events the occurrence of which cannot be foretold with certainty as to time, intensity, or with an assurance of their happening. The term "contingency reserve" <b>excludes</b> self-insurance reserves, pensions funds, and reserves for normal severance pay.
Contributions	Contributions and donations by the organization to others.

Page 2  
Unallowable Costs

Depreciation and Use Allowances	Depreciation and Use Allowances that include the cost of land; any portion of the cost of buildings and equipment borne by or donated by the Federal Government or contributed by or for the organization in satisfaction of a statutory matching requirement.
Entertainment Costs	Costs of amusement, diversion, social activities, ceremonials, and costs relating thereto.
Fines & Penalties	Costs of fines and penalties resulting from violations of, or failure of the organization to comply with Federal, State, and local laws and regulations.
Interest	Costs incurred for interest on borrowed capital or temporary use of endowment funds, however represented.
Fund Raising & Investment Counseling	Costs of organized fund raising. Costs of investment counsel and staff and similar expenses incurred solely to enhance income from investments.
Lobbying	<p>Costs associated with attempts to influence the outcomes of any Federal, State, or local election, referendum, initiative, or similar procedure, through in kind or cash contributions, endorsements, publicity, or similar activity.</p> <p>Costs associated with attempts to influence the introduction of Federal or State legislation or the enactment or modification of any pending Federal or State legislation through communication with any member or employee of the Congress or State Legislature.</p>

Losses	Any excess of costs over income on any award as a cost of any other award.
Repairs and Maintenance	Costs incurred for improvements which add to the permanent value of the buildings and equipment or appreciably prolong their intended life.
Organization Costs	Expenditures such as incorporation fees, brokers' fees, fees to consultants, attorneys, accountants, or investment counselors, whether or not employees of the organization, in connection with establishment or reorganization of an organization. These costs <b>are allowable</b> only with prior approval of the awarding agency.
Public Information Service Costs	<p><b>Direct Costs:</b> Public information service costs include the cost associated with pamphlets, news releases, and other forms of information services. These costs <b>are allowable</b> only with the approval of the awarding agency.</p> <p><b>Indirect Costs:</b> These costs are <b>unallowable</b>.</p>
Publication and Printing Costs	<p><b>Direct Costs:</b> Publication costs include the costs of printing (including the processes of composition, plate-making, press work, binding, and the end products produced by such processes), distribution, promotion, mailing, and general handling. These costs are <b>allowable</b> with the approval of the awarding agency.</p> <p><b>Indirect Costs:</b> If these costs are not identifiable with a particular cost objective, they should be allocated as Indirect Costs to all <b>benefiting activities</b> of the organization.</p>

## Chart of Accounts

### PERSONNEL SERVICES (100)

#### 100 - PERSONNEL SERVICE

This major object is used to report salaries and wages, payments toward various benefits and training received by the employees. The following minor objects are defined:

#### 111 - ADMINISTRATIVE SALARIES

This category should include the actual wage and salary costs of all part-time and full-time regular employees who render their services within the administrative section.

#### 112 - ADMINISTRATIVE BENEFITS

This category should include only the employer's share of benefit costs incurred on behalf of all part-time and full-time regular employees who render their services within the administrative section. Included under Administrative Benefits are such items as social security contributions, retirement, employee health, life and other insurance plans, Workmen's Compensation, etc.

#### 121 - CLIENT-ORIENTED SERVICE SALARIES

This category should include the salaries and wages of all part-time and full-time regular employees who perform client-oriented services or client support services.

Employees working for two or more programs such as residential rehab and also partial should have their salaries and benefits pro-rated between the programs.

Likewise, employees who are charged against more than one activity, such as against residential and partial, should have their salaries and benefits paid according to some prescribed allocation basis. Any allocation base must be consistent throughout the fiscal year and must be justifiable.

#### 122 - CLIENT-ORIENTED SERVICE BENEFITS

This category should include the employer's cost of benefits incurred on behalf of all part-time and full-time regular employees who perform client-oriented services or client support services. Included under Client-Oriented Service Benefits are items such as social security contributions, retirement, employee health, life and other insurance plans, Workmen's Compensation, etc.

#### 131 - STAFF DEVELOPMENT

This category covers activities related to staff development and training. It covers development and training both within the facility and outside of the facility. Expenses incurred for in-house development might consist of: meetings or seminars held at the facility, books, filmstrips, other training tools or equipment. Examples of training or development received outside the facility might be special courses, conferences, training sessions by an outside agency, etc. This category does not include travel by staff to these developmental activities; such costs would be recorded

under minor object 312 - STAFF TRAVEL.

Only those staff development and training activities (administrative, technical, clerical) that are essential for the continuation or improvement of the program are eligible for participation.

### 300 - OPERATING EXPENSES

This major object includes the cost of supplies, commodities, services, travel, or manufactured articles that are used or consumed in current operations. Supplies include minor equipment, expendable tools, and other articles not meeting the criteria of machinery and equipment set forth in major object 400. Supplies are typically used in the everyday operation of a facility and as such, are not expected to last more than a year.

Any expenses entered in these minor objects must be substantiated by invoices, canceled checks, contracts, or other means of documentation that are readily available for review.

Supplies should be purchased and distributed under a centralized purchasing and distribution system when possible. They should be purchased only with the approval of a responsible designated individual. Every effort should be made to deal with wholesale distributing units in order to benefit from lower costs and volume discounts.

#### 301 - Meeting and Conference Expenses

Charge to this category total meeting costs incurred by the Provider and its Board, excluding travel and advertising. This would include the cost of meetings related to conducting the business of the Provider, as well as sponsoring of conferences and training events by the Provider. Examples may include room rental, equipment rental, and food services.

Only official business expenses are eligible for reimbursement. All costs incurred to attend board luncheons or meetings are allowable as well as travel expenses and any supplies consumed during meetings. Travel expenses are determined according to eligibility guidelines as established in minor object 312 - STAFF TRAVEL.

#### 302 – Consultant Expenses

Charge to this category the cost incurred for all consultants hired on a limited term basis for administrative services. Include the total cost of consultants or other specialized and professional administrative services subcontracted or purchased such as attorneys, auditors, accountants, management analysts, research analysts, etc. Travel and lodging expenses incurred by the consultant are eligible under this category and are reimbursed by State standards as explained in Minor Object 312 - Travel

#### 303 – Miscellaneous Personnel Expenses

Charge to this category the cost of administrative personnel that are hired on a temporary basis and do not appear on the Roster of Personnel (Form 313). Examples may include replacements for any leaves of absence and student interns. If temporary staff is approved for travel, the expense should be charged under Minor Object 312 – Staff Travel.

#### 304 - Occupancy Expenses

**All direct costs for the following expenses may be charged to this category.**

1. Rent for an office or other space occupied by the facility. No rental charge may be made for offices in Provider-owned buildings that are debt-free. D&A rental will be pro-rated when offices or space is in buildings rented by for purposes other than D&A functions. An agency must be able to demonstrate, upon request from the SCA, that the cost of space per square foot is based on a fair market value for the surrounding area.
2. Utilities include heating fuel, sewage, water, gas, electricity, etc.
3. Housekeeping services and supplies include all supplies used in the performance of general housekeeping and grounds care services, or the cost of contracting out those services.
4. Building Repairs and Maintenance include minor building repairs, maintenance, repairs and maintenance to heating, ventilation and air-conditioning units. Repairs are defined as work done to maintain the existing structures and equipment.
5. Minor Renovations are considered to be the adaptation of an available space and do not include construction cost for additional space. Minor renovations are those at a cost of less than \$10,000. Three formal, written bids are required on all contracted renovations and the lowest bid must be accepted, unless otherwise justified. All bids must be kept on file.
6. Insurance includes building, content, fire and liability insurance costs.

305 - Insurance

Charge to this category any insurance not covered under Minor Object 304 – Occupancy Expenses and Minor Object 317 – Motor Vehicle Maintenance Expense. Examples include professional liability, directors’ and officers’ insurance, and fidelity bonds.

306 - Communications

Charge to this category the costs of telephone service (including installation), postage, advertising, marketing, pagers, cell phones, web sites, internet services, printing, duplicating and parcel service.

307 – Office Supplies

Charge to this category the cost of all supplies and associated cost (such as freight or delivery charges) and expendable items that are normally consumed within one year and used in the day-to-day operations of an office. Some examples are pens, pencils, paper, calendars, tape, etc.

308 – Minor Equipment and Furniture

Charge to this category items with a useful life of more than one year and a unit cost of less than \$5000. Examples may include; fax machines, copiers, computers and computer-related equipment, software, tables, desks and chairs.

### 309 – Medical Supplies and Drugs

Charge to this category the cost of all medical supplies and drugs used in the treatment of clients.

### 310 – Food and Clothing

Charge to this category the cost of necessary food and clothing used by D&A clients. Also, charge all cost associated with specialized or professional food preparation or delivery services.

### 311 – Program Supplies

Charge to this category the cost of supplies purchased for activities related to rehabilitation or recreational purposes. Also included are supplies used in client training and education services. Some examples are books, periodicals, games, videos, tapes, creative supplies and drug testing kits.

### 312 – Staff Travel

Charge to this category the cost of business – related staff travel. Include allowances for meals, lodging, and other related expenses.

The Provider shall be bound by the terms and conditions regarding travel, lodging and subsistence rates as set forth by the Commonwealth of Pennsylvania in the Office of Administration's Management Directive 230.10. Rev. 11/01/00 and any subsequent revisions thereto. If the lodging rates set by the Management Directive are not available to the Provider, the lowest price available through 3 telephone bids will be acceptable. However, if prevailing Provider/county travel policies provide for reimbursement of travel, lodging and subsistence costs at a lower rate than the state rate, then the lower rate shall govern. If prevailing collective bargaining unit policies provide for reimbursement of these items at a different rate than the state or county rate, then the terms of the bargaining unit shall prevail. If the employee attends a D&A conference or training event where the hotel is the site of the event, then the reimbursement rate for lodging costs incurred for attendance at the event shall take precedence over both the Management Directive rate and the county rate. In those instances when lodging cannot be secured with the established lodging rate allowance, employees may exceed the allowance if written justification is provided on the travel form (e.g., closest lodging facility to work site – next hotel 25 miles away; no rooms available at hotel with lowest rate; inclement weather; lateness of hour).

All employee travel reimbursement must be approved by a duly designated executive, official, or supervisor. Copies of all authorized expense reports (travel vouchers) must be on file for auditing purposes. These reports must be signed by the employee and must show the purpose of travel, departure and destination points, actual miles traveled each day, and expenses incurred, such as parking, meals, lodging and tolls. Itemized receipts for travel and subsistence must be on

file to support reimbursement.

No subsistence payments shall be made to the employee for non-overnight travel, as specifically provided for in labor agreements.

These amounts are not flat allowances and only amounts actually expended may be claimed.

Management Directive 230.10 may be accessed via the Internet at <http://www.oa.state.pa.us> Under Policies and Procedures, Management Directives.

### 313 – Client Transport

Charges to this category include actual miles traveled, parking, tolls, meals and expenses incurred or fees paid to an outside agency for the transportation of D&A clients. Accurate and up-to-date records must be maintained, reviewed and approved by the director or designee if transportation services are provided by the Provider.

### 314 –Purchased-Client-Oriented Services

Charge to this category the cost incurred from the purchase of client-oriented services, such as medical care, laboratory services, psychiatric services and interpreter services.

### 315 – Equipment Maintenance Expense

Charge to this category the cost of maintenance agreements and repairs to all types of office or medical equipment.

### 316 – Equipment Leases

Charge to this category the cost of all equipment leases.

### 317 – Motor Vehicle Maintenance Expense

Charge to this category the cost of all maintenance to motor vehicles used in the performance of official D&A Program activities (e.g., as repairs, insurance, inspection, tires, gas, oil and lubrication.)

### 318 – Motor Vehicle Leases

Charge to this category the cost of motor vehicle leases.

### 319 – Other Operating Expenses

Charge to this category operating costs that cannot properly be recorded in the other minor expense objects. All cost in this category should be documented and held to a minimum.

### 320 – Indirect Costs

Charge to this category costs for supportive activities that are necessary to maintain the direct

effort involved in providing the services.

#### 400 – Fixed Assets

This major object includes equipment or furnishings that meet the following criteria:

1. Items which can be expected to have a useful life of more than one year. Articles likely to wear out, break, or be lost in less time should be charged to the appropriate 300 series minor object.
2. Items that can be used repeatedly without materially changing or impairing their physical condition by normal repair, maintenance, or replacement of components.

#### 401 – Equipment and Furniture

Charge to this category the cost of equipment and furniture with a purchase price of \$5,000 or more per item and a useful life of more than one year.

#### 402 – Motor Vehicles

Charge to this category the cost of purchased motor vehicles.

#### 403 – Capital Improvements

Charge to this category property and building improvements with a cost of \$10,000 or greater. Such improvement may include building additions and/or installation of permanent fixtures (furnaces, fire escapes, integral air conditioning systems, sewage hook-ups, etc.)

#### 404 – Capital Purchases

Charge to this category the cost of land and building purchases