

**Baptist Community Ministries
PROGRAM OPERATING BUDGET**

**XYZ Grantee
XYZ Program
Grant # _____ - _____**

Year 1

TOTAL PROGRAM BUDGETED EXPENSES:

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Program Total
Proposed Summary Budget for Entire Program:*	10/01/2007 - 12/31/2008	1/01/2008 - 3/31/2008	4/01/2008 - 6/30/2008	7/01/2008 - 9/30/2008	
Personnel					
Salaries and Wages	\$ 17,433	\$ 17,433	\$ 17,433	\$ 17,433	\$ 69,732
Payroll Benefits	5,010	5,010	5,010	5,010	20,040
Direct Program Costs					
Program Materials	2,000	1,000	1,000	1,000	5,000
Travel	2,500	-	2,500	-	5,000
Training	3,000	-	3,000	-	6,000
Conference & Meetings	2,000	1,000	1,000	1,000	5,000
Supplies	2,000	2,000	1,000	1,000	6,000
Registration Fees	3,000	-	3,000	-	6,000
Indirect Program Costs					
Executive Management	994	994	994	994	3,976
Occupancy	1,150	1,150	1,150	1,150	4,600
Utilities	303	303	303	303	1,212
Building/liability Insurance	1,720	1,720	1,720	1,720	6,880
Audit	265	265	265	265	1,060
Consultant	1,375	1,375	1,375	1,375	5,500
Equipment	4,000	-	-	-	4,000
TOTAL	\$ 46,750	\$ 32,250	\$ 39,750	\$ 31,250	\$ 150,000

*An explanation for each item in the above budget is included in an attached budget narrative.

BCM PAYMENT SCHEDULE:

	10/1/2007	05/01/08⁽¹⁾	Holdout ⁽²⁾	Total
	\$48,750	\$26,250	N/A	\$75,000

TOTAL PROGRAM FUNDING: ⁽³⁾

BCM Grant (50% of Total Operating Budget)	\$75,000
R & R Health Care Foundation	\$75,000
Total	\$150,000

BUDGET vs. ACTUAL

REPORTS DUE: **01/31/2008** **04/30/2008** **7/31/2008** **10/31/2008**

(1) To be determined by BCM Program Director after receipt of second Budget vs. Actual Report.

(2) If multi-year grant, holdout will only occur in final year of grant.

(3) See Article 9 of Grant Award Agreement regarding unspent funds.

Program Operating Budget

The Program Operating Budget consists of four parts:

- Part 1 - Budgeted Expenses for Entire Program
- Part 2 - BCM Payment Schedule
- Part 3 - Total Program Funding
- Part 4 - Budget vs. Actual Report Due Dates

Projected expenditures are shown for four quarters (three months each) along with a total for the year. The first quarter begins with the start date of the Grant Term.

Part 1. Budgeted Expenses for Entire Program – This section identifies the costs associated with your entire program. *Generally, it will include the following categories, but you may need to add other line items:*

- Personnel -
 - Salaries and Wages - Base salaries and wages for grantee employees assigned to the Program.
 - Payroll Benefits - Associated fringe benefits for grantee employees assigned to the program, such as payroll taxes, medical and other employee insurance and retirement costs.
- Direct Program Costs - Includes operating costs specifically attributable to the program with line items such as supplies, program materials, postage and mailing, printing, advertising, speakers, travel, materials for dissemination, etc.
- Indirect Program Costs* - Includes a pro rata share of the operating cost of the entire organization that are necessary to conduct the program, such as executive management time, accounting, human resources or other support personnel, rent, utilities, equipment rental, insurance, audit fees, etc.; *the method of allocating a pro rata share of these costs to the program must be described and fully documented in the narrative.*

* BCM does not fund undesignated overhead charges. For example, BCM will fund documented oversight of a program by a grantee executive if clearly specified, but BCM will not fund an arbitrary or undetailed percentage of program costs for general and administrative overhead.

- Consultants - Examples of consulting services may include data collection, program evaluation, operating and/or financial technical assistance, and dissemination of program results.
- Equipment - Itemize any equipment being requested such as computers, printers, copy machines, and software.

Part 2. BCM Payment Schedule—BCM will provide you with this information. A holdout, generally 5% of the total award for the year, is paid upon submission of final grant reports at the end of the grant term.

Part 3. Total Program Funding – List the following funding sources for the year:

- BCM funding and the percentage of Total Program Funding it composes.
- Each funding source committed at the time this Award Agreement is executed. This includes funding from other foundations (list each separately) as well as federal and state grants (list each separately).
- Total funding for the year.

Part 4. Budget vs. Actual Report Due Dates – Record the due dates of each of your Budget vs. Actual Reports. BCM will provide you with this information.