

Illinois Department of Human Services

SOP 01.000.06

Effective Date: 08-15-2012

CSA Tracking: Provider Budget
User Guide

CSA Tracking: Provider Budget User Manual

Table of Contents

What is a budget?	3
FY13 Budget templates for the Department of Human Services (DHS)	3
Who is required to submit a budget for FY13?.....	3
Where is the budget templates located?	4
Glossary of Terms.....	4
Let’s Get Started Inputting Your Budget!	10
Logging In:.....	10
Navigating to the Provider Budget Section.....	10
What type of Budget do you want to use?	12
One more word of caution before you start!	12
Creating New Short Form Budget	12
The Summary Budget Format	14
Creating New Long for Budget (with Wizard).....	17
The Long Budget Format.....	17
Printing Budget	29
Editing Budget (Wizard)	29
Submit for Approval.....	30

CSA Tracking: Provider Budget User Manual

What is a budget?

The budget document is a planning tool that identifies which resources an entity will use (including financial, human and material resources) during a certain period of time in order to provide defined services. While most people often identify a budget as a financial document, the budget process encompasses much more. Key elements of a good budget process include incorporating a long term perspective to strategic initiatives, visions and values. A good budget also establishes specific links to those initiatives with program goals and objectives and allows budget decisions to be based upon on actual results and outcomes.

The budget document is a “road-map” to achieving results. It is also used as a monitoring tool in assessing how well the plan is working by comparing actual revenues and expenditures to budgeted amounts at certain times throughout the year. The budget can also be used to help improve operating efficiencies, fine tune performance and even help project the future. At times, a budget might need to be modified for the remainder of a budget cycle for a variety of reasons. Some of those reasons could be due to a substantial deviation from budgeted to actual results for an interim reporting period, a change in key management, or situations which could change the scope of the level of planned (budgeted) services.

FY13 Budget templates for the Department of Human Services (DHS)

For Fiscal Year 2013, DHS is offering a choice of two budget templates for you to use in developing your budget and they have been integrated into the CSA (Customer Service Agreement) portal to help you guide which budgets need to be completed for DHS. The first is called a short summary budget document where just the highest level of data is entered into the budget system. Please note you will need to keep the detail (such as payroll amounts or any other assumptions used for estimating the various categories) in a separate location. Also please be prepared, that specific program areas could be asking for additional information from you. The second is called a long budget form and it basically captures all the relevant cost information in one location. Both of these are housed in a web based system for your ease in inputting and use.

The intended purpose of both budget templates is to provide consistency in budgeting and financial reporting among all the thousands of DHS providers of services. You will notice that the budget documents are the same as what was used last year. Please note that the budget template will contain data that is based on the State fiscal year which is for the time period July 1, 2012 through June 30, 2013. (A short reconciliation will be required if your ending fiscal year is different than June 30, 2013.) When completed, the on-line budget, in total, should mirror the annual approved budget of the entity – which is typically approved by the Board of Directors for most of DHS’ not-for-profit entities.

Who is required to submit a budget for FY13?

A summary budget is required for FY13 for all agreements, with the exception of fee-for-service and fixed-grant agreements, regardless of the dollar size of the agreement. The long budget form is also available for your use, but it is not required. Please keep in mind, that if you have more than \$250,000

CSA Tracking: Provider Budget User Manual

in funding from the Department of Human Services, an indirect cost proposal will also need to be submitted, unless you have a pre-determined rate with a federal cognizant agency, only have one program funded by DHS, or all agreements are either fixed rate grants or fee-for-service. However, if you decide to submit a long budget, you will not be required to submit an indirect cost proposal. Budget submissions are due to DHS within 30 days of the execution of the agreement. DHS will provide feedback to you within 60 days of the budget submission of acceptance, rejection or modifications that are needed.

Where is the budget templates located?

The budget templates are located in the same portal as your community service agreement at <https://grants.dhs.illinois.gov/gpsecure/gtp>. You will find that much of your information on your DHS agreements have been pre-populated for your convenience.

Glossary of Terms

Before you get started on inputting your budget for FY13, you might want to spend a few minutes refreshing the terminology we will use throughout the instructions. Here is a quick reference guide for you on those terms:

Accounting System: Grantees must have an established accounting system prior to being awarded a grant. It must provide adequate internal controls to safeguard assets, insure fund accountability by cost category, assure accounting data accuracy and reliability, and comply with government requirements and accounting procedures.

Accrual Basis: This is a method of accounting that recognizes the financial effect of transactions and events when they occur; regardless of the timing of the related cash flow. Revenues and expenses are recognized when they are incurred and are measurable as opposed to the cash basis of accounting, where revenue and expenses are recorded when cash is either received or spent.

Administrative Costs: These are costs that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective, i.e., a particular Award, Program, or other direct activity of an organization. A cost may not be allocated to an Award as an Indirect Cost if any other cost uncured for the same purpose, in like circumstances, has been assigned to an award as a Direct Cost. A provider is responsible for presenting costs consistently and must not include costs associated with its Indirect Cost Rate as Direct Costs. The term "Administrative Costs" is synonymous with the term "Indirect Costs." See e.g., U.S. Department of Health and Human Services Grants Policy Statement, January 1, 2007, at II-26.

Allocable Costs: Costs that is allocable to a particular cost objective if the goods or services involved are chargeable or assignable to such cost objective in accordance with relative benefits received or other equitable relationship. Costs allocable to a specific Program may not be shifted to other Programs in order to meet deficiencies caused by overruns or other fund considerations, to avoid restrictions imposed by law or by the terms of this Agreement, or for other reasons of convenience.

CSA Tracking: Provider Budget User Manual

Allowable Costs: Costs that is associated with DHS Programs which are reimbursable from DHS funds. Allowable costs also include expenses that are (1) necessary and related to the provision of Program services, (2) reasonable to the extent that a given cost is consistent with the amount paid by similar agencies for similar services, (3) not specified as unallowable, and (4) not illegal. Research expenses may be considered allowable costs if prior approval is received from DHS. (89 Ill. Adm. Code 509.20(a))

Allowable Management and General Expenses: For FY13 budgeting, the row entitled “Allowable management and administrative costs” are those indirect costs that will be reimbursed By DHS for each particular agreement – supported by either by an accepted indirect rate or some other approved allocation method.

Appropriation: This is statutory authorization granted by the General Assembly to DHS which allows us to incur obligations and make expenditures for specific purposes within a specified period time and generally has a maximum dollar amount.

Budget Approval: Initial budget submissions will be approved at two levels. First, all costs will be reviewed by the applicable program area. The Office of Contract Administration, working with the Program Fiscal contacts, will approve the indirect cost rate as well as the provider’s budget summary. An email notification will be sent to the provider when a budget has been approved. The provider will received feedback and/or approval within sixty days of budget submission.

Budget Due Date: The budget submission is due from the provider within thirty days of the executed contract.

Budget Revision: Any changes to a budget line item greater than 10% must be approved by DHS.

Budget Submission: When the budget is submitted, an email notification will go to the applicable program areas within DHS, as well as the Office of Contract Administration to begin reviewing the proposed budget.

Capital Expenditures: This is a disbursement for the acquisition of assets of a depreciation dollar value that has a useful live extending beyond one reporting cycle. Remember, capital expenditures for general purpose equipment, buildings and land are unallowable as direct charges, except where approved in advance by DHS and the awarding agency. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5000 or more have the prior approval of DHS and the awarding agency. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value are unallowable as a direct cost except with the prior approval of DHS and the awarding agency. In situations where appropriate approvals have been obtained, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate by and negotiated with DHS and the awarding agency.

Cash Basis: This is a method of accounting that recognizes the financial effect of transactions when cash is received and when expenditure is paid. This is opposed to the accrual basis of accounting. Since this basis of accounting does not facilitate the accurate reporting of the financial position of an entity,

CSA Tracking: Provider Budget User Manual

adjustments must be made to the final billing to DHS so that expenses/costs are presented on an accrual basis.

Cash Match: This is an amount of an entity's own cash funds that are required to be expended on a program in order to receive funding from DHS.

CFDA Number – Catalog of Federal Domestic Assistance (CFDA), a government-wide compendium of Federal programs, projects, service and activities that provide assistance to the American public.

Chief Fiscal Officer: This is the individual that is charged with the responsibility for fiscal oversight of an entity's financial activities.

Commodities: Costs for purchase of items that are consumable in nature and which show a material change with usage. This does not include any instance where a unit value exceeds \$100 and does not include any expenditure for library books, or any expenditure for replacement of fixtures or repair parts in connection with the repair and maintenance of property. These are supplies that do not provide economic benefit beyond the current budgeted fiscal year.

Contractual Services: Expenses that are needed for the current conduct and operation of an organization performing under a specific contract or grant. These include contractual payroll employees, freight by a commercial carrier, office equipment rental, medical consulting fees, auditing and accounting fees, management services, legal fees, pharmaceutical services, postage and postal charges and subscriptions.

Cost Center: The smallest segment of a program that is separately recognized in the agency's record, accounts, and reports. Program oriented budgeting, accounting and reporting aspects of an information system are usually built upon the identification and use of a set of cost centers. In the case of this budget template, cost center would be equivalent to a specific contract or grant.

Cost Sharing/Matching Requirement - describes the portion of a programs costs that will not be borne by DHS.

Depreciation: The expense which relates to a capital asset representing the expiration in the useful life of the capital asset attributable to wear, tear and deterioration which is charged off during a particular period.

Direct Benefit Payment: Payments paid directly for such items as tuition, books and fees.

Direct Costs: Those costs that can identify specifically with a particular final cost objective, i.e., a particular Award, Program, service, or other direct activity of an organization, or that can be directly assigned to such an activity with a high degree of accuracy. Direct costs may be charged based on a full-time equivalent or pro-rated basis. A cost may not be assigned to an Award as a Direct Cost if any other cost incurred for the same purpose, in like circumstance, has been allocated to an Award as an Indirect Cost. The Provider is responsible for presenting costs consistently and must not include costs associated with its Indirect Cost Rate as Direct Costs.

CSA Tracking: Provider Budget User Manual

Disallowed Costs: Those charges to an award that DHS determines to be Unallowable Costs.

Expenditure Reporting: This is the grantee's financial reporting of expenditures that has occurred in the normal course of business.

Fee-For-Service: Is a Program for which the payments are made on the basis of a rate, unit cost or allowable cost incurred and are based on a statement or bill as required by DHS. (89 Ill. Adm. Code 509.15) Services provided on a Fee-for-Service basis are Medicaid –related.

Financial Statement: These are the formal records of a business' financial activities which provide an overview of a business' profitability and financial condition in both the short and long term. The financial statements include a balance sheet, income statement and statement of cash flows. XXXX

Fiscal Monitor: This is a DHS program staff that is responsible for monitoring a program grantee's financial activity.

Fixed Rate Grant: Means a Program for which the payments for non-Medicaid services are made on the basis of a rate, unit cost or allowable cost incurred and are based on a statement or bill as required by DHS. Fixed-Rate payments are subject to all Federal administrative regulations including, but not limited to, OMB Circular A-102, OMB Circular A-100, OMB Circular A-133, and are subject to all applicable cost principles, including OMB Circular A-21, OMB Circular A-87 and OMB Circular A-122. Fixed-Rate services are non-Medicaid services. A Fixed-Rate agreement, in common terminology, is a non-Medicaid fee-for-service agreement.

Fundraising Costs: the total expenses incurred in soliciting contributions, gifts, grants, etc. This includes all fundraising expenses, including publicizing and conducting fundraising campaigns, soliciting grants from foundations, costs of participating in campaigns, preparing and distributing manuals, instructions and materials. Also included are costs of conductive events that generate income as special events.

GAAP: means Generally Accepted Accounting Principles.

General and Administrative Costs: These costs are usually amounts that are associated with performing the daily operations in a company. Executive salaries, legal costs and other professional costs are generally included here.

General Ledger: This is a book of records which contains the accounts necessary to reflect in summary or in detail the financial position and the results of operations of an entity or funds.

Grant: Any assistance, whether financial or otherwise, furnished by DHS to a person or entity for obligation, expenditure, or use by a Provider for a specific purposes(s) as authorized by law. This does not include advance payments made under the authority of Paragraph 9.5 of the State Finance Act, 30 ILCS 105/9.05.

Grant Cycle: The time period from with a start date to an end date on when funds may be obligated and used for the specific purpose of a grant agreement.

CSA Tracking: Provider Budget User Manual

Indirect Costs: Those costs that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective, i.e., a particular Award, Program, service or other direct activity of an organization. A cost may not be allocated to an award as an Indirect Cost if any other cost incurred for the same purpose, in like circumstances, has been assigned to an award as a Direct Cost. The Provider is responsible for presenting costs consistently and must not include costs associated with its Indirect Cost Rate as Direct Costs. The term “Indirect Costs” is synonymous with the term “Administrative Costs.” See, e.g., U.S. Department of Health and Human Services Grants Policy Statement, January 1, 2007, at II-26. In these FY13 budget templates, the row entitled “allowable management and administrative costs” is those indirect costs that will be reimbursed By DHS from supported by either an accepted indirect rate or some other approved allocation method.

Indirect Cost Rate: Is a device for determining in a reasonable manner the proportion of indirect costs each Program should bear. It is a ratio expressed as a percentage of the Indirect Costs to a Direct Cost base. If reimbursement of Indirect Costs is allowable under an award, DHS will not reimburse those Indirect Costs unless the Provider has established an Indirect Cost Rate covering the applicable activities and period of time, unless Indirect Costs are reimbursed at a fixed rate. If the Provider has a current, applicable rate negotiated by a cognizant Federal agency, the Provider shall provide to DHS a copy of its Indirect Cost Rate proposal and the acceptance letter from the Federal government. If the Provider does not have a current, applicable rate negotiated by a cognizant Federal agency DHS shall be responsible for establishing an Indirect Cost Rate for the Provider.

Information Technology: This includes all expenditures for the lease, rental or purchase of electronic data processing equipment and related devices, supplies, services, including expenditures for the acquisition of electronic data processing equipment under multi-year lease, lease purchase or installment purchase contracts for terms of not more than 7 years.

In-Kind Match (Non cash match). This is the amount of an entity’s own-in-kind contributions which are required to be expended on a program that do not include cash. Some examples include services that have been volunteered, or commodities, etc

Invoice: A document submitted by the provider, showing the character, quantity, prices, terms, nature of delivery and other particulars of goods delivered or services rendered.

Modified Accrual Basis: This is method of accounting which recognizes revenues when they are both measurable and available to liquidate liabilities of the current period; expenses are recognized when the contractor receives goods or services.

Net Revenue: This is an entity’s total revenue less its operating expenses, interest paid, depreciation, and taxes. “Net Revenue” is synonymous with “Profit.”

Occupancy: The total amount incurred for the use of office space or other facilities including all utilities. Also included here are the costs for outside janitorial services, mortgage interest, property insurance, real estate taxes or similar expenses. Do not include depreciation or any salaries of the entity’s own employees.

CSA Tracking: Provider Budget User Manual

OMB Circular: Means instructions or information issued by the President's Office of Management and Budget ("OMB") to Federal Agencies.

Other Costs: The amount of other expense items for which a separate line is not provided.

Other Revenue Sources: Includes in-kind contributions, maintenance of effort (MOE), donations, and other revenue sources raised by the non-profit.

Payroll Taxes: The amount of federal, state and local payroll taxes for the year that is imposed on the organization as an employer.

Prior Approval: Means written approval by an authorized member of DHS management evidencing prior consent.

Professional fundraising fees: The costs incurred to outside fundraisers who conduct solicitation campaigns.

Profit: Means an entity's total revenue less its operating expenses, interest paid, depreciation, and taxes. "Profit" is synonymous with "Net Revenue".

Program: Means the services to be provided pursuant to each Agreement.

Program Contact: This is the DHS staff personnel assigned to monitoring the programmatic aspects of the agreement.

Receipts: Payments received by an entity within a fiscal year.

Scheduled Payment: Funds distributed to the grantee on a scheduled payment plan as determined in the agreements.

Subgrantee/Subrecipient: A non-federal entity that expends federal awards received from a pass through entity to carry out a federal program, but does not include an individual that is a beneficiary of such a program.

Statement of Functional Expenses: A matrix style financial report that lists expenses by function (by the various programs, management and general expenses, and fundraising components) and also by the nature or type of expense such as salaries and rent.

Total Cash Assistance Requested: This is the total allowable direct costs and associated allowable indirect costs based upon an approved indirect cost allocation plan. This should be less than or equal to the agreement amount.

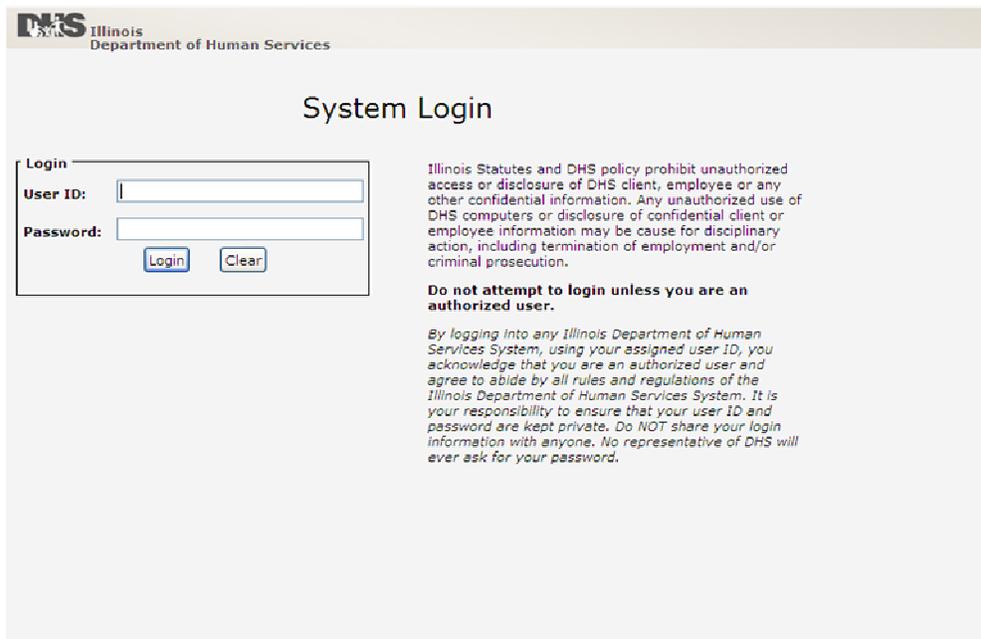
Total Cost of a Grant Program: The total cost of a grant program is comprised of the allowable direct costs incident to its performance plus its allocable portion of indirect costs.

Travel: Costs for transportation, meals, hotel and other expenses associated with traveling on business for the entity.

Let's Get Started Inputting Your Budget!

Logging In:

1. Navigate to: <https://grants.dhs.illinois.gov/gpsecure/gtp>



DHS Illinois
Department of Human Services

System Login

Login

User ID:

Password:

Illinois Statutes and DHS policy prohibit unauthorized access or disclosure of DHS client, employee or any other confidential information. Any unauthorized use of DHS computers or disclosure of confidential client or employee information may be cause for disciplinary action, including termination of employment and/or criminal prosecution.

Do not attempt to login unless you are an authorized user.

By logging into any Illinois Department of Human Services System, using your assigned user ID, you acknowledge that you are an authorized user and agree to abide by all rules and regulations of the Illinois Department of Human Services System. It is your responsibility to ensure that your user ID and password are kept private. Do NOT share your login information with anyone. No representative of DHS will ever ask for your password.

2. Enter in user ID (Email address) and password
3. Click on the Login button

Remember; as you set up your budgets please keep in mind that DHS only pays for allowable costs. If you are uncertain if a cost element is allowable, please contact your program contact, BEFORE incurring costs. This will help avoid any disallowance of the expenditure at a later time.

Also, please remember that if any grant funds are to be passed through to a sub-grantee, you are required to inform them they are a sub recipient and ensure that they adhere to the federal requirements and regulations.

Navigating to the Provider Budget Section

1. When you have logged in the **Provider Contract List** should display

CSA Tracking: Provider Budget User Manual

- a. *If facilities have not been setup for the provider, then the facility information will need to be entered before you are able to view the Provider Contract List*

Provider Contract List

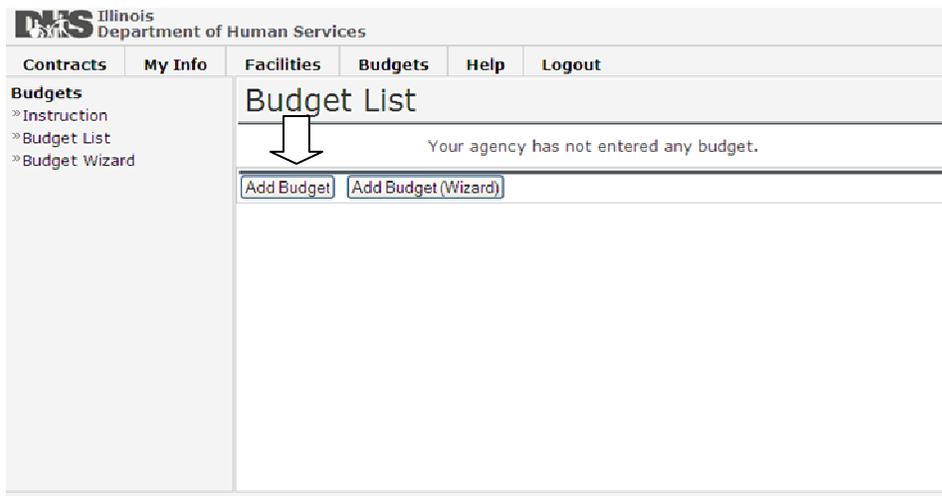
The budget(s) below need completed and submitted/resubmitted.
 FY2013 *** System generated. Please update Form Type for this budget ***
 FY2012

select the Contract Number Link below to view/print the contract.
 The contracts are pdf documents. Your browser must be able to open this type of file.
 When you select the link a new window will open with your browsers pdf viewer.

Agency Name	Agreement#	Contract#	FY	Total Amount
Program				
KRIEG 1 P90X	Q11GQ02195	Q11GQ02195	2012	17,000.00
KRIEG 1 P90X	Q11GQ02195 - Z - Notice Of Change	Q11GQ02195	2012	0.00
KRIEG 1 P90X	40CQ004457	40CQ004457	2012	1,000.00
KRIEG 1 P90X	40CQ004460 - D - Notice Of Change	40CQ004460	2012	0.00
KRIEG 1 P90X	40CQ004460	40CQ004460	2012	3,300.00
KRIEG 1 P90X	40CQ004463	40CQ004463	2012	5,000.00
KRIEG 1 REV ABS	Q11GQ02196	Q11GQ02196	2012	2,500.00
KRIEG 1 REV ABS	22222222222222	22222222222222	2012	500.00
KRIEG 1 P90X	FCSRX00013	FCSRX00013	2013	100,000.00
KRIEG 1 REV ABS	11GRB00001	11GRB00001	2013	100,000.00
KRIEG 1 P90X	11GRB00004	11GRB00004	2013	15,000.00

2. Click on the **Budgets** tab on the top portion of the screen. This is the screen that should appear.

CSA Tracking: Provider Budget User Manual



What type of Budget do you want to use?

Which type of budget you choose to use, is up to you. If you use the short form, supporting cost element schedules will need to be kept in a separate location. Also if you choose to use the short form, an indirect cost proposal will need to be submitted unless you meet the exemption criteria. If you use the long budget form, the indirect cost proposal will not be needed and all of your budgetary information is in one location. A long budget wizard has been added this year for your convenience in inputting your budget information and reducing your inputting time.

One more word of caution before you start!

Just remember that you can only have one type of budget in CSA tracking. So, let's say you are starting with inputting a short budget and then want to change to a long budget template. You will have to delete all the work and start over if you want to make the switch! Please take some time up front deciding which template best fits your needs.

Creating New Short Form Budget

1. Click on the **Add Budget** button

CSA Tracking: Provider Budget User Manual

DHS Illinois Department of Human Services

Contracts My Info Facilities Budgets Help Logout

Budgets
» Instruction
» Budget List
» Budget Wizard

Budget

Fiscal Year: **

Form Type: **

Management Allocation: 7

Contacts:

Status:

Form Type cannot be changed after saved. You must know what type of form required for your budget.

Save Save & Update Contacts Cancel

2. Enter in the Fiscal Year of 2013.
3. Select “Short” for the form type from the drop down screen
4. Management Allocation: The management allocation is the maximum percent allowed for reimbursement of your indirect costs. Everyone is preset at 0%. This field does not extrapolate to any calculations, but is an informational field only. If your funding level is below \$250,000 this should remain at 0% and if there are indirect costs that you are requesting to be reimbursed – those amounts are entered in the “allowable management and administration costs” row of the budget template. If you have a rate established with the federal government, you will want to drop in your approved rate here and include the calculated amounts for reimbursement on your budget. (You will also need to email a copy of your approved rate) to DHS.DHSOCA @illinois.gov. If you have more than \$250,000 in funding you can estimate your percentage until your indirect cost plan proposal is accepted.
5. Click on **Save & Update Contacts**

DHS Illinois Department of Human Services

Contracts My Info Facilities Budgets Help Logout

Budgets
» Instruction
» Budget List
» Budget Wizard

Update Budget Contacts

Fiscal Year: 2012

Current Contact(s) Available Contact(s)

ELLEN KING
Ryan Krieger

Save Cancel

CSA Tracking: Provider Budget User Manual

6. Select person(s) you want as the contact for the budget approval (various email notifications of budget acceptance/rejections will be sent to these individuals) and contact name if there are budget related questions. This will be the person at your organization that we will be contacting if there are questions on your budget.
7. Click on **Save** button

The screenshot displays the 'Budget' management interface. The top navigation bar includes 'Contracts', 'My Info', 'Facilities', 'Budgets', 'Help', and 'Logout'. The left sidebar lists 'Budgets' with sub-links for 'Instruction', 'Budget List', and 'Budget Wizard'. The main content area shows the 'Budget' form with the following details:

- Fiscal Year: 2012
- Form Type: Short
- Management Allocation: 7.00
- Contacts: Ryan Krieger
- Status: In-work

Buttons at the bottom of the form include 'Save', 'Save & Update Contacts', 'Cancel', 'Submit For Approval', 'Print Budget', and 'Delete'. A yellow tooltip message states: 'To change Form Type, you must delete the budget and create a new one.' Below the form are links for 'Funding Sources' and 'Short Form'.

Budget History		
Status	Note	By
In-work	Budget created.	Ryan Krieger 6/7/12 8:24:12 AM

The Summary Budget Format

The format of the summary budget is patterned after a Statement of Functional Expenses. That is, the summary budget is a matrix. The costs elements such as personnel, occupancy, etc. will be on the left. The columns across the page will represent your programs funded by State of Illinois agencies, other programs which may be funded with local agencies, your fundraising costs and your budgeted general and administrative costs.

8. Click on the Funding Source link

CSA Tracking: Provider Budget User Manual

DHS Illinois Department of Human Services					
Contracts	My Info	Facilities	Budgets	Help	Logout
Budgets Instruction Budget List Budget Wizard		Funding Sources			
Program Name	CFDA	Contract#	Type	Status	Amt
REV_ABS	99.125	11GRB00001	DHS	I	100,000.00
P90X	99.124	11GRB00004	DHS	I	15,000.00
P90X	99.124	FCSRK00013	DHS	I	100,000.00
REV_ABS	99.100	FCSR000009	DHS	I	100,000.00
REV_ABS	99.222	FCSR000009	DHS	I	2,000,000.00
Fund Raising			Other	I	0.00
All Other			Other	I	0.00
General and Administrative			Management and Gen.	I	n/a
<input type="button" value="Add Funding Source"/> <input type="button" value="Budget Main Page"/>					

The funding sources for DHS agreements should be pre-populated for you. Each funding source will represent a column on your final budget summary. For some agreements, there can be several funding sources for each agreement. Please check with your program area if you are unsure if there are restrictions on what budget elements can be used within each funding source.

9. Verify the funding sources that were pulled from existing contracts correctly. Check the budget funding sources against your contracts to ensure completeness.
10. Click on Add Funding Source to add a DHS funding source if there was any omitted. You will also need to add a funding source for each of your other agreements with the State of Illinois. For those other State of Illinois contracts that you are adding, please just use the drop down menu and select Other State – Non DHS. (Note: These should include all amounts you have listed in Exhibit G of your contract).
11. The General and Administrative, Fundraising and an Other Column will be already set up for you to drop in your budgeted numbers for the year. The Other Column can be used for programs funded by other means than through the State of Illinois. (United Way or other local funding for example).

CSA Tracking: Provider Budget User Manual

DHS Illinois Department of Human Services

Contracts | My Info | Facilities | Budgets | Help | Logout

Budgets
 » Instruction
 » Budget List
 » Budget Wizard

Add/Edit Funding Source

CFDA Number:

Contract Number: *

Program Name: *

Program Title:

Funding Source Type: * **DHS**

Name of Grant:

Description:

Approved Amount:

Sort Order: *

12. Enter in Necessary information for the funding source.
13. Click on **Save & Add another Funding Source** to add another funding source or...
14. Click on **Save** (this will take you back to the Funding Sources Page)

Note: There are three funding sources that will automatically appear on your budget summary. These are fund raising, general and administrative costs and other. You will see that this budget summary mirrors a traditional functional statement of expenses. We need to have at least one column for each DHS agreement (these should be populated for you) and at least one column for each agreement you have at any other State of Illinois Agency. In your FY13 agreement, there is an Exhibit G – which requests all other funding sources from the State of Illinois. These amounts should be included in your budget submission. You will need to add these by adding a funding source and select “State of Illinois – Non DHS” as your funding type.

Click on the **Budget Main Page** button

DHS Illinois Department of Human Services

Contracts | My Info | Facilities | Budgets | Help | Logout

Budgets
 » Instruction
 » Budget List
 » Budget Wizard

Budget

Fiscal Year: *

Form Type: * **Short**
To change Form Type, you must delete the budget and create a new one.

Management Allocation: 7.00

Contacts: [Ryan Krieger](#)

Status: **In-work**

[Funding Sources](#) [Short Form](#)

Budget History		
Status	Note	By
In-work	Budget created.	Ryan Krieger 6/7/12 8:24:12 AM

CSA Tracking: Provider Budget User Manual

15. Click on the Short Form link to view budget short form

Direct Expenditures	Total	Cont: 11GRB00001 CFDA: 99.125 Prog: REV ABS	Cont: 11GRB00004 CFDA: 99.124 Prog: P90X
Personnel Compensation	0.00	0.00	0.00
Nontaxable Benefits & Payroll Taxes	0.00	0.00	0.00
Direct Benefit Payments	0.00	0.00	0.00
Occupancy	0.00	0.00	0.00
Contractual Services	0.00	0.00	0.00
Travel	0.00	0.00	0.00
Commodities	0.00	0.00	0.00
Equipment	0.00	0.00	0.00
Information Technology	0.00	0.00	0.00
Allowable Depreciation	0.00	0.00	0.00
Other costs not listed above	0.00	0.00	0.00
Total Direct Budgeted Expenses	0.00	0.00	0.00
Allowable Management and General	0.00	0.00	0.00
Total Budgeted Expenditures	0.00	0.00	0.00
Less Other Revenue Sources	0.00	0.00	0.00
Total Cash Assistance Requested	0.00	0.00	0.00
Contract Approved Amount	2,315,000.00	100,000.00	15,000.00

[Budget Main Page](#)

- For each column enter in the necessary numbers keeping in mind that you will need to keep the supporting detail handy for future questions. If you are uncertain about which category a particular cost element goes into, please just reach out to your program area or to OCA – people will be on stand-by to help you.
- Click on **Save & Recalculate** button to save the budget. Each time you make a change to the budget line items – be sure to click save and recalculate!
- When you are completed, the Total Direct Budgeted Expenses line should reflect the total expenditures in your agency’s budget for the year.
- DHS recognizes that it takes general and administrative costs to properly run a program. You need to hand enter the amount of proposed Allowable Management Expenses from your indirect cost proposal. These will be reviewed with each program area and OCA for approval.
- Click on the **Print** button to print the budget short form.

Creating New Long for Budget (with Wizard)

The Long Budget Format

The Long Budget Format is intended to house all of your supporting cost data in one location. It also automatically calculates the indirect cost rate to each program based upon the percentage of personnel costs. Beginning with the 7.17.12 version of the long budget form, there is a row to manually enter your proposed general and administrative costs if you do not want the system to automatically calculate

CSA Tracking: Provider Budget User Manual

those for you. Much work was done to automate this budget format this year to decrease your inputting time!

1. From the Budget List page, click on the **Add Budget (Wizard)** button

The screenshot shows the 'Setup Budget' screen. At the top, there is a navigation bar with 'Contracts', 'My Info', 'Facilities', 'Budgets', 'Help', and 'Logout'. Below this is a sidebar with 'Budgets' and sub-links for 'Instruction', 'Budget List', and 'Budget Wizard'. The main content area is titled 'Setup Budget' and contains a yellow warning box with the following text: 'State fiscal year begins on July 1st and ends on June 30th. There are two types of the budget form, Long & Short form. Currently the wizard only supports the Long form. To create a budget with Short form, you must exit the Wizard and add the budget manually. The Long form is comprised of sixteen schedules (forms) that you must complete. On the other hand, you only need to complete one form for the Short Form. Once the budget record is saved, you cannot directly change the form type. In order to change the form type, you must Delete the budget and recreate a new one. You also must reenter all the data you had entered previously. Thus, before working on a budget, you must know what type of form required for your budget.' Below the warning box are three input fields: 'Fiscal Year:' with the value '2013', 'Form Type:' with the value 'Long', and 'Management Allocation:' with the value '0'. At the bottom are three buttons: 'Save', 'Next', and 'Cancel'.

2. Enter in the Fiscal Year
3. The Management Allocation % is Not Used in the Long Budget. It should be set at 0.
4. Click on **Save** to save current screen or **Next** to save and advance

The screenshot shows the 'Add/Remove Budget Contacts' screen. At the top, there is a navigation bar with 'Contracts', 'My Info', 'Facilities', 'Budgets', 'Help', and 'Logout'. Below this is a sidebar with 'Budgets' and sub-links for 'Instruction', 'Budget List', and 'Budget Wizard'. The main content area is titled 'Add/Remove Budget Contacts' and contains a yellow warning box with the following text: 'Budget's contact(s) will be notified via email if the budget get approved, rejected or unlocked.' Below the warning box are two columns: 'Current Contact(s)' and 'Available Contact(s)'. The 'Available Contact(s)' column contains two names: 'ELLEN KING' and 'Ryan Krieger'. Between the columns are two arrows, one pointing left and one pointing right. At the bottom are five buttons: 'Back', 'Save/Next', 'Save', 'Finish Later', and 'Cancel'.

5. Select the appropriate contact(s) and click on **Save/Next** button to save and advance

(At this point, all the Funding Sources from the CSA Tracking Contracts have been imported. Verify the information and keep pressing the **Save/Next** button to advance to the next one until you reach a blank funding source as shown below.)

CSA Tracking: Provider Budget User Manual

The screenshot shows the 'Add/Edit Funding Source' form. The header includes the DHS Illinois Department of Human Services logo and navigation tabs: Contracts, My Info, Facilities, Budgets, Help, and Logout. The left sidebar shows 'Budgets' with links for Instruction, Budget List, and Budget Wizard. The main content area has a yellow warning box: 'The budget must have at least one funding source in addition to the Management & General funding source which is created by default. All funding sources associated to your contracts will be imported automatically when they are published. Besides that you must add additional funding sources manually.' Below this is a form with the following fields: CFDA Number: 99.125; Contract Number: * 11GRB00001; Program Name: * REV ABS; Program Title: (empty); Funding Source Type: * DHS; Name of Grant: (empty); Description: (empty); Approved Amount: 100,000.00; Sort Order: * 5. At the bottom are buttons: Back, Save/Next, Save, Finish Later, and Wizard Main.

- To add another Funding Source, enter in the necessary information. Your DHS agreement information should be pre-populated. You will need to add an additional funding source for each State of Illinois agreement that you have with other state agencies. (Exhibit G in your agreement). Click on the **Save/Next** button or...
- If you are done editing Funding Source section, leave form blank and click on the **Save/Next** button

The screenshot shows the 'Add/Edit Direct Personnel Info' form. The header includes the DHS Illinois Department of Human Services logo and navigation tabs: Contracts, My Info, Facilities, Budgets, Help, and Logout. The left sidebar shows 'Budgets' with links for Instruction, Budget List, and Budget Wizard. The main content area has a yellow warning box: 'This page is only for editing/adding Direct Staff providing services. For other type of personnel, Executive, Manager & Other personnel, it will be on different pages. **Leave the fields as-is or blank, and click Next if you have no more person to add.**' Below this is a form with the following fields: Name (First & Last Name): * (empty); Title: * (empty); Personnel Type: Direct Staff; Base Salary: 0.00; Bonus & Incentive: 0.00; Other Reportable Comp: 0.00; Retirement & Other Deferred Comp: 0.00; Health & Dental Insurance: 0.00; Other Nontaxable Comp: 0.00; Payroll Taxes: 0.00; Total From Last Year: 0.00. At the bottom are buttons: Back, Save/Next, Save, Finish Later, and Wizard Main.

- Enter in necessary DIRECT STAFF information on this page. This is all of your direct staff for all of your programs. You will be asked on a different screen for the amount of time they are allocated to each program. (Do not include your executive staff or management staff here).
- Click on the **Save/Next** button and repeat step 7 or...
- Click on **Save/Next** button – then **Save/Next** button again to advance to next step

CSA Tracking: Provider Budget User Manual

The screenshot shows the 'Add/Edit Executive Personnel Info' form. The header includes the DHS Illinois Department of Human Services logo and navigation tabs: Contracts, My Info, Facilities, Budgets, Help, and Logout. The left sidebar lists 'Budgets' with sub-links for Instruction, Budget List, and Budget Wizard. The main content area contains instructions: 'This page is only for editing/adding Executive Personnel. For other type of personnel, Direct Staff, Management & Other personnel, it will be on different pages.' and 'Include the reward or recompense made for personal services rendered in by an Executive Personnel providing support related services not identifiable to a specific contract or grant.' A note states: '**Leave the fields as-is or blank, and click Next if you have no more person to add.**' The form fields include: Name (First & Last Name):*, Title:*, Personnel Type: (dropdown set to Executive Staff), Base Salary: 0.00, Bonus & Incentive: 0.00, Other Reportable Comp: 0.00, Retirement & Other Deferred Comp: 0.00, Health & Dental Insurance: 0.00, Other Nontaxable Comp: 0.00, Payroll Taxes: 0.00, and Total From Last Year: 0.00. At the bottom are buttons for Back, Save/Next, Save, Finish Later, and Wizard Main.

11. Enter in necessary EXECUTIVE STAFF information on this page
12. Click on the **Save/Next** button and repeat step 7 or...
13. Click on **Save/Next** button – then **Save/Next** button again to advance to next step

The screenshot shows the 'Add/Edit Management Personnel Info' form. The header includes the DHS Illinois Department of Human Services logo and navigation tabs: Contracts, My Info, Facilities, Budgets, Help, and Logout. The left sidebar lists 'Budgets' with sub-links for Instruction, Budget List, and Budget Wizard. The main content area contains instructions: 'This page is only for editing/adding Management Staff. For other type of personnel, Direct Staff, Executive & Other personnel, it will be on different pages.' and 'Include the reward or recompense made for personal services rendered in by a Management Personnel providing support related services not identifiable to a specific contract or grant.' A note states: '**Leave the fields as-is or blank, and click Next if you have no more person to add.**' The form fields include: Name (First & Last Name):*, Title:*, Personnel Type: (dropdown set to Management Staff), Base Salary: 0.00, Bonus & Incentive: 0.00, Other Reportable Comp: 0.00, Retirement & Other Deferred Comp: 0.00, Health & Dental Insurance: 0.00, Other Nontaxable Comp: 0.00, Payroll Taxes: 0.00, and Total From Last Year: 0.00. At the bottom are buttons for Back, Save/Next, Save, Finish Later, and Wizard Main.

14. Enter in necessary MANAGEMENT STAFF information on this page
15. Click on the **Save/Next** button and repeat step 7 or...

CSA Tracking: Provider Budget User Manual

16. Click on **Save/Next** button – then **Save/Next** button again to advance to next step

The screenshot shows a web application interface for the Illinois Department of Human Services. The main title is "Add/Edit Other Personnel Info". A yellow warning box states: "This page is only for editing/adding **Other Staff**. For other type of personnel, Direct Staff, Executive & Management personnel, it will be on different pages." Below this, instructions read: "Include the reward or recompense made for personal services rendered in by a **Other Personnel** providing support related services not identifiable to a specific contract or grant." A bold instruction says: "**Leave the fields as-is or blank, and click Next if you have no more person to add.**"

Name (First & Last Name):*	<input type="text"/>
Title:*	<input type="text"/>
Personnel Type:	Other Staff
Base Salary:	<input type="text" value="0.00"/>
Bonus & Incentive:	<input type="text" value="0.00"/>
Other Reportable Comp:*	<input type="text" value="0.00"/>
Retirement & Other Deferred Comp:	<input type="text" value="0.00"/>
Health & Dental Insurance	<input type="text" value="0.00"/>
Other Nontaxable Comp:	<input type="text" value="0.00"/>
Payroll Taxes:	<input type="text" value="0.00"/>
Total From Last Year:	<input type="text" value="0.00"/>

Navigation buttons:

17. Enter in necessary OTHER STAFF information on this page

18. Click on the **Save/Next** button and repeat step 7 or...

19. Click on **Save/Next** button – then **Save/Next** button again to advance to next step

CSA Tracking: Provider Budget User Manual

Illinois
Department of Human Services

Contracts
My Info
Facilities
Budgets
Help
Logout

Budgets

- » Instruction
- » Budget List
- » Budget Wizard

Edit Direct Personnel Compensation Allocation

The Full Time Equivalent (FTE) percentage entered should equate to the percentage of total time rendering direct services on a specific contract or grant.

The total allocation must be 1.00.

Direct Personnel

Name: Bob James
Title: Direct I

Funding Source	Allocation
Contract#: 11GRB00001 Program: REV ABS CFDA: 99.125 Type: DHS	0 <input style="width: 40px;" type="text"/>
Contract#: 11GRB00004 Program: P90X CFDA: 99.124 Type: DHS	0 <input style="width: 40px;" type="text"/>
Contract#: FCSRK00013 Program: P90X CFDA: 99.124 Type: DHS	0 <input style="width: 40px;" type="text"/>
Contract#: FCSRM00009 Program: REV ABS CFDA: 99.100 Type: DHS	0 <input style="width: 40px;" type="text"/>
Contract#: FCSRM00009 Program: REV ABS CFDA: 99.222 Type: DHS	0 <input style="width: 40px;" type="text"/>
Program: FUND RAISING Type: Other	0 <input style="width: 40px;" type="text"/>
Program: ALL OTHER Type: Other	0 <input style="width: 40px;" type="text"/>
Total	0.00

Back
Save/Next
Save
Finish Later
Wizard Main

20. For each Direct Personnel Staff you have entered; you will now allocate percentages of each funding source to the direct personnel staff member
21. Click on **Save/Next** button to advance

CSA Tracking: Provider Budget User Manual

Contracts
My Info
Facilities
Budgets
Help
Logout

Budgets

- » Instruction
- » Budget List
- » Budget Wizard

Direct Benefit Payment/Depreciation/Requested Allowable Management & General

Direct benefit payments is the total paid directly for such items as tuition, books and fees.
 Depreciation is the loss in value or service life of fixed assets because of wear and tear through use, elapse of time, inadequacy, or obsolescence. This could be either a direct or indirect expense. If it is direct, it is charged directly to the contract or grant benefiting from the use of the assets. If the expenses cannot be readily attributed to a specific contract or grant, it would be an indirect expense within Management and General and allocated accordingly.

DEPRECIATION AND USE ALLOWANCES
 (1) Equipment and other capital expenditures are unallowable as indirect costs. However, see OMB Circular A-122 Attachment B, paragraph 11., Depreciation and use allowance, for rules on the allowability of use allowances or depreciation on buildings, capital improvements, and equipment. Also, see Attachment B, paragraph 43., Rental costs of buildings and equipment, for rules on the allowability of rental costs for land, buildings, and equipment.
 (2) The unamortized portion of any equipment written off as a result of a change in capitalization levels may be recovered by continuing to claim the otherwise allowable use allowances or depreciation on the equipment, or by amortizing the amount to be written off over a period of years negotiated with the cognizant agency.

Include a depreciation schedule as an attachment that supports your claim for depreciation and depreciation use allowance.

DEPRECIATION USE ALLOWANCE CANNOT BE CLAIMED IF THE ASSETS WERE PURCHASED WITH FUNDS PROVIDED BY THE GRANTING AGENCY.

Funding Source	
Contract Number: 11GRB00001	
Program Name: REV ABS	
CFDA: 99.125	
Type: DHS	
Expenditures	Amount
Direct Benefit Payment	0.00
Allowable Depreciation	0.00
Depreciation	0.00
Requested Allowable Management and General	0.00

22. For each Funding Source, you will enter in:
 - a. Benefit Payments
 - b. Allowable Depreciation
 - c. Depreciation
23. Click on the **Save/Next** button to advance

CSA Tracking: Provider Budget User Manual

Illinois Department of Human Services

Contracts | My Info | **Facilities** | Budgets | Help | Logout

Budgets

- > Instruction
- > Budget List
- > Budget Wizard

Square Footage Allocated by Funding Source

Enter the space occupied that is required to carry out direct program objectives. The space required to provide general and administrative support should be estimated, as well. Common space should be included in each of the square footage percentages. Ensure that the total % of square footage of your facilities is equal to 1.00.

Funding Source	Square Footage
Contract#: 11GRB00001 Program: REV ABS CFDA: 99.125 Type: DHS	0.00
Contract#: 11GRB00004 Program: P90X CFDA: 99.124 Type: DHS	0.00
Contract#: FCSRK00013 Program: P90X CFDA: 99.124 Type: DHS	0.00
Contract#: FCSRM00009 Program: REV ABS CFDA: 99.100 Type: DHS	0.00
Contract#: FCSRM00009 Program: REV ABS CFDA: 99.222 Type: DHS	0.00
Program: FUND RAISING Type: Other	0.00
Program: ALL OTHER Type: Other	0.00
GENERAL AND ADMINISTRATIVE	0.00
Total Square Footage	0.00

24. For each funding source, you must enter in the square footage percentage allocation for the facilities.

25. Click on the **Save/Next** button to advance

Illinois Department of Human Services

Contracts | My Info | Facilities | **Budgets** | Help | Logout

Budgets

- > Instruction
- > Budget List
- > Budget Wizard

Occupancy Expenses

All costs of providing available office space in which the responsibilities of the contract/grant will be performed.

Enter the total amounts paid for each of the expense items listed the allocation table for each contract or grant will automatically populate. If there is an expense item needed but not presented, use **Other** and list the name of the item.

Item	Expense
Rent	0.00
Utilities Electric	0.00
Utilities Gas	0.00
Utilities Water/Sewer	0.00
Building Maintenance	0.00
Consumable Cleaning Supplies	0.00
Security	0.00
Improvements	0.00
Property taxes	0.00
Liability Insurance	0.00
Pest Control	0.00
Other (Describe)	0.00
Other (Describe)	0.00
Other (Describe)	0.00

26. Enter in all **Occupancy Expenses**

CSA Tracking: Provider Budget User Manual

27. To add expenses not listed, rename "Other" to the expense listed
28. Click on the **Save/Next** button to advance

Budgets » Instruction » Budget List » Budget Wizard	Contractual Services Expenses (F)																																																						
	Expenditures incident to current operations for services provided pursuant to a written agreement including the multi-year lease, lease-purchase or installment purchase of land permanent improvements or fixtures. Enter budgeted expenses that are incidental to providing direct services under each contract/grant.																																																						
	Funding Source																																																						
	Contract Number: 11GRB00001 Program Name: REV ABS CFDA: 99.125 Type: DHS																																																						
	<table border="1"><thead><tr><th>Item</th><th>Expense</th></tr></thead><tbody><tr><td>Program Consultants</td><td>0.00</td></tr><tr><td>Sub-Grants</td><td>0.00</td></tr><tr><td>Management</td><td>0.00</td></tr><tr><td>Legal</td><td>0.00</td></tr><tr><td>Accounting</td><td>0.00</td></tr><tr><td>Lobbying</td><td>0.00</td></tr><tr><td>Professional Fundraising Services</td><td>0.00</td></tr><tr><td>Repair and Maintenance</td><td>0.00</td></tr><tr><td>Office Equipment Rental</td><td>0.00</td></tr><tr><td>Vehicle Rental</td><td>0.00</td></tr><tr><td>Other Rental</td><td>0.00</td></tr><tr><td>Royalties</td><td>0.00</td></tr><tr><td>Temporary Housing</td><td>0.00</td></tr><tr><td>Telephone - Land Lines</td><td>0.00</td></tr><tr><td>Telephone - Cellular</td><td>0.00</td></tr><tr><td>Investment Management Fees</td><td>0.00</td></tr><tr><td>Liability and Other Insurance</td><td>0.00</td></tr><tr><td>Advertising and Promotion</td><td>0.00</td></tr><tr><td>Postage</td><td>0.00</td></tr><tr><td>Memberships</td><td>0.00</td></tr><tr><td>Subscriptions</td><td>0.00</td></tr><tr><td>Licensure Fees</td><td>0.00</td></tr><tr><td>Continuing Education</td><td>0.00</td></tr><tr><td>Other (Describe)</td><td>0.00</td></tr><tr><td>Other (Describe)</td><td>0.00</td></tr><tr><td>Other (Describe)</td><td>0.00</td></tr></tbody></table>	Item	Expense	Program Consultants	0.00	Sub-Grants	0.00	Management	0.00	Legal	0.00	Accounting	0.00	Lobbying	0.00	Professional Fundraising Services	0.00	Repair and Maintenance	0.00	Office Equipment Rental	0.00	Vehicle Rental	0.00	Other Rental	0.00	Royalties	0.00	Temporary Housing	0.00	Telephone - Land Lines	0.00	Telephone - Cellular	0.00	Investment Management Fees	0.00	Liability and Other Insurance	0.00	Advertising and Promotion	0.00	Postage	0.00	Memberships	0.00	Subscriptions	0.00	Licensure Fees	0.00	Continuing Education	0.00	Other (Describe)	0.00	Other (Describe)	0.00	Other (Describe)	0.00
Item	Expense																																																						
Program Consultants	0.00																																																						
Sub-Grants	0.00																																																						
Management	0.00																																																						
Legal	0.00																																																						
Accounting	0.00																																																						
Lobbying	0.00																																																						
Professional Fundraising Services	0.00																																																						
Repair and Maintenance	0.00																																																						
Office Equipment Rental	0.00																																																						
Vehicle Rental	0.00																																																						
Other Rental	0.00																																																						
Royalties	0.00																																																						
Temporary Housing	0.00																																																						
Telephone - Land Lines	0.00																																																						
Telephone - Cellular	0.00																																																						
Investment Management Fees	0.00																																																						
Liability and Other Insurance	0.00																																																						
Advertising and Promotion	0.00																																																						
Postage	0.00																																																						
Memberships	0.00																																																						
Subscriptions	0.00																																																						
Licensure Fees	0.00																																																						
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Other (Describe)	0.00																																																						
Other (Describe)	0.00																																																						
Other (Describe)	0.00																																																						
	<input type="button" value="Back"/> <input type="button" value="Save/Next"/> <input type="button" value="Save"/> <input type="button" value="Finish Later"/> <input type="button" value="Wizard Main"/>																																																						

29. Enter in all **Contractual Services** expenses for each funding source
30. To add expenses not listed, rename "Other" to the expense listed
31. Click on the **Save/Next** button to advance

CSA Tracking: Provider Budget User Manual

DHS Illinois Department of Human Services

Contracts My Info **Facilities** Budgets Help Logout

Budgets

- » Instruction
- » Budget List
- » Budget Wizard

Travel Expenses (G)

Costs for transportation, meals, hotel and other expenses associated with traveling on business for the entity. Include expenditures directly attributable to official travel by members and employees, involving reimbursement to travelers, or direct payment to private agencies providing transportation or related services. Out of state travel requires prior approval by the Department of Human Services and consideration, among others, will be given if the travel is complicit (a requirement) to the conduct of the contract or grant.

Enter services that are incidental to providing direct services under each contract/grant.

Funding Source

Program Name: MANAGEMENT & GENERAL

Item	Expense
Travel In-State	0.00
Travel Out-of-State	0.00
Other (Describe)	0.00
Other (Describe)	0.00
Other (Describe)	0.00

Back Save/Next Save Finish Later Cancel

32. Enter in all **Travel** expenses for each funding source
33. To add expenses not listed, rename “Other” to the expense listed
34. Click on the **Save/Next** button to advance

DHS Illinois Department of Human Services

Contracts My Info **Facilities** Budgets Help Logout

Budgets

- » Instruction
- » Budget List
- » Budget Wizard

Commodities Expenses (H)

Commodities includes expenditures in connection with current operation for the purchase of articles of a consumable nature which show a material change or appreciable depreciation with first usage and equipment having a unit value not in any instance exceeding \$100, but does not include any expenditure for library books, any expenditures for replacement fixtures or repair parts in connection with the repair and maintenance of property or equipment or expenditures.

Enter commodities that are incidental to providing direct services under each contract/grant. These supplies are consumable in nature and do not provide economic benefit beyond the current budgeted fiscal year.

Funding Source

Program Name: FUND RAISING
Type: Other

Item	Expense
Printing	0.00
Office and Library Supplies	0.00
Educational and Instructional Materials and Supplies	0.00
Mechanical Supplies	0.00
License Plates	0.00
Gasoline and Oil for Off-Road Equipment	0.00
Medical, Scientific, and Laboratory Supplies	0.00
Food Supplies - Staff	0.00
Food Supplies - Members	0.00
Wearing Apparel	0.00
Medical, Scientific, and Laboratory Equipment, Not Exceeding \$100	0.00
Household, Laundry, and Cleaning Equipment, Not Exceeding \$100	0.00
Equipment, Not Elsewhere Classified, Not Exceeding \$100	0.00
Gifts	0.00
Other (Describe)	0.00
Other (Describe)	0.00
Other (Describe)	0.00

Back Save/Next Save Finish Later Wizard Main

35. Enter in all **Commodities** expenses for each funding source
36. To add expenses not listed, rename “Other” to the expense listed

CSA Tracking: Provider Budget User Manual

37. Click on the **Save/Next** button to advance

DHS Department of Human Services

Contracts My Info Facilities Budgets Help Logout

Budgets

- » Instruction
- » Budget List
- » Budget Wizard

Equipment Outlays (1)

Equipment means an article of non-expendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-profit organization for financial statement purposes, or \$5000.

The following rules of allowability shall apply to equipment and other capital expenditures:

- (1) Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except where approved in advance by the awarding agency.
- (2) Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5000 or more have the prior approval of the awarding agency.
- (3) Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior approval of the awarding agency.
- (4) When approved as a direct charge pursuant to paragraph (1), (2), and (3) above, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate by and negotiated with the awarding agency.

Enter equipment costs meeting allowability requirements (1), (2), and (3) above providing direct services under each contract/grant. Equipment is not consumable in nature and does provide economic benefit beyond the current budgeted fiscal year.

Funding Source

Contract Number: 11GRB00001
Program Name: REV ABS
CFDA: 99.125
Type: DHS

Item	Expense
Describe	0.00
Describe	0.00
Describe	0.00

38. Enter in all **Equipment Outlays** expenses for each funding source

39. To add expenses not listed, rename "Other" to the expense listed

40. Click on the **Save/Next** button to advance

CSA Tracking: Provider Budget User Manual

DHS Illinois Department of Human Services

Contracts My Info Facilities Budgets Help Logout

Budgets
 » Instruction
 » Budget List
 » Budget Wizard

Information Technology Expenses (J)

Expenditures incurred for the lease, rental or purchase of electronic data processing equipment and related devices, supplies, services, including expenditures for the acquisition of electronic data processing equipment under multi-year lease, lease purchase or installment purchase contracts for terms of not more than 7 years.

Enter information technology expenses that are mission critical to providing direct services under each contract/grant. Computer Equipment must be prior approved in writing before computer equipment is purchased.

Funding Source
 Program Name: FUND RAISING
 Type: Other

Item	Expense
Repair and Maintenance, EDP Equipment	0.00
Software Development	0.00
Professional and Artistic Contracts	0.00
Equipment Maintenance Agreements	0.00
Rental EDP Equipment	0.00
EDP Supplies	0.00
EDP Equipment - Explain on Schedule O	0.00
Equipment Rental	0.00
Travel	0.00
Printing	0.00
Commodities	0.00
Other (Describe)	0.00
Other (Describe)	0.00
Other (Describe)	0.00

Back Save/Next Save Finish Later Wizard Main

41. Enter in all **Information Technology** expenses for each funding source
42. To add expenses not listed, rename “Other” to the expense listed
43. Click on the **Save/Next** button to advance

DHS Illinois Department of Human Services

Contracts My Info Facilities Budgets Help Logout

Budgets
 » Instruction
 » Budget List
 » Budget Wizard

Other Revenue Sources (N)

Included on this schedule are in-kind contributions, match, Maintenance of Effort (MOE), donations, and other revenue sources raised by the not for profit. Allocate the revenue source by contract or grant. Other revenue sources lower the proposed cash assistance required for the fiscal year.

Funding Source
 Contract Number: 11GRB00001
 Program Name: REV ABS
 CFDA: 99.125
 Type: DHS

Item	Expense
Cash Donations	0.00
In Kind Contributions	0.00
Interest	0.00
Match	0.00
Maintenance of Effort	0.00
Program Income	0.00
Other	0.00
Other	0.00
Other	0.00

Back Save/Next Save Finish Later Wizard Main

44. Enter in all **Other Revenue Sources** expenses for each funding source.

CSA Tracking: Provider Budget User Manual

45. To add expenses not listed, rename “Other” to the expense listed
46. Click on the **Save/Next** button to advance
47. The budget is now complete

Printing Budget

Illinois Department of Human Services

Contracts My Info Facilities **Budgets** Help Logout

Budgets

- » Instruction
- » Budget List
- » Budget Wizard

Budget Go to Table: ▼

Fiscal Year: 2012
Form Type: Long
To change Form Type, you must delete the budget and create a new one.

Management Allocation: 7.00
Contacts: [Ryan Krieger](#)
Status: In-work

[Save](#) [Save & Update Contacts](#) [Cancel](#) [Submit For Approval](#) [Print Budget](#) [Delete](#)

[Funding Sources](#) [Budget Wizard](#)

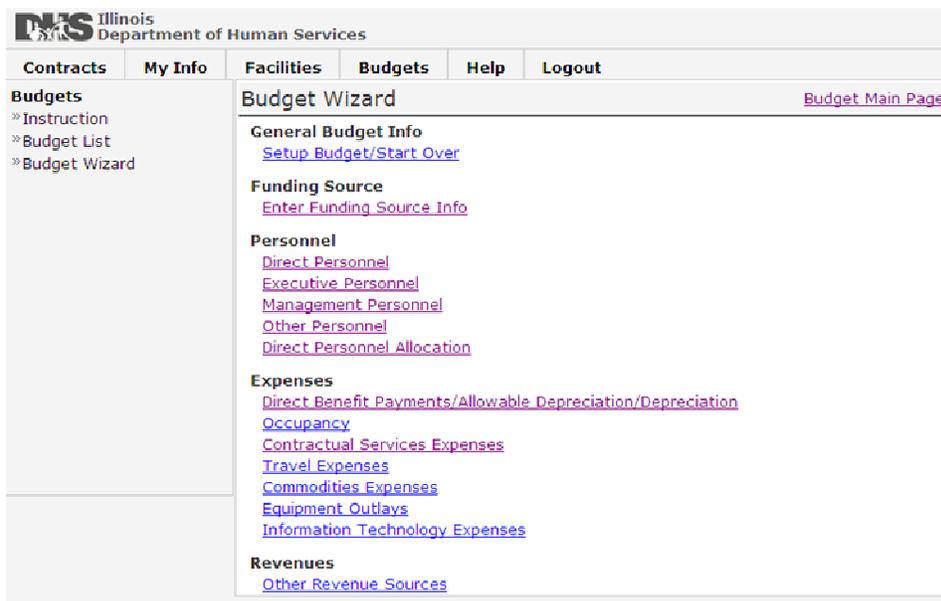
Budget History		
Status	Note	By
In-work	Budget created.	Ryan Krieger 6/7/12 8:45:53 AM

1. Click on the **Print Budget** button
2. Adobe Reader should display your budget forms
3. You may choose to save and/or print through Adobe

Editing Budget (Wizard)

1. From the Budget main page, click on the **Budget Wizard** link

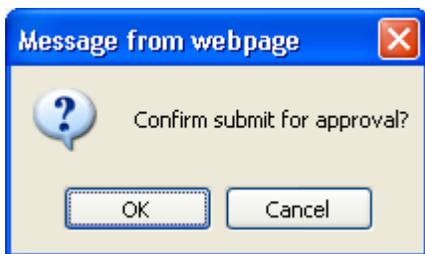
CSA Tracking: Provider Budget User Manual



2. From here you can choose any section you would like to edit on the budget

Submit for Approval

1. From Budget main page, click on the **Submit for Approval** button



2. Click on the **OK** button to continue submitting
3. Your budget has now been sent for approval to the appropriate program divisions, as well as to OCA in DHS. You will be receiving feedback on your budget submission within 60 days.