

SACRAMENTO SAFE COMMUNITY PARTNERSHIP
SUBGRANT BUDGET AND COST ALLOCATION PLAN

Subgrantee Name: _____ Subgrant #: _____
 Street Address: _____ ___ Original or ___ Mod # _____
 City: _____ Activity: _____
 Program Contact: _____ Phone: _____
 Fiscal Contact Person: _____ Phone: _____

BUDGET PERIOD: From: _____ Through: _____

BUDGET SUMMARY - COST REIMBURSEMENT	
TYPE OF COST	SETA SHARE
A. Personnel	
B1. Fixed Asset Purchases	
B2. Other Equipment Costs	
C. Other Costs	
Total Cost	

COST ALLOCATION PLAN

ACTUAL METHODS (Do not give dollar amounts), which will be used to charge/allocate a FAIR SHARE of ACTUAL costs to this budget ("Budget" column) and to cost categories (administration and program) within the budget ("Cost Category").

Cost Item	Use abbreviation at bottom of page	
	Budget	Cost Category
A. Personnel Costs		
B. Equipment Costs		
C. Other Costs		

ABBREVIATIONS: (Some commonly used methods. If a method you use is not listed, add it to the list)

DC = Direct Charge: Not a share cost. ACTUAL costs charged to a budget or cost category will be directly identified with the budget or cost category.

ST = Staff time: Shared Cost. ACTUAL costs will be allocated to a budget or cost category based upon the % of total ACTUAL staff time spent on the budget or cost category.

SF = Square Footage: Shared Cost. ACTUAL costs will be allocated to a budget of cost category based upon the % of ACTUAL space used for the budget or cost category.

SF/ST = Square Footage Combined with Time of Staff Using Space: Shared cost. ACTUAL costs will be allocated to a budget or cost category based upon the % of total ACTUAL space and the % of total ACTUAL staff time within the space used for the budget or cost category.

#S = Number Served: Shared cost. ACTUAL costs will be allocated to a budget based upon the % of total ACTUAL participants served by the budget.

U = Usage: Shared cost. ACTUAL costs will be allocated to a budget or cost category based upon the % of total ACTUAL usage for the budget or cost category. The backup documentation for ACTUAL usage will be : _____.

Fixed Assets: Equipment (non-expendable personal property) with an acquisition cost of \$5,000 or more per unit and a useful life of more than one year.

<u>B. EQUIPMENT COSTS</u>			Costs For This Program
1. Purchases of Fixed Assets		Full Purchase Price x SETA %	TOTAL
Total Purchases of Fixed Assets			
2. Other Equipment Costs		Full Purchase Price x SETA %	
P, L, R	P = Purchase L = Lease	Or	
D or U	R = Rent D = Depreciation		
U = Use Allowance			
Total Other Equipment Costs			
Total Equipment Costs (Purchases of Fixed Assets + Other Equipment Costs)			

