

FY 18-19 Annual Budget Report
Human Services and Justice Coordination



Agency Name: _____	Total Agency Budget: _____	
Contact Person and Title: _____	Total Program Budget: _____	
Agency Remit Address _____	Phone: _____	
Program Name: _____		

CATEGORY	TOTAL ALLOCATION	Approx. FTE Quantity	
PERSONNEL EXPENSES			
1	\$ _____	_____	INSTRUCTIONS: For personnel expenses, please select employee position from the drop down menu for staff that are funded in part or whole by County Dollars. Then, enter the total allocation to each staff type, including fringe. Lastly, select the full-time equivalent (FTE) for each position type. If you intend to invoice benefits/fringe as a separate, totaled line item, then please list them separately here.
2	\$ _____	_____	
3	\$ _____	_____	
4	\$ _____	_____	
5	\$ _____	_____	
6	\$ _____	_____	
7	\$ _____	_____	
8	\$ _____	_____	
9	\$ _____	_____	
Personnel Expenses TOTAL:	\$ 0.00	0.00	
OPERATIONAL EXPENSES			
10	\$ _____	_____	INSTRUCTIONS: Operational expenses include any expenses other than employee/staff salaries and fringe. Administrative costs should be allocated among the categories provided. If any agency cost does not fit into the categories provided, please select "Other" and explain the costs in the Budget Narrative. Descriptions and examples of each category are provided in the Budget Narrative.
11	\$ _____	_____	
12	\$ _____	_____	
13	\$ _____	_____	
14	\$ _____	_____	
15	\$ _____	_____	
16	\$ _____	_____	
17	\$ _____	_____	
18	\$ _____	_____	
19	\$ _____	_____	
20	\$ _____	_____	
21	\$ _____	_____	
22	\$ _____	_____	
Operational Expenses TOTAL:	\$ 0.00	0.00	
PROGRAM TOTAL:	0.00	0.00	

Prepared By: _____
Date: _____
Phone Number: _____
Email: _____
Approved by: _____
Signature: _____
Remarks: _____

HUMAN SERVICES OFFICE USE ONLY (Revised 9-10-18):	
Contract Manager Approval: _____	Legistar ID: _____
Finance Approval: _____	Effective Dates: _____

PERSONNEL	Positions paid by Pinellas County
Case Manager/Outreach	This category includes much of the staff that will provide specific direct service to clients, such as Street Outreach workers, Case Managers, Navigators, Call Center Staff.
Director/CEO	Includes upper level management of an Agency.
Administrative Support	Includes administrative staff and office specialists, front desk staff, secretaries, bookkeepers, etc.
Program Manager/Supervisor	Includes managers and supervisors of programs and/or managers of other staff.
General Staff	Includes other staff such as program analysts, food servers/preparers, TBIN or data entry or analysts.

OPERATIONS	
Direct Services	Direct services includes costs of actual goods and services provided to clients. Items in this category may include: bus passes, clothing, prescriptions, groceries/toiletries purchased for an individual client, furniture, client education or licensing expenses, childcare, etc.
Food	This category includes food that is served on a larger scale, including warm meals served at a shelter or agency, delivered meals, or take-home bagged groceries regularly provided by an agency.
Utilities	Utilities includes water, electric, gas, sewer, etc. expenses for administrative offices and/or housing and residences for clients.
Communications	This category includes telephone services such as mobile, land line, fax, internet services, messengers, web fees, etc.
Professional Fees	This category includes costs associated with contracted professionals such as auditors, accountants, tax professionals, legal counsel, payroll companies, and consultants.
Repairs/Maintenance	Repairs/Maintenance refers to the cost of goods and services incurred to maintain shelter, housing, residences, administrative office space, land, or other valuable physical assets used by the organization in carrying out the program activity.
Supplies/Equipment	Supplies and equipment will include office supplies and equipment such as computers, printers, paper, etc.
Rent/Lease/Mortgage	Costs associated with real estate occupancy and/or agency vehicles.
Insurance	Professional, liability, auto, and/or workers' compensation insurance.
Transportation	Mileage and transportation costs associated with the program services.
Training/Development	Expenses for employee training, conferences, seminars, and associated costs such as airfare, hotel, other staff development costs, and professional licenses such as CDL, LCSW, etc.
Other	Other costs must be described in the Budget Narrative and approved prior to expenditure.

FY 18-19 Operational Narrative

<u>Line Number</u>	<u>Category</u>	<u>Line Item</u>	<u>Amount</u>	<u>Narrative</u>
Example	Operational Expense	Professional Fees/Licenses	\$4,000	\$2000- contracted accountant for monthly accounting through OneSource, Inc., which includes accounts receivable, payable, and account balancing. \$1500 for Payroll Processing through Paychex and \$500 for National Accreditation Membership.
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* Note- if you submit benefits/fringe as a separate line item on your invoices, please list as a separate line item on this report.