

## SBI Project Budget Narrative Suggestions:

**TOTAL BUDGET REQUEST:** \_\_\_\_\_ \$ \_\_\_\_\_

Start with the total amount of your request to set the stage for your total program cost. Use this budget narrative and the program narrative to emphasize the cost savings techniques you're proposing within the project.

**I. Personnel Cost** \_\_\_\_\_ \$ \_\_\_\_\_

Personnel cost is the first major category of expense and should be broken down by major type of expense, full-time, part-time and fringe benefits. Full-time and part-time salary rates can be found in the current year salary schedule and should be used wherever applicable. (<http://valenciacc.edu/HR/compensation.asp> )

**Full-Time Personnel Cost:** \$ \_\_\_\_\_

Identify your entire program full-time salary cost at the approved levels specified in the current District Board of Trustees Salary Schedule.

**Part-Time Personnel Cost:** \$ \_\_\_\_\_

Identify your entire program permanent and temporary-time salary cost at the approved levels specified in the current District Board of Trustees Salary Schedule.

**Fringe Benefits:** \$ \_\_\_\_\_

Calculate the total fringe benefits cost associated with your project. Full-time staff working in a part-time capacity earning a stipend or overload will also be paid fringe benefits at the full-time rates. Permanent part-time staff accrues fringe benefits at the same level as full-time staff without consideration for Health and Life Insurance. Temporary part-time staff accrues Social Security Medicare benefits only.

Full and Permanent Part Time Fringe Benefits Rate Projected for 07-08: 18.08%  
Add \$5178 for Health and Life Insurance for full assigned time positions

Temporary Part Time Fringe Benefits Rate Projected for 07-08: 1.45%

**II. Travel** \_\_\_\_\_ \$ \_\_\_\_\_

Estimated travel cost must be calculated at the approved state rates and should include estimates for local travel and tolls, common carrier charges for out-of-district or out-of state travel as well as the applicable per diem and registration cost.

Mileage is paid at 44.5 cents per mile.

Meals: Breakfast \$ \_\_, Lunch \$ \_\_, Dinner \$ \_\_

**III. Supplies** \_\_\_\_\_ \$ \_\_\_\_\_

Supplies are usually low-cost consumable items; please refer to the collegewide chart of accounts for specific definitions (<http://valenciacc.edu/accounts/>).

**IV. Printing and Consulting** \_\_\_\_\_ \$ \_\_\_\_\_

Usually a larger proportionate expense and requires collaboration with the College Marketing Department for developing accurate budget estimates.

**V. Equipment** \_\_\_\_\_ \$ \_\_\_\_\_

Equipment includes several specific categories; please refer to the collegewide chart of accounts for specific definitions (<http://valenciacc.edu/accounts/>). Minor equipment is an item costing less than \$1000 with a useful life of more than one-year. Major equipment includes items in excess of \$1000 and may be decaled into the collegewide inventory system. If your project includes the acquisition of costly equipment, collaborate with the Procurement Office to ensure you are within College/State compliance.