

Subcontractor Budget

Valid until otherwise noted by The Children's Trust

The Children's Trust will no longer require providers to enter detailed subcontractor information into the subcontractor budget in Trust Central. Providers will still be required to collect subcontractor agreements including detailed budgets; this information can be requested at any point by The Children's Trust.

This document includes guidance on completing subcontractor budgets for all 2021-2022 contracts and beyond.

Subcontractor Budget – Contracting Module	
Positions	No changes have been made to this process. Providers are still required to enter subcontractor positions and salary information.
Fringe Benefits and Fringe Benefit Other	Providers will now enter under the "Fringe Benefit Other" line item using a percentage.
Professional Services	No changes have been made to this process. Providers are still required to budget using the correct Professional Services line item and corresponding narrative.
Operational Line Items	Combine the total for all other operational line items under the "other (other)" category. i.e., If all operational items sum to \$2500 then under other (other) enter \$2500 with narrative stating total operational expense cost \$2500.
Capital Equipment	Capital Equipment should only be purchased by lead agency and not by subcontractor.

Subcontractor Budget – SAMIS Module	
No change. Use the narrative log to report the total amount for each separate subcontractor.	