



## Budget SAMIS Guide

Trust Central - SAMIS Fiscal module allows an Agency, through the role of Creator, to initiate a program budget. A program can only have one budget per each Fiscal Year and must be approved before a request for reimbursement can be processed. When completing a budget, please refer to the Budget Guidelines located at our website <https://www.thechildrenstrust.org/content/financial> for more details and requirements. Please note in order to access the document, you will need to login to the website.

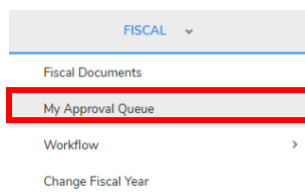
### Before creating your budget:

- Complete the **Budget Workflow Approval Chain Setup**. Please refer to the **SAMIS Fiscal Approval Workflow Chain guide** for instructions.
- Create/setup positions in **Position Management**. Refer to **“Positions – Position Management Guide for details”** for instructions.
- Setup **Program Funders** with any additional type of funding source(s) that will support the program during the Fiscal Year (If applicable). Refer to **“Program Funders” guide** to learn how to add the feature, **and** refer to the program funders section at the end of this document to learn how to report the match contribution in the actual budget once the feature has been added.

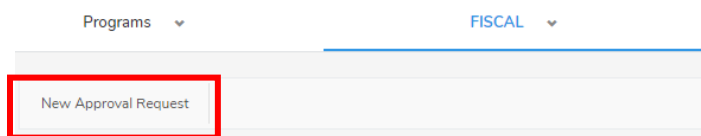
### How to create a budget

Consult your Contract Manager before creating a budget in SAMIS.

1. On **SAMIS Main Menu** screen, click on **“Fiscal”** and then **“My Approval Queue”** link.



2. Click on **“New Approval Request”** on the left-hand side.



3. Select the appropriate Fiscal Year from the **“Fiscal Year”** dropdown list.
4. Select the appropriate **“Agency/Program.”**
5. Select **“Budgets”** from the **“Area”** dropdown list.



6. Click **“No”** from the **“Copy Previous Budget?”** link to create a new blank budget, **OR** click **“Yes”** to create a budget from a previous year budget.
7. Click on **“Start Request.”**

New Approval Request

\* Fiscal Year 17-18 (8/01/17 - 7/31/18)

\* Agency/Program My Sunny Agency PAR XX10-9999

\* Area Budgets

\* Copy Previous Budget?  Yes  No

Start Request Cancel

## How to view a budget in My Approval Queue

1. On **SAMIS Main Menu** screen, click on **“Fiscal”** and then **“My Approval Queue”** link.
2. Click on the fiscal document in the grid identified as **“Budget”** under fiscal documents and **“Edit”** under Status.

| ID | Fiscal Docum...             | Program                                     | Period              | Date Arrived | Program ... | Status               | User Role |
|----|-----------------------------|---|---------------------|--------------|-------------|----------------------|-----------|
| 1  | 4901 <a href="#">Budget</a> | PAR XX99-9999 My Sunny Agency of Miami-Dade | 08/01/17 - 07/31/18 | 05/09/2018   | 594         | <a href="#">Edit</a> | Reviewer  |

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## Understanding Budget Summary Screen

BUDGET #3529: PAR XX10-2140 AMIGOS TOGETHER FOR KIDS  
 Amigos Together for Kids  
 Budget: PAR XX10-9999 My Sunny Agency

**Heading 1:** Provides you the document type and agency name

**Action Buttons:** Allows users in the workflow to view added notes as well as view the document approval trail.

| 16-17 testing extension |                                     | 1710-2140  |                         |                     |                    |
|-------------------------|-------------------------------------|------------|-------------------------|---------------------|--------------------|
| FY                      | Contract #                          | Allocation | Last Reviewer           |                     |                    |
| <b>SALARY ACCOUNTS</b>  |                                     |            |                         |                     |                    |
| Account #               | Title                               | Note       | Original Program Budget | Original CSC Budget | Amended CSC Budget |
| 511                     | Regular Salaries and Wages          |            | \$159,161.00            | \$159,161.00        | \$156,686.49       |
| 521                     | FICAMICA                            |            | \$12,175.00             | \$12,175.00         | \$11,985.66        |
| 522                     | Retirement Contributions            |            | \$0.00                  | \$0.00              | \$0.00             |
| 523                     | Life and Health Insurance           |            | \$32,994.00             | \$32,994.00         | \$29,199.00        |
| 524                     | Workers Compensation                |            | \$2,371.00              | \$2,371.00          | \$2,334.12         |
| 525                     | Unemployment Compensation           |            | \$0.00                  | \$0.00              | \$0.00             |
| Salary Total            |                                     |            | \$206,701.00            | \$206,701.00        | \$200,205.27       |
| <b>EXPENSE ACCOUNTS</b> |                                     |            |                         |                     |                    |
| Account #               | Title                               | Note       | Original Program Budget | Original CSC Budget | Amended CSC Budget |
| 531                     | Travel (other than participants)    |            | \$4,666.00              | \$4,666.00          | \$4,666.00         |
| 533                     | Meals (participants)                |            | \$19,500.00             | \$0.00              | \$7,517.35         |
| 534                     | Space                               |            | \$31,296.00             | \$15,696.00         | \$15,827.04        |
| 535                     | Utilities                           |            | \$7,532.00              | \$7,532.00          | \$7,532.00         |
| 536                     | Supplies (office)                   |            | \$4,527.00              | \$4,527.00          | \$4,527.00         |
| 537                     | Supplies (program)                  |            | \$5,471.00              | \$5,471.00          | \$5,471.00         |
| 591                     | Indirect Cost                       |            | \$30,177.00             | \$30,177.00         | \$30,177.00        |
| 741                     | Professional Services (consultants) |            | \$12,720.00             | \$12,720.00         | \$14,880.00        |
| 751                     | Professional Services (Evaluation)  |            | \$5,508.00              | \$5,508.00          | \$3,945.00         |
| 821                     | Other (background screening)        |            | \$174.00                | \$174.00            | \$174.00           |
| 841                     | Program Specific: Audit             |            | \$3,500.00              | \$3,500.00          | \$3,500.00         |
| 853                     | Other (Required Staff Training)     |            | \$560.00                | \$560.00            | \$560.00           |
| 854                     | Other (Discretionary Funds)         |            | \$4,544.00              | \$4,544.00          | \$2,794.34         |
| 891                     | Other (other)                       |            | \$136,000.00            | \$0.00              | \$0.00             |
| Expense Total           |                                     |            | \$266,175.00            | \$95,075.00         | \$101,570.73       |
| Grand Total             |                                     |            | \$472,876.00            | \$301,776.00        | \$301,776.00       |

**Heading 2:** Provides the fiscal year, document type, allocation, user approval queue's status, and document status

**Salary Accounts:** Provides the general program cost related to salaries and fringe benefits, as well as the portion that will be funded by The Children's Trust.

**Accounts:** Use the Account link in the title column to navigate the account screen and enter cost related to the selected account.

**Expense Account Accounts:** Provides the general program cost related to non- salaries as well as the portion that will be funded by The Children's Trust.

**Other Summary Funders:** This section provides information about additional funding sources supporting the program.

Funder(s)

Summary Funder(s)

To include a Funder, simply enter the total next to the funder in the box provided.

| Type   | Total        |
|--|--------------|
| In-Kind Contributions  | \$171,100.00 |
| Corporate/Individual Sponsors as follows \$19,500 Meals; \$15,600 Space, Other (Blue Ribbon Campaign) \$100,000; Other (Family Events)\$36,000 |              |
| Summary Funder Total   | \$171,100.00 |
| Funder Grand Total   | \$171,100.00 |



## How to enter salaries

1. Once in the budget, click on **Regular Salaries and Wages** to view all the positions

BUDGET #4901: PAR XX10-7560 MY SUNNY AGENCY OF MIAMI-DADE - PAT4YOU  
My Sunny Agency of Miami-Dade

Details | Add Note | Audit Trail | Narrative Log 0

17-18 (8/01/17 - 7/31/18) \$312,236.00 dianaba Edit

| FY | Contract # | Allocation | Creator |
|----|------------|------------|---------|
|----|------------|------------|---------|

SALARY ACCOUNTS

| Account #    | Title                      | Note | Original Program Budget | Original CSC Budget | Amended CSC Budget |
|--------------|----------------------------|------|-------------------------|---------------------|--------------------|
| 511          | Regular Salaries and Wages |      | \$160,705.00            | \$160,705.00        | \$160,705.00       |
| 521          | FICA/MICA                  |      | \$8,984.00              | \$8,984.00          | \$8,984.00         |
| 522          | Retirement Contributions   |      | \$1,000.00              | \$1,000.00          | \$1,000.00         |
| 523          | Life and Health Insurance  |      | \$2,000.00              | \$2,000.00          | \$2,000.00         |
| 524          | Workers Compensation       |      | \$3,000.00              | \$3,000.00          | \$3,000.00         |
| 525          | Unemployment Compensation  |      | \$45.00                 | \$45.00             | \$45.00            |
| Salary Total |                            |      | \$175,734.00            | \$175,734.00        | \$175,734.00       |

2. Select the **“Position”** title for which salary information will be entered

SALARY ACCOUNT: REGULAR SALARIES AND WAGES

| Pos. ID                          | Position            | Staff            | Hrs/Wk | % of Time | Salary Wages | Salary Alloc | Program Fringe | CSC Fringe  |
|----------------------------------|---------------------|------------------|--------|-----------|--------------|--------------|----------------|-------------|
| 30029                            | Fringe Benefits     | TBD, TBD (30000) | 40     | 10        | \$0.00       | \$0.00       | \$6,045.00     | \$6,045.00  |
| 36092                            | Professor           | TBD, TBD (30000) | 40     | 3         | \$7,737.00   | \$7,737.00   | \$433.00       | \$433.00    |
| 36095                            | Program Coordinator | TBD, TBD (30000) | 40     | 100       | \$55,875.00  | \$55,875.00  | \$3,123.00     | \$3,123.00  |
| 36098                            | Program Coordinator | TBD, TBD (30000) | 40     | 100       | \$53,035.00  | \$53,035.00  | \$2,965.00     | \$2,965.00  |
| 31366                            | Program Director    | TBD, TBD (30000) | 40     | 45        | \$44,058.00  | \$44,058.00  | \$2,463.00     | \$2,463.00  |
| Regular Salaries and Wages Total |                     |                  |        |           | \$160,705.00 | \$160,705.00 | \$15,029.00    | \$15,029.00 |

3. Fill out the **“Narrative”** box (see next page for details)

Position #36092: Professor

Staff: Suzanna Rose

Salary % Charged to Program: 3%

Salary % Charged to CSC: 3%

Narrative:

Position Expenses


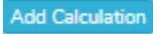

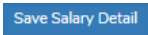

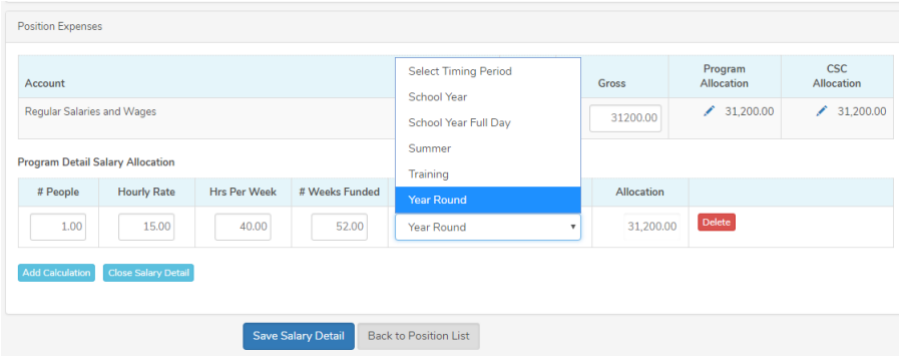
| Account                    | Cal % | Gross       | Program Allocation | CSC Allocation |
|----------------------------|-------|-------------|--------------------|----------------|
| Regular Salaries and Wages |       | 257906.00   | 7,737.00           | 7,737.00       |
| FICA/MICA (7.65%)          |       | 19,730.00   | 433.00             | 433.00         |
| Retirement Contributions   |       | 0.00        | 0.00               | 0.00           |
| Life and Health Insurance  |       | 0.00        | 0.00               | 0.00           |
| Workers Compensation       |       | 0.00        | 0.00               | 0.00           |
| Unemployment Compensation  |       | 0.00        | 0.00               | 0.00           |
| Total Fringe               |       | \$19,730.00 | \$433.00           | \$433.00       |

After Saving, Go To: Position #36092: Professor

Save Salary Detail Back to Position List




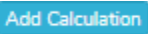



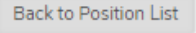
Follow these instructions to complete the required information for all positions (except for Fringe Benefits).

|                                  |   |
|----------------------------------|---|
| <p><b>Narrative</b></p>          | <p>Enter a justification in the <b>“Narrative”</b> box of the position screen. The narrative must <u>at least</u> include</p> <ol style="list-style-type: none"> <li>Employee work status: Full or Part-time</li> <li>Frequency of payment: Weekly, bi-weekly, monthly, bi-monthly, etc.</li> <li>Source of match (if applicable)</li> </ol>  |
| <p><b>Gross</b></p>              | <p>Enter the Annual Gross Salary for the position. The FICA/MICA will be calculated automatically <u>only</u> for the Gross Salary.</p>   |
| <p><b>Program Allocation</b></p> | <p>Each position MUST have calculation entered. Press the (  ) icon in the <b>“Program Allocation”</b> column to enter program salary calculation:</p> <ol style="list-style-type: none"> <li>On the <b>“Program Detail Salary Allocation”</b> panel, press the fields. Use the <b>“Add Calculation”</b> (  ) button to enter as many calculations as needed. <b>Make sure to enter ALL fields included in the calculation box. See print screen below for more details.</b></li> <li>Click <b>“Close Salary Details”</b> (  ) to close the calculation box and return to the position’s main screen.</li> <li>Click <b>“Save Salary Detail”</b> (  ) to save changes and return to the position’s main screen, or <b>“Delete”</b> (  ) the entry.</li> </ol>  |



**CSC Allocation**

Each position MUST have calculations entered. Press the (  ) icon in the “**CSC Allocation**” column to enter the portion of the salary that The Children’s Trust will be funding.

1. On the “**CSC Detail Salary Allocation**” panel, press the fields. Use the “**Add Calculation**” (  ) button to enter as many calculations as needed. **Make sure to enter ALL fields included in the calculation box. See print screen below for more details.**
2. Click “**Close Salary Details**” (  ) to close the calculation box.
3. Click “**Save Salary Detail**” (  ) to save changes and return to the position screen, or “**Delete**” (  ) the entry.
4. Click “**Back to Position List**” (  ) to return to the Regular Salaries and Wages position’s list screen.

| Account                    | Cal % | Gross    | Program Allocation | CSC Allocation |
|----------------------------|-------|----------|--------------------|----------------|
| Regular Salaries and Wages |       | 31200.00 | 31,200.00          | 31,200.00      |

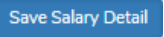
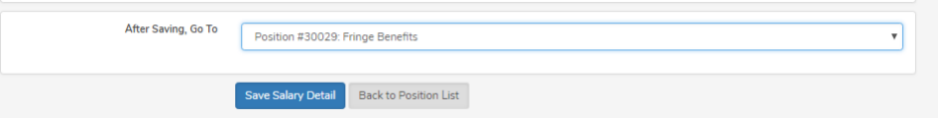
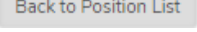
| # People | Hourly Rate | Hrs Per Week | # Weeks Funded | Allocation | Action |
|----------|-------------|--------------|----------------|------------|--------|
| 1.00     | 15.00       | 40.00        | 52.00          | 31,200.00  | Delete |

**FICA/MICA**

Enter the amount for “**FICA/MICA**” in the “**Program Allocation**” and “**CSC Allocation**” columns ONLY. All other fringes (Retirement Contribution, Life and Health Insurance, Workers Compensation, and Unemployment Compensation) will be entered in the “**Fringe Benefits Position.**” More details on how to report the expenses for the Fringe Benefits portion are listed below.

| Account                    | Cal % | Gross              | Program Allocation | CSC Allocation  |
|----------------------------|-------|--------------------|--------------------|-----------------|
| Regular Salaries and Wages |       | 257906.00          | 7,737.00           | 7,737.00        |
| FICA/MICA (7.65%)          |       | 19,730.00          | 433.00             | 433.00          |
| Retirement Contributions   |       | 0.00               | 0.00               | 0.00            |
| Life and Health Insurance  |       | 0.00               | 0.00               | 0.00            |
| Workers Compensation       |       | 0.00               | 0.00               | 0.00            |
| Unemployment Compensation  |       | 0.00               | 0.00               | 0.00            |
| <b>Total Fringe</b>        |       | <b>\$19,730.00</b> | <b>\$433.00</b>    | <b>\$433.00</b> |



|                              |  |
|------------------------------|--|
| <b>Save Salary Detail</b>    | Once in the position’s main screen, click <b>“Save Salary Detail”</b> (  ) to save changes and return to the position’s screen.               |
| <b>After Saving, Go To</b>   | Select from the dropdown list any other position you would like to access after saving the positions’ s narrative and/or calculations.<br><br> |
| <b>Back to Position List</b> | Click <b>“Back to Position List”</b> (  ) to return to the Regular Salaries and Wages position’s list screen.                                  |

Repeat Steps 2-3 for all other position included in the Budget except the Fringe Benefits Position.

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## How to enter fringe benefits expenses

1. Click on the **“Fringe Benefits”** position link. Keep in mind this position is designated to enter the fringes calculations for **retirement, life and health insurance, workers compensation, and unemployment compensation for staff working directly on a funded program. Only FICA/MICA calculation would need to be reported at the position level.**

Position #30029: Fringe Benefits

Staff Fringe Benefits

Salary % Charged to Program 0%

Salary % Charged to CSC 0%

Narrative

---

Position Expenses

| Account                    | Cal % | Gross             | Program Allocation | CSC Allocation    |
|----------------------------|-------|-------------------|--------------------|-------------------|
| Regular Salaries and Wages |       |                   | 0.00               | 0.00              |
| FICA/MICA (7.65%)          |       | 0.00              | 0.00               | 0.00              |
| Retirement Contributions   |       | 1000.00           | 1000.00            | 1000.00           |
| Life and Health Insurance  |       | 2000.00           | 2000.00            | 2000.00           |
| Workers Compensation       |       | 3000.00           | 3000.00            | 3000.00           |
| Unemployment Compensation  |       | 45.00             | 45.00              | 45.00             |
| <b>Total Fringe</b>        |       | <b>\$6,045.00</b> | <b>\$6,045.00</b>  | <b>\$6,045.00</b> |

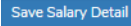
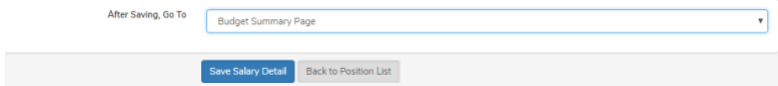
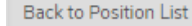
After Saving, Go To

[Save Salary Detail](#) [Back to Position List](#)

|   |  |
|---|--|
| <b>Narrative</b>                                | Enter justification for each fringe benefit is being requested (including FICA/MICA). Each justification must be labeled with the type of fringe is being justified and must include the calculation that shows how the calculation was done. If applicable, matching funds and sources of matching must be included in the narrative as well. |
| <b>Regular Salaries and Wages AND FICA/MICA</b> | Leave these sections <b>blank</b> .  |
| <b>Retirement Contribution</b>                  | If applicable, enter cost related to <b>“Retirement Contribution”</b> in the <b>Gross, Program</b> and <b>CSC Allocations</b> columns.   |





|                                  |  |
|----------------------------------|--|
| <b>Life and Health Insurance</b> | If applicable, enter cost related to <b>“Life and Health Insurance”</b> in the <b>Gross, Program</b> and <b>CSC Allocations</b> columns.   |
| <b>Workers Compensation</b>      | If applicable, enter cost related to <b>“Workers Compensation”</b> in the <b>Gross, Program</b> and <b>CSC Allocations</b> columns.  |
| <b>Unemployment Compensation</b> | If applicable, enter cost related to <b>“Unemployment Contribution”</b> in the <b>Gross, Program</b> and <b>CSC Allocations</b> columns.   |
| <b>Save Salary Detail</b>        | Once in the position’s main screen, click <b>“Save Salary Detail”</b> (  ) to save changes and return to the position’s screen.               |
| <b>After Saving, Go To</b>       | Select from the dropdown list any other position you would like to access after saving the positions’ s narrative and/or calculations.<br><br> |
| <b>Back to Position List</b>     | Click <b>“Back to Position List”</b> (  ) to return to the Regular Salaries and Wages position’s list screen.                                  |

- Do not** enter any narrative in the **“Narrative”** box outside the Regular and Salaries Wages Position’s List. Any narrative included in this section **will not be shown** in the budget related reports.



SALARY ACCOUNT: REGULAR SALARIES AND WAGES

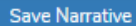
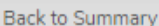
| Pos. ID                          | Position                            | Staff                   | Hrs/Wk | % of Time | Salary Wages | Salary Alloc | Program Fringe | CSC Fringe  |
|----------------------------------|-------------------------------------|-------------------------|--------|-----------|--------------|--------------|----------------|-------------|
| 30029                            | <a href="#">Fringe Benefits</a>     | Fringe Benefits (30044) | 40     | 10        | \$0.00       | \$0.00       | \$6,045.00     | \$6,045.00  |
| 36092                            | <a href="#">Professor</a>           | Suzanna Rose (32201)    | 40     | 3         | \$7,737.00   | \$7,737.00   | \$433.00       | \$433.00    |
| 36095                            | <a href="#">Program Coordinator</a> | Yina Herrera (32203)    | 40     | 100       | \$55,875.00  | \$55,875.00  | \$3,123.00     | \$3,123.00  |
| 36098                            | <a href="#">Program Coordinator</a> | Halida Florez (32204)   | 40     | 100       | \$53,035.00  | \$53,035.00  | \$2,965.00     | \$2,965.00  |
| 31366                            | <a href="#">Program Director</a>    | Debra Rudnicki (32202)  | 40     | 45        | \$44,058.00  | \$44,058.00  | \$2,463.00     | \$2,463.00  |
| Regular Salaries and Wages Total |                                     |                         |        |           | \$160,705.00 | \$160,705.00 | \$15,029.00    | \$15,029.00 |

Comment

Comments

X

- Click on **“Save Narrative”** (  ) to save all changes made in all positions.
- Click on **“Back to Summary”** (  ) to return to the Budget Summary Screen.



## Fringes Benefits (Other)

The budget template includes another fringe benefits account called “**Fringe Benefits (other).**” This line item is intended to report other fringes benefits expenses outside the ones listed in the Fringe Benefits position included in the “**Salary Accounts**” section. However, this line item can **ONLY** be used with preauthorization from The Children’s Trust. Please contact your Contract Manager for approval.

## How to enter operating expenses

1. Select the “**Expense Account**” link for the desired expense account

EXPENSE ACCOUNTS

| Account #     | Title                               | Note | Original Program Budget | Original CSC Budget | Amended CSC Budget |
|---------------|-------------------------------------|------|-------------------------|---------------------|--------------------|
| 531           | Travel (other than participants)    |      | \$4,666.00              | \$4,666.00          | \$4,666.00         |
| 533           | Meals (participants)                |      | \$19,500.00             | \$0.00              | \$7,517.35         |
| 534           | Space                               |      | \$31,296.00             | \$15,696.00         | \$15,827.04        |
| 535           | Utilities                           |      | \$7,532.00              | \$7,532.00          | \$7,532.00         |
| 536           | Supplies (office)                   |      | \$4,527.00              | \$4,527.00          | \$4,527.00         |
| 537           | Supplies (program)                  |      | \$5,471.00              | \$5,471.00          | \$5,471.00         |
| 591           | Indirect Cost                       |      | \$30,177.00             | \$30,177.00         | \$30,177.00        |
| 741           | Professional Services (consultants) |      | \$12,720.00             | \$12,720.00         | \$14,880.00        |
| 751           | Professional Services (Evaluation)  |      | \$5,508.00              | \$5,508.00          | \$3,945.00         |
| 821           | Other (background screening)        |      | \$174.00                | \$174.00            | \$174.00           |
| 841           | Program Specific Audit              |      | \$3,500.00              | \$3,500.00          | \$3,500.00         |
| 853           | Other (Required Staff Training)     |      | \$560.00                | \$560.00            | \$560.00           |
| 854           | Other (Discretionary Funds)         |      | \$4,544.00              | \$4,544.00          | \$2,794.34         |
| 891           | Other (other)                       |      | \$136,000.00            | \$0.00              | \$0.00             |
| Expense Total |                                     |      | \$266,175.00            | \$95,075.00         | \$101,570.73       |

Grand Total    \$472,876.00    \$301,776.00    \$301,776.00

2. Once in the account, fill out the “**Expense Account**” detail screen.

Expense Account: Travel (participants)

Narrative

Expense Amount or Calculation

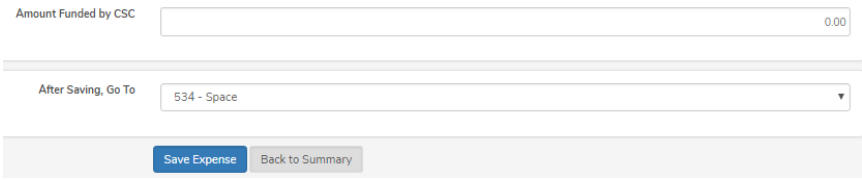
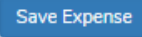
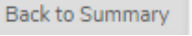
Calculation Result

Amount Funded by CSC

After Saving, Go To

Save Expense    Back to Summary



|                                      |   |
|--------------------------------------|---|
| <b>Narrative</b>                     | Enter justification for the operating expense account selected. The expense must be allowable as determined by The Trust, and governing statutes, as applicable. Please refer to the Budget Guidelines posted at <a href="https://www.thechildrenstrust.org/content/policies-forms">https://www.thechildrenstrust.org/content/policies-forms</a> for more details. The justification must describe all items in the line item and how the cost is calculated. If applicable, matching funds and source of matching must be included in the narrative as well. |
| <b>Expense Amount or Calculation</b> | Enter the calculations in the box. You can use formula to compute the program budget amount. The formula must begin with the “=” symbol.  |
| <b>Calculation Result</b>            | Mathematical Calculation result based on the calculation entered in Expense Amount or Calculation section . This section is read <u>ONLY</u> .  |
| <b>Amount Funded by CSC</b>          | Enter the total amount of funding requested from CSC for this expense account.  |
| <b>After Saving, Go To</b>           | Select from the dropdown list any other expense account you would like to access after saving the positions’ s narrative and/or calculations.<br><br>   |
| <b>Save Expense</b>                  | Click <b>“Save Expense”</b> (  ) to save changes.  |
| <b>Back to Summary</b>               | Click <b>“Back to Summary”</b> (  ) to return to the Budget Summary screen.  |

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## Subcontractors

The budget includes expense account # 611 to report any **“subcontractor(s)”** your agency may need to include in the budget. A subcontractor is defined as an independent agency or entity that has entered into an agreement with a Trust-funded provider to perform **DIRECT SERVICES** to participants on behalf of that provider. This excludes individuals rendering professional services, which must be budgeted in the category of Professional Services.

For assistance, and to help determine whether the individuals providing services are employees or independent contractors, you may refer to guidance provided by the Internal Revenue Service at: <http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Independent-Contractor-Defined>

Please follow the steps below on how the SAMIS subcontractor budget justification account line item should be entered. Also, how to report the expenses.

### Subcontractor account narrative must include:

1. Name of the Subcontractor Agency(ies).
2. CSC Allocation
3. Program Allocation
4. Amount of Match
5. Source of Match
6. Include the following narrative in the line item: **“Please refer to the Subcontractor Excel sheet uploaded in the Document Repository for more details.”**
7. A separate subcontractor budget must be submitted in the form prescribed by The Children’s Trust. Currently, the prescribe form is a subcontractor budget that must be prepared in Microsoft (MS) Excel, and uploaded to the SAMIS Document Repository. For more information on how to upload the document, please refer to **Document Repository Guide** located on our website. Also, the Subcontractor Excel template can be found on our websites under “Providers → Policies & Forms → Financial. [Click here](#) to access the template. The total amount of subcontractor funding on the lead agency’s budget must be equivalent to the sum of the individual subcontractor budgets prepared in MS Excel. Preparation of subcontractor budgets must adhere to the budget guidelines; and each subcontracted service requires a separate subcontractor budget.

**\*\*Further instructions about subcontractor budget will be provided as the information will be captured in the Trust Central Contracting module.**

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## Program Funders

The Program Funders is the section in the budget where contracted agency reports additional funders information that provides resources to support the program. Reporting the contributions involves two steps:

- 1) Set-up the program funders for the budget (refer to the **Program Funders Guide** for details), and
- 2) Enter the funder(s) details in the Funder(s) section

**Make sure the match totals entered in this section is equal to the total match contributions entered in the salary and expense accounts.**

### How to report Program Funders in the Budget

1. Once the Programs Funders feature has been created, the funders section will be available at the bottom of the budget summary screen.

|             |              |              |              |
|-------------|--------------|--------------|--------------|
| Grand Total | \$248,679.00 | \$245,779.00 | \$245,779.00 |
|-------------|--------------|--------------|--------------|

Funder(s)

[Available Summary Funder\(s\)](#)

|                    |        |
|--------------------|--------|
| Funder Grand Total | \$0.00 |
|--------------------|--------|

[Save](#) [Delete](#) [Forward](#)

2. To populate the Funder(s) section, click on **“Available Summary Funder(s).”**
3. Enter the name of the source of match in the comment section. For example, “Cash – Agency Cash Revenue to cover match contributions listed in other (admission to field trips), program specific audit, and other (other) line items.”
4. Enter the match total amount in the **“Total”** amount field.

|             |              |              |              |
|-------------|--------------|--------------|--------------|
| Grand Total | \$248,679.00 | \$245,779.00 | \$245,779.00 |
|-------------|--------------|--------------|--------------|

Funder(s)

[Available Summary Funder\(s\)](#)

To include a Funder, simply enter the total next to the funder in the box provided.

| Type                       | Total |
|----------------------------|-------|
| Cash - Agency Cash Revenue | 0.00  |
| Comment                    |       |

Summary Funder Total \$0.00

Funder Grand Total \$0.00

5. To save changes, click **“Save”** ( [Save](#) ).