

Instructions & notes for completing the Budget

MS Excel version 3 format should be used

Budget Summary worksheet

The budget summary includes all costs for both the startup and operating periods.

The length of the startup period is estimated by the provider in number of months since this phase is usually less than one year.

The 3 operating periods are assumed for this RFP to be full annual periods.

The startup capital, personnel costs, and purchased personnel totals need to be detailed in the worksheets B,C, & D.

The personnel and purchased personnel totals are linked to the detailed worksheets.

All other costs are to be entered directly into the budget worksheet

Under the budget assumption column, add a brief explanation of the expense calculation

Administrative charges need to be on a % basis - do not input \$\$ for this item

Capital Items worksheet

For renovations or any other significant capital item (e.g. phone system), please add a brief explanation of cost assumption at bottom of worksheet

Staffing & Fringes

The positions listed and salaries are listed as a guide -If you plan on staffing the facility differently or will have additional staff not listed, please add them.