

BUDGET FORMS

Cheat Sheet 1/2020



PERSONNEL SERVICE DETAILS – POSITION

Must identify the position/title, pay code (hourly, bi-weekly, etc.) annual salary, percent of salary, project salary

The screenshot shows the eGOHS Plus web application interface. At the top, there is a logo for the Governor's Office of Highway Safety and the text "eGOHS Plus GOHS - SHARDDEV". Below the logo is the text "Electronic Grants For The Office of Highway Safety". The navigation menu includes "Home", "Applications/Grants", "Progress Reports", "Claims", "Final Reports", and "Travel Requests". There are also buttons for "SAVE", "SAVE/NEXT", "NEXT", and "CHECK GLOBAL ERRORS".

The main content area is titled "PERSONNEL SERVICE DETAILS - POSITION". It includes instructions and a table for entering personnel details.

Instructions:

- All required fields are marked with an *.
- Use the SAVE button to save information and calculate data on each page.
- Save at least every 30 minutes to avoid losing data.

Please qualify common positions/titles with initials and last name of personnel filling the position (e.g. Officer J Smith, Officer B Jones, etc.)

Position/Title	Pay Code	Hours Per Week	Pay Rate	Annual Salary	Percent of Time	Project Salary
<input type="text"/> %	<input type="text"/>					
<input type="text"/> %	<input type="text"/>					
<input type="text"/> %	<input type="text"/>					
Total						

At the bottom, there is a "Top of the Page" link, "Powered by IntelliGrants ©", and a copyright notice: "© Copyright 2000-2019 Agate Software, Inc."

PERSONNEL SERVICE DETAILS – POSITION

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Please qualify common positions/titles with initials and last name of personnel filling the position (e.g. Officer J Smith, Officer B Jones, etc.)

Position/Title	Pay Code	Hours Per Week	Pay Rate	Annual Salary	Percent of Time	Project Salary
Secretary	Hourly ▼	40	\$10.00	\$20,800.00	100%	\$20,800.00
	▼				%	
	▼				%	
	▼				%	
Total						\$20,800.00

Personnel Service Details-Benefits

The applicants
finance
department should
provide the
information for
fringe benefits.
FICA is 7.65% OR
social security is
6.2% and Medicare
is 1.45%

PERSONNEL SERVICE DETAILS - BENEFITS

Instructions:

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Project Salaries		Percent of Time	Project Salary
		Total	%
Fringe Benefits		Percentage	Amount
F.I.C.A		<input type="text"/> %*	
Retirement		<input type="text"/> %*	
Health Insurance:		<input type="text"/> %*	
Worker's Comp.:		<input type="text"/> %*	
Unemployment Insurance:		<input type="text"/> %*	
Other:	<input type="text"/>	<input type="text"/> %	
Other:	<input type="text"/>	<input type="text"/> %	
Other:	<input type="text"/>	<input type="text"/> %	
		Total	
Total Personnel Service: (Total salaries + fringe benefits)			
Total Personnel Services:			

PERSONNEL SERVICE DETAILS-BENEFITS

PERSONNEL SERVICE DETAILS - BENEFITS

Instructions:

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Project Salaries	Percent of Time	Project Salary
Total	100%	\$20,800.00
Fringe Benefits		
	Percentage	Amount
F.I.C.A	7.65%*	\$1,591.20
Retirement	9%*	\$1,872.00
Health Insurance:	20.9%*	\$4,347.20
Worker's Comp.:	5.2%*	\$1,081.60
Unemployment Insurance:	0.17%*	\$35.36
Other: <input type="text"/>	0%	\$0
Other: <input type="text"/>	0%	\$0
Other: <input type="text"/>	0%	\$0
Total		\$8,927.36
Total Personnel Service: (Total salaries + fringe benefits)		\$29,727.36
Total Personnel Services:		\$29,727.36

PAY SCHEDULE FOR PROJECT EMPLOYEES

Instructions:

- All required fields are marked with an *.
- Use the **SAVE** button to save information and calculate data on each page.
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PAY PERIOD				DATES PAID
Pay Code	Month	Beginning Date	Ending Date	Actual Pay Date
<input type="text"/>				
<input type="text"/>				
Hourly	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Weekly	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Biweekly	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Semi-Monthly	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Monthly	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

Pay Schedule for Project Employees

This should reflect the current pay schedule, i.e. weekly, biweekly, monthly, etc.

PAY SCHEDULE FOR PROJECT EMPLOYEES

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Instructions:

- All required fields are marked with an *.
- Use the **SAVE** button to save information and calculate data on each page.
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PAY PERIOD				DATES PAID
Pay Code	Month	Beginning Date	Ending Date	Actual Pay Date
Hourly ▼	October ▼	09/29/2019	10/05/2019	10/11/2019
Hourly ▼	October ▼	10/06/2019	10/12/2019	10/18/2019
Hourly ▼	October ▼	10/13/2019	10/19/2019	10/25/2019
Hourly ▼	October ▼	10/20/2019	10/26/2019	11/01/2019
Hourly ▼	November ▼	10/27/2019	11/02/2019	11/08/2019
▼	▼			
▼	▼			
▼	▼			
▼	▼			
▼	▼			
▼	▼			
▼	▼			
▼	▼			



Regular Operating Expenses

This includes Items that individually cost less than \$1000

REGULAR OPERATING EXPENSES

Instructions:

- All required fields are marked with an *
- Use the **SAVE** button to save information and calculate data on each page.
- Save at least every 30 minutes to avoid losing data.

Description	Unit Price	Quantity	Total Costs
Cannon 700 Digital Camera	\$300.00	1	\$300.00
Paper	\$89.00	3	\$267.00
Flashlights	\$115.00	3	\$345.00
Alco Sensor FST	\$450.00	3	\$1,350.00
Vehicle Light Installation	\$3.00	50	\$150.00
Vehicle Maintenance	\$4,000.00	3	\$12,000.00
Total			\$14,412.00

TRAVEL

TRAVEL

Instructions:

- All required fields are marked with an *.
- Use the **SAVE** button to save information and calculate data on each page.
- Save at least every 30 minutes to avoid losing data.

Description	Unit Price	Quantity	Total Costs
 <input data-bbox="537 958 1702 1029" type="text"/>	<input data-bbox="1724 958 1877 1029" type="text"/>	<input data-bbox="1903 958 2005 1029" type="text"/>	
			Total

BUDGET FORMS

- **Equipment Purchases:** This includes Items needed that are individually \$1,000 or more. Anything \$5,000 or more will need NHTSA's approval prior to purchase.
- **Contractual Services:** Speakers, instructors, consultants, room rentals, etc. Contracts must be approved by GOHS before being executed.
- **Per Diem & Fees:** Applies to travel for non-employees of the grantee.
- **Computer Charges and Computer Equipment:** Includes any computer equipment and/or recurring charges.
- **Travel:** Requires GOHS approval **BEFORE** traveling.

BUDGET FORMS

- **Telecommunication:** Includes cell phones, internet access
- **Motor Vehicle Purchase:** Motor Vehicles only
- **Rent/Real Estates:** Office space

COST CATEGORY SUMMARY

Instructions:

- All required fields are marked with an *
- Use the **SAVE** button to save information and calculate data on each page.
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COST CATEGORY	TOTAL	AWARD AMT.
1. Personnel Services (salaries & fringes)		
2. Regular Operating Expenses		
3. Travel		
4. Equipment Purchases		
5. Contractual Services		
6. Per Diem and Fees		
7. Computer Charges and Computer Equipment		
8. Telecommunication		
9. Motor Vehicle Purchase		
10. Rent Real Estates		
11. Total		
MATCHING FUNDS		
Local Cash Match (You must enter at least a 0 before saving to force the page to calculate the category totals).	<input type="text"/> %*	
Federal Participation (percentage of total in Item 11)		%

Cost Category Summary

This will show the entire budget.

Enter Matching Funds – agency must enter a number in order to save this page.

CONTRACT FORMS

- Budget forms are complete.
- Review and complete the contract forms section.
- If needed, please see the Adding/Changing Signature Page Cheat Sheet.



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