

BUDGET FORMS

Cheat Sheet 1/2020



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

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PERSONNEL SERVICE DETAILS – POSITION

PERSONNEL SERVICE DETAILS - POSITION

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
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%

The screenshot shows the eGOHS Plus web application interface. At the top is the header with the Governor's Office of Highway Safety logo, the text "eGOHS Plus", and "GOHS - SHARDDEV". Below the header is a navigation bar with links: Home, Applications/Grants, Progress Reports, Claims, Final Reports, Travel Requests, Training Materials, Organization(s), Profile, and Logout. A secondary navigation bar contains buttons: SAVE, SAVE/NEXT, NEXT, and CHECK GLOBAL ERRORS. Below this is a menu bar with links: Menu, Forms Menu, Status Changes, Management Tools, and Related Documents and Messages. The main content area shows a "Back" button, "Document Information: GA-2021-GOHS Testi-00002", and a "Details" link. A breadcrumb trail reads: "You are here: > General Application 2021 Menu > Forms Menu". The title "PERSONNEL SERVICE DETAILS - BENEFITS" is displayed. Below the title are "Instructions:" which state: "All required fields are marked with an *", "Use the SAVE button to save information and calculate data on each page.", and "Save at least every 30 minutes to avoid losing data." The form contains two tables. The first table, "Project Salaries", has columns "Project Salaries", "Percent of Time", and "Project Salary". It includes a "Total" row. The second table, "Fringe Benefits", has columns "Fringe Benefits", "Percentage", and "Amount". It includes rows for F.I.C.A., Retirement, Health Insurance, Worker's Comp., Unemployment Insurance, and three "Other:" rows. At the bottom, there are rows for "Total Personnel Service: (Total salaries + fringe benefits)" and "Total Personnel Services".

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	%*	
Retirement	%*	
Health Insurance:	%*	
Worker's Comp.:	%*	
Unemployment Insurance:	%*	
Other:	%	
Other:	%	
Other:	%	
Total		
Total Personnel Service: (Total salaries + fringe benefits)		
Total Personnel Services:		

PERSONNEL SERVICE DETAILS-BENEFITS

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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:		0%	\$0
Other:		0%	\$0
Other:		0%	\$0
Total			\$8,927.36
Total Personnel Service: (Total salaries + fringe benefits)			\$29,727.36
Total Personnel Services:			\$29,727.36

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

Instructions:

- | | | PAY PERIOD | | DATES PAID |
|--------------|--------------|----------------|-------------|-----------------|
| Pay Code | Month | Beginning Date | Ending Date | Actual Pay Date |
| <div>▼</div> | <div>▼</div> | | | |
| | <div>▼</div> | | | |
| Hourly | <div>▼</div> | | | |
| Weekly | <div>▼</div> | | | |
| Biweekly | <div>▼</div> | | | |
| Semi-Monthly | <div>▼</div> | | | |
| Monthly | <div>▼</div> | | | |
| <div>▼</div> | <div>▼</div> | | | |
| <div>▼</div> | <div>▼</div> | | | |
| <div>▼</div> | <div>▼</div> | | | |
| <div>▼</div> | <div>▼</div> | | | |

PAY SCHEDULE FOR PROJECT EMPLOYEES

PAY SCHEDULE FOR PROJECT EMPLOYEES

Instructions:

- All required fields are marked with an *****.
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[illegible]

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.
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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 *.
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+	Description	Unit Price	Quantity	Total Costs
	<input type="text"/>	<input type="text"/>	<input 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

This will show the entire budget.

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

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)	%	

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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