

Budget – Budget Distribution

On this tab you can see the distribution of each of the budget line items based on the selected allocation type. The table contains a list of all the associated partners and their share of an individual budget line item.

Budget 1 - Draft					
Information	Partners	Details	Manual Allocation	Budget Distribution	Attachments
Budget Line / Partner	Budget	Advocates for Healthy Transitional Living, Inc.	Bay Area WDB	Community Action, Inc.	Great Lakes Training and Development
Administration	\$60,000	\$9,730	\$8,108	\$16,216	\$25,946
Employer Events	(\$10,000) 1	(\$2,029)	(\$1,631)	(\$3,551)	(\$2,790)
Equipment(Copier, Computers, Furniture)	\$20,000	\$3,243	\$2,703	\$5,405	\$8,649
2 General Supplies(Copy Paper etc.) (In Kind)	\$2,000	\$284	\$455	\$205	\$1,057
IT Services	\$100,000	\$16,216	\$13,514	\$27,027	\$43,243
Janitorial	\$60,000	\$20,000	\$30,000	\$10,000	\$0
Receptionist (salary and fringe)	\$20,000	\$4,058	\$3,261	\$7,101	\$5,580
Receptionist (salary and fringe)	\$40,000	\$8,116	\$6,523	\$14,202	\$11,159
Rent	\$150,000	\$44,510	\$10,682	\$53,412	\$41,395
Security	\$80,000	\$16,231	\$13,046	\$28,405	\$22,318
Utilities	\$50,000	\$14,837	\$3,561	\$17,804	\$13,798
3 Partner share of budget	\$572,000	\$135,196	\$90,222	\$176,228	\$170,354
4 Direct Payor Amount	\$572,000	\$100,000	\$320,000	\$52,000	\$100,000
5 Amount to pay or (receive) 6	\$0	\$35,196	(\$229,778)	\$124,228	\$70,354

Note: Due to rounding variances, the Amount to pay or (receive) will not always net to \$0. Editor should reallocate the variance on the Payment Schedule.

- 1) **"Cash Contributions"** – these items appear as a negative amount on the distribution, because they are considered a reduction of shared expenses where the partners are receiving a proportional benefit.
- 2) **"In-Kind" Payments** – these items have "(In Kind)" after the line item to identify they were marked as an "In Kind" contribution on the "Details" tab
- 3) **"Partner Share of budget"** – Each partner's share of the budget is calculated based on the sum of their allocation of all the budget lines.
- 4) **"Direct Payor Amount"** – This total is based on the sum of all the lines on the "Details" tab where the partner was identified as the "Partner" (Direct Payor).
- 5) **"Amount to pay or (receive)"** – This total is based on the difference between the "Partner Share of budget" and "Direct Payor Amount". Negative amounts indicate partners who will pay more as direct payors than their allocated share of the budget, while positive amounts indicate partner whose direct payments will be less than their share of the budget allocation. Throughout the budgeting period, reconciliation will occur to make sure each partner pays their actual share. The intended outcome is that at end of the budget period all expenses are reconciled, and that all partners have paid their allocated share of actual expenses, with no partners owed money.