

CONTRACTS 1.0

Budget Proposals -- 1.5

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Signature:



Cathy R. Taylor, DrPH, MSN, RN

By: Cathy R. Taylor, DrPH, MSN, RN
Assistant Commissioner
Bureau of Health Services

POLICY

It is the responsibility of the initiating unit to insure that contractors submit a budget as an exhibit according to the contract terms.

APPLICABILITY

This policy applies to Local Health Department, Regional and Central office personnel.

PURPOSE

Assure uniformity in contract budgets.

PROCEDURE

The contract budget will be recorded on the three (3) pages of the **Budget Summary**.
The seven (7) major budget items accounted for are: three pages or 2 pages?

1. Salary
2. Travel/Conferences & Meetings
3. Benefits
4. Professional Fees/Grants & Awards
5. Capital Purchases
6. Indirect/Administrative Cost
7. Other

Detail justification is required for

- Salaries,
- Professional Fees/Grants & Awards,
- Travel/Conferences & Meetings, and
- Capital Purchases.

"Other" must be detailed as

- Supplies, Telephone,
- Postage and Shipping,
- Occupancy,
- Equipment Rental & Maintenance,
- Printing & Publications,
- Interest,
- Insurance,
- Specific Assistance to Individuals,
- Depreciation,
- Other Non-personnel Expenses, and
- In-kind.

An approved indirect cost rate or cost allocation plan must be on file or in process to charge indirect/administrative cost.

NECESSARY FORMS

1. Budget Summary
2. Budget Summary (Salaries Detail)
3. Budget Summary (Detail Continuation)

REFERENCE DOCUMENTS

1. Tennessee Department of Health, Contract Procedures
2. Department of Finance and Administration - Policy 03, Uniform Reporting Requirements and Cost Allocation Plans for Sub-recipients of Federal and State Grant Monies (Revised 12/97)

OFFICE OF PRIMARY RESPONSIBILITY

Fiscal Services Section, Bureau of Health Services, (615)741-7305