**ATTACHMENT D**

**Detailed Budget Report – Non Personnel**

1. **Staff Travel – In County: $**\_\_\_\_\_\_\_\_\_\_\_\_

*Includes: Local mileage and other expenses while traveling within the county.*

Explanation:

1. **Staff Travel – Out of County**: **$**\_\_\_\_\_\_\_\_\_\_\_\_\_

*Includes: Mileage out of county, airfare, meals, hotels, toll roads, parking fees, incidentals.*

Explanation:

1. **Training, and Training Materials and Supplies: $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Includes: Registration fees, training materials and supplies related to the training.*

Explanation:

1. **Equipment Purchases: $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Includes: Purchases of over $500 (for inventory only) and over $1,000 (considered equipment).*

Explanation:

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

1. **Equipment Rental/Lease Maintenance: $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Includes: Any equipment leased under an operating lease, maintenance to property classified as equipment, user fees. NO CAPITAL LEASES ARE ALLOWED.*

Explanation:

1. **Rent: $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Includes: Space rent.*

Explanation:

1. **Utilities and Building Maintenance: $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Includes: Water, sewer, electricity, gas, drinking water including cooler rental, Telephone, Internet access, website fees, janitorial services, routine building, maintenance and small repairs.*

Explanation:

1. **Outreach: $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Includes: Outreach Costs*

Explanation:

1. **Office Supplies: $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Includes: Office supplies, postage, Fedex/UPS, and payroll processing fees.*

Explanation:

1. **Insurance/Bonding (Non Workers’ Compensation): $**\_\_\_\_\_\_\_\_\_\_\_\_\_

*Includes: Liability insurance, bonding insurance for staff/management. Please note, Worker’s Compensation Insurance is considered part of fringe benefits.*

Explanation:

1. **Audit Costs: $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Includes: Fees directly related to the annual auditor’s report-not to include CPA consulting fees or other non-audit fees.*

Explanation:

1. **Indirect Costs: $**\_\_\_\_\_\_\_\_\_\_\_\_\_

*Includes: Necessary costs not readily identifiable with a particular cost objective, represented in the form of a percentage of overall expenses, based on historical data. Indirect cost rates need to be approved by a cognizant Agency or Imperial County Workforce and Economic Development Office and a copy of the documentation needs to be on file.*

Explanation:

1. **Other Expenses: $\_\_\_\_\_\_\_\_\_\_\_\_**

*Includes any expenses that do not fit into any other category. Detail breakdown is required.*

Explanation:

**TOTAL NON-PERSONNEL EXPENSES: $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_