

INSTRUCTIONS FOR COMPLETING FY 2014 COLLABORATIVE PROJECT BUDGET TEMPLATE

GENERAL:

Each project requires a separate Excel workbook template with this naming convention:

Collaborative name_ project name.

Example: "Southeast_Crisis Bed Expansion".xlsx

The budget template is prepared on a project basis. Please do not make changes to the form.

REVENUES:

The Project Administrator (PA) Board: will prepare the project budget and actual for all participating partner boards and submit to OhioMHAS (Budget Management & Financial Reporting section) one budget for each project. The PA Board will function as one unit for reporting purposes.

Funding from OhioMHAS will be reflected as revenue to the PA. PAboards will transfer funds or credit to participating partner boards. PA's should indicate the fund source either 421 or 507. The 507 funds are to be used for Addiction Service projects. Partner boards will receive funds from the PA as transfers. **We encourage Boards to spend this allocation in the State Fiscal Year.**

Other Revenue: If additional revenue is budgeted for the project beyond the SFY 2014 GRF allocations, then it should be entered in the "Other Revenue" rows with the revenue source name entered along with the dollar amount. This includes any beginning balance from a prior year, even if no cash transfer takes place.

In-Kind: includes services, materials, or donations to support the project. The monetary value of in-kind materials/services is considered other revenue. The item should be named and this should be entered at the value received. The off-setting amount should be entered as expensed. The net result is zero (0).

CASH MANAGEMENT:

The Cash Management Section is the Project Administrator's way to manage resources. It provides flexibility to account for cash and non-cash activities related to the project. As mentioned above, cash funding from the department should be identified by fund type. Transfers may be used for other cash, i.e. levy and non-cash, i.e. in-kind value transfers among the participants.

Transfers TO: Transfers to participating boards should be spread by entering a **positive** amount to boards participating in the project.

Transfers FROM: Transfers from the Project Administrator should be spread by entering a **negative** amount transferred across the boards participating in the project.

For the purpose of this budget form, transfers and revenue are considered separate. The Cash Management net revenue for the PA should net zero (0).

BOARD ADMINISTRATION:

Administrative expenses incurred by the Project Administrator should be spread across all boards participating in the project.

Salaries, Fringes, and Operating: is for spending related to the administration of the project.

Non-Service Related Expenditures: should include any other expenditure related to the project, which does not fit into the service category or administration. One example might be purchasing furniture for a housing project.

OhioMHAS funds should not be used for major construction.

POPULATION:Population: – The first column provides four choices from a drop down list. The population default setting is General Population.

1. Kids 0 – 18
2. Young Adult 19 - 21
3. Adult over 18
4. General Population

EXPENSES:

Expense Category:

1. SELECT MH SERVICE FROM LIST – drop down list contains 32 named services. (A worksheet tab is included for the named services in the drop-down lists. If technical issues occur with the drop-down menu, please use 'copy/paste' to select the service from the list.)

Please note: Included in the drop down list are additional other services:

- Transportation
- Case Management
- Telemedicine
- Health Home
- Training
- Representative payeeship

2. SELECT ADA SERVICE FROM LIST – Select from Major Service Category
 - Treatment Services ADA
 - Community Residential Treatment ADA
 - BH Community Residential Treatment ADA
 - Community Services ADA
 - Prevention Services ADA
 - Adjunctive Alcohol and Drug Services ADA
 - Driver Intervention Services ADA
 - Gambling ADA Prevention
 - Gambling ADA Treatment

3. NEW SERVICE – Enter any service which is included in your project application and not defined as above.

TIMELINE:

Each project budget and final actual must be submitted along with the timeline template completed. The two columns to in-put numbers are the yellow highlighted columns, labeled “Month” and “Percent Funding Requested.” This is your funding request. The other amounts are formula-driven and will automatically calculate.

DUE DATES:

The completed project budgets and accompanying timeline are due to Budget Management & Financial Reporting prior to any funding. Budget documents are due November 1, 2013. Please send materials to: MH-SOT-brdreports@mha.ohio.gov

Please include in the subject line of the email: Collaborative Name Project name.

CONTACTS:

Holly Jones
(614) 644-8559
Holly.jones@mha.ohio.gov

John Burns
(614) 728-1523
John.Burns@mh.ohio.gov

Mei King
(614) 728-6171
Mei.King@mha.ohio.gov