

	A	D	I	P	Q	R	S
1	<b>BUDGET FORMS</b>						Appendix B, pg. 1
2							7/31/2020
3	<b>HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES</b>						
4							
5	Grantee's Name: SELF-HELP FOR THE ELDERLY					Grant Term	
6	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>						
7	Effective Date of Mod: 7/1/2020		No. of Mod: 6		7/1/17 to 12/31/20		
8	Program: ENP Congregate CHAMPSS	<b>REVISED BUDGET</b>	<b>Revised Budet</b>	<b>REVISED BUDGET</b>	<b>6 Month Budget</b>	<b>TOTAL</b>	Average cost/meal
9	<b>Annual #Meals Contracted -CHAMPSS</b>	58,568	55,294	29,196	10,834	153,892	
10	Program Term	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/20 to 12/31/20	7/1/17 to 12/31/20	
11	<b>DAAS Expenditures</b>						
12	Salaries & Benefits	\$167,674	\$162,092	\$139,083	\$42,188	511,037	\$3.32
13	Operating Expense	\$290,220	\$280,260	\$103,815	\$47,045	721,340	\$4.69
14	<b>Subtotal</b>	\$457,894	\$442,352	\$242,898	\$89,233	1,232,377	\$8.01
15	Indirect Percentage (max 10%)					10%	
16	Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)	\$45,790	\$44,236	\$21,618	\$8,923	120,567	\$0.78
17	Capital Expenditure						
18	<b>TOTAL DAAS EXPENDITURES</b>	<b>\$503,684</b>	<b>\$486,588</b>	<b>\$264,516</b>	<b>\$98,156</b>	<b>1,352,944</b>	<b>\$8.79</b>
19							
20	<b>Non-DAAS Expenditures</b>						
21	Salaries & Benefits				\$22,813	22,813	\$0.15
22	Operating Expense	\$179,534	\$170,174	\$116,785	\$50,002	516,495	\$3.36
23	Capital Expenditure						
24	<b>TOTAL Non-DAAS EXPENDITURES</b>	<b>\$179,534</b>	<b>\$170,174</b>	<b>\$116,785</b>	<b>\$72,815</b>	<b>\$539,307</b>	<b>\$3.50</b>
25							
26	<b>TOTAL DAAS &amp; Non-DAAS EXPENDITURES</b>	<b>\$683,218</b>	<b>\$656,762</b>	<b>\$381,301</b>	<b>\$170,971</b>	<b>\$1,892,251</b>	<b>\$12.30</b>
27							
28	<b>HSA-DAAS Revenues</b>						
29	Meals	\$503,684	\$486,588	\$264,516	\$98,156	1,352,944	-\$0.37
30	Nutrition Compliance (if your agency is requesting funds)		\$0			\$0	
31							
32							
33							
34	<b>TOTAL HSA-DAAS REVENUES</b>	<b>\$503,684</b>	<b>\$486,588</b>	<b>\$264,516</b>	<b>\$98,156</b>	<b>1,352,944</b>	
35	<b>PER MEAL COST, HSA-DAAS</b>	<b>\$8.60</b>	<b>\$8.80</b>	<b>\$9.06</b>	<b>\$9.06</b>	<b>\$8.79</b>	
36	<b>Per MEAL &amp; COMPLIANCE COST</b>	<b>\$8.60</b>	<b>\$8.80</b>	<b>\$9.06</b>	<b>\$9.06</b>	<b>\$8.79</b>	
37	<b>Non-DAAS Revenues</b>						
38	Project Income	\$179,534	\$170,174	\$116,785	\$43,336	509,829	\$3.31
39	Agency Cash - Fundraising				\$29,479	29,479	\$0.19
40	Agency In-Kind Volunteer						
41	Nutrition Compliance Revenues						
42							
43	<b>TOTAL NON HSA-DAAS REVENUES</b>	<b>\$179,534</b>	<b>\$170,174</b>	<b>\$116,785</b>	<b>\$72,815</b>	<b>539,307</b>	
44	<b>PER MEAL COST, NON HSA-DAAS</b>	<b>\$3.07</b>	<b>\$3.08</b>	<b>\$4.00</b>	<b>\$6.72</b>	<b>\$3.50</b>	
45	<b>TOTAL REVENUES</b>	<b>\$683,218</b>	<b>\$656,762</b>	<b>\$381,301</b>	<b>\$170,971</b>	<b>1,892,251</b>	
46	<b>PER MEAL COST, TOTAL</b>	<b>\$11.67</b>	<b>\$11.88</b>	<b>\$13.06</b>	<b>\$15.78</b>	<b>\$12.30</b>	
47	Full Time Equivalent (FTE)						
49	Prepared by: Leny Nair					Date: 06/05/2020	
50	HSA-CO Review Signature: _____					_____	
51	HSA #1						

	A	B	C	D	E	F	I	N	U	V	W
1	Grantee's Name: SELF-HELP FOR THE ELDERLY										
2	Program Name:										7/31/20
3	CHAMPSS										
4											
5	Salaries & Benefits Detail										TOTAL
6											
7											
8	H.S.A-DAAS	Agency Totals		For DAAS Nutrition		7/1/17 to 6/30/18	7/1/18-6/30/19	7/1/19 to 6/30/20	7/1/20 to 12/31/20	7/1/17 to 12/31/20	
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	REVISED BUDGETED SALARY	REVISED BUDGET	Revised Budgeted Salary	6 Months Budget	Budgeted Salary	
10	Director-Nutrition/AT	\$90,000	100%	19%	19%	\$16,340	\$829	\$12,885		\$30,053	
11	Assistant Director/RC	\$70,000	100%	22%	22%	\$15,400	\$1,408			\$16,808	
12	Office Manager/AT	\$55,000	100%	35%	35%	\$19,250	\$19,828	\$14,496		\$53,573	
13	Program Supervisor/SZ	\$47,840	100%	50%	50%	\$42,640	\$45,692	\$17,940	\$11,960	\$118,232	
14	CHAMPSS Admin Asst/Ketty	\$37,128	100%	50%	50%	\$35,360	\$33,791	\$13,923		\$83,074	
15	Registered Dietitian/Wong	\$60,000	100%	40%	40%		\$1,944	\$18,000		\$19,944	
16	CHAMPSS Coordinator-Huang	\$39,520	100%	100%	100%		\$23,501	\$29,640	\$19,760	\$72,901	
17											
18	TOTALS	\$ 399,488	700%	316%	316%	\$128,990	\$126,993	\$106,884	\$31,720	\$394,587	
19											
20	FRINGE BENEFIT RATE	27.0%									
21	EMPLOYEE FRINGE BENEFITS	\$ 107,862				\$38,684	\$35,099	\$32,199	\$10,468	\$116,450	
22											
23											
24	TOTAL DAAS SALARIES & BENEFITS	\$ 507,350				\$167,674	\$162,092	\$139,083	\$42,188	\$511,037	
25											
26											
27	Non - DAAS	Agency Totals		For DAAS Meal				TOTAL			
28	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE			Budgeted Salary			
29	Meal site & kitchen volunteers										
30	Nutrition Director-AT	\$90,000	100%					\$11,250		\$11,250	
31	Registered Dietitian-TW	\$ 70,000	100%					\$7,000		\$7,000	
32											
33											
34											
35											
36											
37											
38											
39											
40											
41											
42											
43											
44											
45											
46	TOTAL NON-DAAS	\$ 160,000	200%					\$18,250		\$18,250	
47											
48	FRINGE BENEFIT RATE										
49	EMPLOYEE FRINGE BENEFITS	\$ -						\$4,563		\$4,563	
50											
51											
52	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 160,000						\$22,813		\$22,813	
53											
54	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 667,350				\$167,674	\$162,092	\$139,083	\$65,000	\$533,850	
55	HSA #2	Form Rev. 12/22/16									

	A	B	C	D	G	L	S	T	U
1	Grantee's Name: SELF-HELP FOR								Appendix B, page 3
2	Program Name:								7/31/20
3	CHAMPSS								
4	Operating Expense Detail								TOTAL
5					Rev. Budget	Rev Budget	REVISED BUDGET	16 Months Budget	
7	H.S.A-DAAS	Annual #Meals Contracted:			58,568	55,294	29,170	10,834	176,656
8	Expenditure Category	Term:			7/1/17 to 6/30/18	7/1/18-6/30/19	7/1/19 to 6/30/20	7/1/20-12/31/20	7/1/17 to 12/31/20
9	Rental of Property				\$3,000	\$3,000		\$3,000	\$9,000
10	Utilities(Elec, Water, Gas, Phone, Scavenger)							\$209	\$209
11	Office Supplies, Postage				\$544		\$73	\$250	\$867
12	Building Maintenance Supplies and Repair								
13	FOOD COSTS								
14	Raw Food	per meal	\$	-					
15	Cong Food Svc Supplies	per meal							
16	Catered Meals	per meal	\$	0.125		(\$0)	(\$94)		-\$94
17	Catered Meals	per meal	\$	4.87	\$285,226	\$269,282	\$101,942	\$43,336	\$699,786
18	CONSULTANT/SUBCONTRACTOR	Descriptive Title							
19	Registered Dietitian								
20									
21	OTHER COSTS:								
22	Insurance					\$3,000		\$250	\$3,250
23	Staff Training & Travel				\$150	\$150	\$150		\$450
24	Rental of Equipment				\$1,000	\$1,000	\$416		\$2,416
25	Small equipment & Supplies								
26	Auto - Fuel & Insurance								
27	Bank & Charges					\$3,528	\$1,028		\$4,556
28	Recruitment Expense				\$300	\$300	\$300		\$900
29									
30	TOTAL DAAS OPERATING EXPENSE				\$290,220	\$280,260	\$103,815	\$47,045	\$721,340
32	Non-DAAS								TOTAL
33	Expenditure Category								
34	Rental of Property				\$7,000	\$7,000		\$1,400	\$15,400
35	Utilities(Elec, Water, Gas, Phone, Scavenger)				\$650	\$500		\$566	\$1,716
36	Office Supplies, Postage							\$250	\$250
37	Building Maintenance Supplies and Repair								
38	FOOD COSTS								
39	Raw Food	per meal							
40	Cong Food Svc Supplies	per meal							
41	Catered Meals	per meal	\$	0.125		(\$0)	(\$94)		-\$94
42	Catered Meals	per meal	\$	2.63	\$154,034	\$145,423	\$113,000	\$43,336	\$455,793
43	CONSULTANT/SUBCONTRACTOR	Descriptive Title							
44	Registered Dietitian								
45									
46	OTHER COSTS:								
47	Insurance				\$3,000	\$3,000		\$700	\$6,700
48	Staff Training & Travel				\$300	\$2,000	(\$50)	\$100	\$2,350
49	Printing				\$250	\$500			\$750
50	Rental of Equipment				\$300			\$150	\$450
51	Small equipment & Supplies				\$1,500	\$750	\$0		\$2,251
52	Auto - Fuel & Insurance								
53	Bank Charges				\$7,500	\$4,000	\$2,000	\$2,000	\$15,500
54	Software/Database				\$5,000	\$7,000	\$1,930	\$1,500	\$15,430
56	TOTAL Non-DAAS OPERATING EXPENSE				\$179,534	\$170,174	\$116,785	\$50,002	\$516,495
58	TOTAL DAAS & Non-DAAS OPERATING EXPENSE				\$469,754	\$450,434	\$220,600	\$97,047	\$1,237,835
63	HSA #3								

	A	B	C	D	E	F
1	Grantee's Name: SELF-HELP FOR THE ELDERLY				Appendix B, Page	
2	Program Name:				Document Date: 7/31/20	
3	CHAMPSS					
4						
5	<b>Capital Expenditure Detail</b>					
6	<b>(Equipment and Remodeling Cost)</b>					
7						TOTAL
8	H.S.A-DAAS		7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 12/31/20
9	No.	ITEM/DESCRIPTION				
10						
11						
12						
13						
14						
15						
16						
17						
18	TOTAL DAAS-OOA EQUIPMENT & REMODELING COST					
19						
20	Non-DAAS					
21	No.	ITEM/DESCRIPTION				
22						
23						
24						
25						
26						
27	TOTAL NON DAAS-OOA EQUIPMENT & REMODELING COST					
28						
29	TOTAL DAAS & NON-DAAS CAPITAL EXPENDITURE					
30	(Equipment and Remodeling Cost)					
31	HSA #4 Form Rev. 12/22/16					
32						
33	<b>Allocation Methodology:</b> ( If you have multiple programs, describe how you allocate among shared program costs.)					
34	Indicate DAAS and non-DAAS-OOA funding above.					
35	<b>NOTE:</b> Green highlighted cells have formulas that link data to Budget Summary page					
36	Equipment is defined as \$5000 or more a unit					
37	<b>NOTE:</b> Cells with formulas are protected to avoid accidental changes. To unprotect, go to Toolbar, "Review", select "Unprotect sheet". No pas					
38						
39						
40						