

ANNEX B

Mini Tutorial for Using the
Department of Children and
Families' (DCF) Electronic
Budget Form

BENEFITS OF AGENCIES USING THE ELECTRONIC BUDGET FORM

- Will assure that all necessary budget documents are completed and are on file
- Built-in formulas for efficient and more accurate budget submissions
- Links throughout workbook to minimize data entry time and error

OVERVIEW

- Only a basic working knowledge of Microsoft Excel is needed to complete this Annex B
- Macros should be enabled to utilize the full functionality of the Budget Form.
- If there are any budget questions in completing this form please refer to the Contract Reimbursement Manual or call your Contract Administrator.

GENERAL GUIDELINES

- All cells which contain a formula are highlighted in light blue.
- There are 'links' in this workbook (information is copied automatically from one cell to another) to assist in completing the form efficiently and minimizing data entry time.
- Cells that contain formulas/links in all worksheets are protected (adding/inserting/deleting columns will break links and invalidate the formulas).

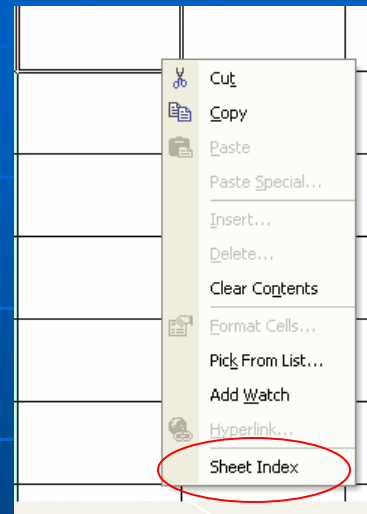
NAVIGATING THE ANNEX B

- Right Click in any cell in any worksheet and click on "Sheet Index" to pull up the worksheet you need. This is a quicker way to switch back and forth when working with an extensive budget

*Note: This feature is not available under 'Page Break Preview'

or

- Click on sheet tabs at the bottom of the Excel screen to move through the different detail sheets and schedules.



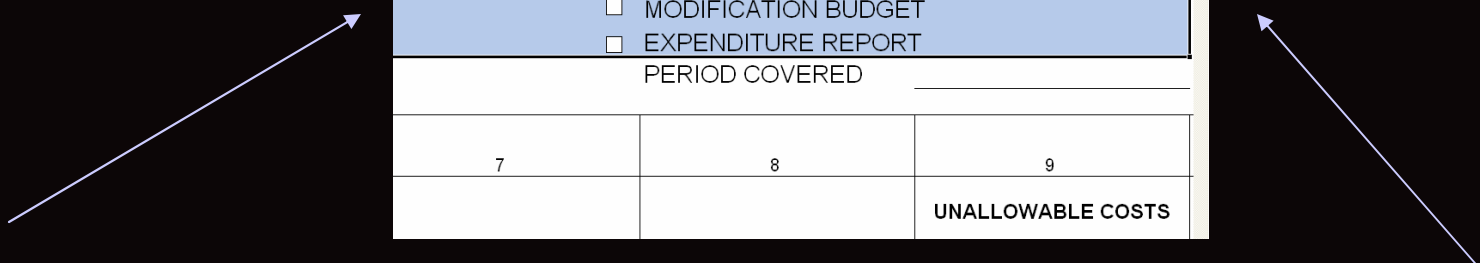
A screenshot of an Excel spreadsheet showing a dropdown menu. The spreadsheet has columns for 'A. PERSONNEL--', 'EM', and 'TOTAL'. The dropdown menu lists various budget categories, with 'Fringe Benefits' selected. A white arrow points from the 'Sheet Index' option in the previous image to the 'Fringe Benefits' option in this menu.

A. PERSONNEL--		1
EM		TOTAL
	Instructions	
	Annex B Cover Sheet	
	Expense Summary	
	Personnel Detail	
	<input checked="" type="checkbox"/> Fringe Benefits	
	Consultants and Professional	-
	Materials and Supplies	
	Facility Costs	-
	Specific Assistance	
	Other	-
	Gen and Admin Costs	
	Sch 1-Alloca	
	Sch 2-Rev	-
	Sch 3-Credits	
	Sch 4-Rel Org	-
	More Sheets...	
		\$ -

HEADING INFORMATION

- The information indicated below will need to be checked off on each worksheet (detail and schedule)

L	M	N
	PURPOSE	
	<input type="checkbox"/> BUDGET PREPARATION	
	<input type="checkbox"/> MODIFICATION BUDGET	
	<input type="checkbox"/> EXPENDITURE REPORT	
	PERIOD COVERED _____	
7	8	9
		UNALLOWABLE COSTS



CONTRACT INFORMATION FORM

- Complete all information on this page
- There are no links/formulas on this page

EXPENSE SUMMARY SHEET

- Check 'Purpose' section on the right corner of the summary to identify why budget is being prepared.
- No other information* needs to be completed on this summary page as all relevant information will be filtered in as the budget is completed.
- The figures that are entered on all of the detail sheets and schedules will automatically be placed onto the 'Expense Summary Sheet' thereby giving the agency its summary of costs for the contract.
- All detail pages and schedules would need to be completed so Expense Summary can be calculated properly.

*Note: Profit, Units of Service and Unit Cost can be inputted directly into the cells on this page.

COLUMN HEADINGS AND IDENTIFYING INFORMATION

- The information (Agency Name, Contract #, Period Covered and Column Headings) that is entered in the cells on the 'Personnel Sheet' as indicated to the right will be copied on all other pages (this includes the column headings)

3	
4	
5	Agency:
6	Contract#:
7	
8	
9	
10	

EXPENDITURE REPORT	
PERIOD COVERED	0

The screenshot shows an Excel spreadsheet with a grid of cells. The grid has columns labeled 'TOTAL', 'UNALLOWABLE COSTS', and 'GENERAL & ADMINISTRATIVE COSTS'. The 'TOTAL' column contains the value '0'. The 'UNALLOWABLE COSTS' and 'GENERAL & ADMINISTRATIVE COSTS' columns are empty. A large 'Page 1' watermark is overlaid on the bottom half of the grid. The spreadsheet also shows a status bar at the bottom indicating 'PAGE 8 OF 20'.

GENERAL AND ADMINISTRATIVE COST ALLOCATION

You can place your own formulas for the allocation of G and A costs in rows 14-16 and/or the amounts can be inputted directly into row 16.

**For expanded Annex B version (29 total columns)-formulas can be inputted in rows 12-14 and 19-21 and/or the amounts can be inputted directly into row 14 and 21*

Note: The totals for Categories A and F are displayed for reference, if deriving formulas for G and A costs.

SCHEDULES

- Schedules must be completed, as the totals on *Schedule 2-Revenue* and *Schedule 6-Equipment* in particular are tied into the Contract Expense Summary Sheet.
- If the Schedule is not applicable to the agency, click the button and "Not Applicable" will be displayed across the worksheet.

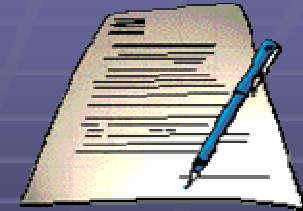
Agency:
Contract#:

Click Here if Not Applicable

	1	2	3	4
ALLOCATION BASE	TOTAL	0	0	

Facility Costs / Specific Assistance / Other / Gen and Admin Costs / Sch 1-

SUBMISSION



- Annex B must be submitted with a signature (on the Contract Information Form)
- You must click on 'Print Annex B' to print the report. This will ensure that page numbers are accurate on printed copy. This command is available for you on every worksheet. The Annex B prints on legal size paper.
- Annex B can be mailed with appropriate corresponding documents (i.e. Annex A or Narrative for budget modifications)

or

can be e mailed to the assigned Contract Administrator (followed up with a hard copy of the signature page through postal mail)

ENABLING MACROS

If macros have become disabled, please do the following:

- Download the document and save on your PC
- Open the document-Annex B
- Go to Tools on the Toolbar
- Choose Macros in the dropdown menu
- Select 'Medium' for Security Level, Click 'Ok'
- Save the file again, close the file
- Re-open file, now a pop-up will ask "Do you want to enable macros?", click 'Enable'

Some networks will not allow you to enable macros even with the above steps. The Annex B's formulas and links will still work, but the functionality of the 'buttons' on the form will be disabled.

TECHNICAL ASSISTANCE/ERRORS

- Please call 609-292-8388 to report any 'Runtime Errors' or click on 'Send Error Report' on the Contract Information Form (Cover Sheet) page to send a description of the error in writing.
- You will be assisted within 48 hours.
- Please note that if you are completing a budget for an RFP-the question must be directly referred to DCFASKRFP@dcf.state.nj.us. Answers will be posted on the RFP website shortly thereafter to preserve the integrity of the RFP process.