

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).

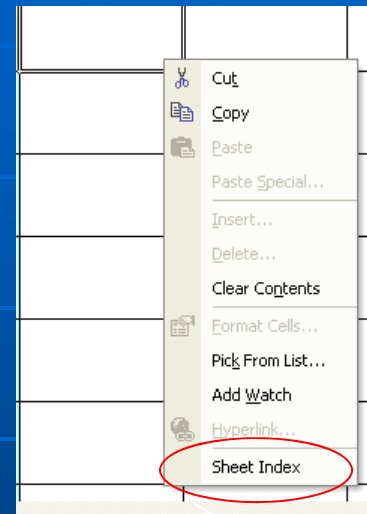
NAVIGATING THE ANNEX B

- 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.



The screenshot shows a portion of an Excel spreadsheet. A dropdown menu is open over a cell, listing various budget categories. The 'Fringe Benefits' item is selected, indicated by a checkmark in a small box to its left. The spreadsheet background shows a table with columns for 'A. PERSONNEL--', 'EM', and 'TOTAL'. The 'TOTAL' column contains numerical values, some with dashes. A dollar sign (\$) is visible at the bottom right of the table.

A. PERSONNEL--	EM	TOTAL
Instructions		1
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

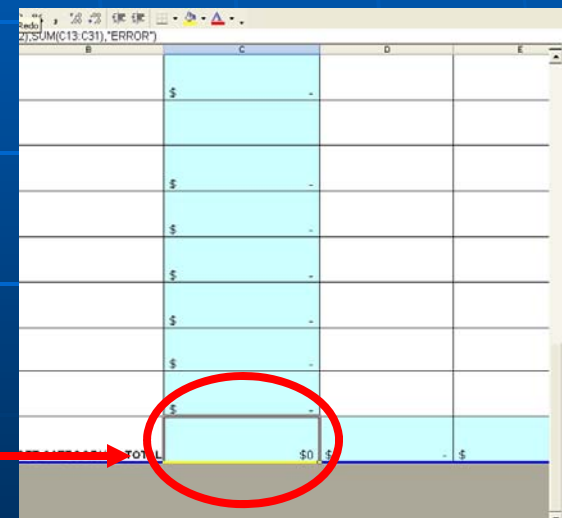
The screenshot shows an Excel spreadsheet with the following structure:

- Row 1: Column headers (A-L)
- Row 2: BUDGET PREPARATION
- Row 3: MODIFICATION BUDGET
- Row 4: EXPENDITURE REPORT
- Row 5: PERIOD COVERED 0
- Row 6: TOTAL 0 0
- Row 7: UNALLOWABLE COSTS
- Row 8: GENERAL & ADMINISTRATIVE COSTS

A large "Page 1" watermark is overlaid on the bottom half of the spreadsheet grid.

DATA ENTRY INFORMATION

- Please do not use decimal places. Using decimal places will result in an error message and will not allow you to proceed until error has been corrected.
- Columns must add down and across in all worksheets. If they do not, you will get an "ERROR" message in the intersecting 'TOTAL' cell and the mistake must be corrected.



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.

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 Kristin Huddy at 609-888-7332 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.