

OPEC Hub Budget and Financial Report Template: Instructions

The Oregon Community Foundation, The Ford Family Foundation and OSU have developed a standardized format for Hub budget and financial reports for several reasons: to provide clarity to the grantees regarding the information needed by the funders and to facilitate grantee budget preparation for reports and applications; to provide funders with a better picture of the costs associated with various aspects of this model across Oregon's regions and host agencies; and to generally make budget review easier for all involved.

Instructions

The template worksheet has one summary page to capture the overall budget and expenses over multiple years, and separate worksheets for each grant year. A budget narrative should be attached to your budget spreadsheet, or included in the program narrative (proposal).

Budget Summary Worksheet

- The data requested on the first worksheet presents an overview of the entire Parenting Education Hub's budget and actual expenditures, not just the OPEC-funded budget and expenditures.
- In the Budget Year headings, note if and when a budget modification was approved.
- Insert additional columns for carry-forward, if necessary.

Annual Budget/Expense Worksheets

- Revenue
 - Each funding source, including each type of in-kind funding, should be listed on a separate row (insert as many as needed – e.g., relief nursery, school district, community center). The in-kind funding will likely come from sources beyond the Hub agency.
 - Partners are categorized as those who contribute cash resources to the Hub.
- Expenses
 - Record each *Staff Position* as a separate line, and insert a line for *Fringe Benefits* as well. Include the individual's FTE in column B. (Note: it is not necessary to list staff by name.) You should *not* consider the entire Executive Director salary to be leveraged funding.
 - List each *Parenting Education Series* separately (e.g., "SE Portland MPAP") and break out all costs associated with the series by funding sources (e.g., the "SE Portland MPAP" might have a total budget of \$3,000, with \$1,500 funded by OPEC, \$500 in-kind support, and \$1,000 from partners). Expenses to include with the cost of a class series include facilitator, space, food, child care, meeting supplies, transportation (such as a bus) and/or incentives for participants.
 - Like the above category, *Parenting Education Activities* costs should be broken out by the funding sources.

- There are examples of how to allocate expenses for the categories listed below. These are only examples, and it is not an exhaustive list. Use the budget narrative to provide details and explanations.
 - *Special Projects and Collaborations*: one example of this type of expense is co-sponsoring an event in the community on early literacy.
 - *Facilitator Support and Training*: sending a facilitator to a training session on working with parents in recovery, or an event for all parenting education facilitators in the Hub.
 - *Program Marketing and Outreach*: website design and hosting, or designing and printing brochures.
 - *Training and Curricula*: purchasing curricula and the related training (include all costs for training such as travel and accommodations).
 - *Mileage*: travel costs for Hub staff to attend advisory committee meetings.
 - *Meetings and Supplies*: covers expenses for space for advisory committee meetings, and any related office supplies necessary for Hub operations.
- If there are other expenses beyond those listed as categories, add those in an itemized, labeled list in *Other*. Examples of other expenses might include surveying.
- Use the *Contracted Expenses* category for consultants, or if facilitators are engaged for a commitment beyond a single series (e.g., all Spanish-language series for a Hub).
- *Variance* should represent the *Overall Budgeted Expenses* minus the *Overall Actual Expenses*. The amount in the *OPEC Carry forward* column should represent the *OPEC Approved Budget* minus the *OPEC Actual Expenses*.
- The summary information in the box at the lower left will auto-fill based on the data in the expense report.
- *Average Cost per Series* (optional): Please provide an average cost for each element of a parenting education series for the year.