

Budget Line Item Definitions

The following is provided as guidance for expense and income explanations.

Expense Definitions

POLICY 03 Object	EXPENSE OBJECT LINE-ITEM CATEGORY	DEFINITION PER STATE ACCOUNTING POLICY	WHAT DOES THIS MEAN? WHAT DO I INCLUDE IN THE BUDGET EXPLANATION?
1, 2	Salaries, Benefits & Taxes	Compensation, fees, salaries and wages paid to officers, directors, trustees and employees. Benefits include the organization's contributions to pension plans and to employee benefit programs such as health, life and disability insurance; and the organization's portion of payroll taxes such as social security and medicare taxes and unemployment and workers' compensation insurance.	Permanent staff expenses, provide pro-rated estimates —based on the amount of time in the project—for salaries, wages, fees, and benefits of individuals who are employees of the applicant organization. In the space provided give details, i.e. job titles, number of individuals under that title, and annual salary or percent of salary devoted to the project.
4, 15	Professional Fee, Grant & Award ²	Fees to outside professionals, consultants and personal-service contractors, including individual artists or technical contractors. Also, any awards, grants, subsidies and other pass-through expenditures to individuals or other organizations (like ABC subgrants). Include allocations to affiliated organizations. Include scholarships, tuition payments, travel allowances and equipment allowances to clients and individual beneficiaries. Office supplies, housekeeping supplies, food and beverages, and other supplies.	Contracted personnel expenses, provide estimated payments to firms or persons for the services of individuals who are not normally considered permanent full-time employees, but consultants or part-time employees who are serving your organization on a contractual basis. In the space provided give details, i.e. job titles, number of individuals under that title, and annual salary or percent of salary devoted to the project.
		Telephone, cellular phones, beepers, telegram, FAX, email, telephone equipment maintenance and other related expenses.	Include estimated expenses for consumable supplies and materials, script or music purchases, sets and props, catalogs, equipment rental, electricity, telephone, shipping, etc. Costs associated with food, refreshments, receptions, etc., may not be included.
		Postage, messenger services, overnight delivery, outside mailing service fees, freight and trucking, and maintenance of delivery and shipping vehicles.	Estimated payments identified with rental of rehearsal spaces, theaters, halls, galleries, etc.
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	Expenses for use of office space and other facilities, heat, light, power, other utilities, outside janitorial services, mortgage interest, real estate taxes and similar expenses.	Estimated costs for marketing that includes costs of printing and mailing of brochures, fliers, posters, etc. (Do not include payments to individuals or firms, which belong under <i>Salaries, Benefits & Taxes</i> for <i>permanent Staff</i> or <i>Professional Fee, Grant & Award</i> for <i>contracted personnel</i> . Do not include advertising fees which belongs in <i>Other Nonpersonnel Expenses</i>)
		Expenses for renting and maintaining computers, copiers, postage meters, other office equipment and other equipment, except for automobile expenses, reportable on line 11	
		Expenses for producing printed materials, purchasing books and publications and buying subscriptions to publications.	

		Expenses for travel, including transportation, meals and lodging, and per diem payments. Include gas and oil, repairs, licenses and permits, and leasing costs for company vehicles. Include travel expenses for meetings and conferences. Include vehicle insurance.	Estimated costs for travel directly related to the individual or individuals. Include any fares, hotels, food, transportation, per diems, mileage, and other lodging expenses. Grant funds cannot be used for out-of-state travel (some exceptions apply), but such expenses are permissible as applicant match.
11. 12	Travel, Conferences & Meetings	Expenses for conducting or attending meetings, conferences, and conventions. Include rental of facilities, speakers' fees and expenses, printed materials and registration fees.	
18	Other Nonpersonnel Expenses	Allowable expenses for advertising, bad debts, contingency provisions, fines and penalties, independent research and development, organization, page charges in professional journals, rearrangement and alternation, recruiting and taxes. Include the organization's and employees' membership dues in associations and professional societies. Include other fees for the organization's licenses, permits, registrations, etc.	Marketing payments for advertising (print, media, social media), payments of royalties for theatrical, dance and musical performances.
20	Capital Purchase ²	Purchases of fixed assets. Include land, equipment, buildings, leasehold improvements, and other fixed assets. (These expenses are not allowable for arts grant funds, only for match).	Funds cannot be used for capital expenditures (purchase of buildings or real estate, renovations or improvements involving structural change, etc.) except for certain Creative Placemaking expenses; however, capital costs up can be used as the applicant cash match.
22	Indirect Cost	Must be made in accordance with an allocation plan approved by your cognizant state agency.	
25	GRAND TOTAL	Sum of all expenses above.	

Income Definitions

Please itemize all income sources that support the proposed fiscal year under the appropriate categories. Note: these figures can be projected figures assuming the project is approved.

Admissions	Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc.
Contract Services	Revenue derived from fees earned through the sale of services like workshops, consulting, etc. to other community organizations, government contracts for specific services conducted by your organization, performance or residency fees, tuition, etc.
Corporate Contributions	Revenue derived from contributions given by businesses and corporations, etc.
Foundation Support	Revenue derived from foundations.
Other Private Contributions	Revenue derived from cash donations. Do not include corporate, foundation, or government contributions and grants.
Federal Government Funds	Government sources, such as federal grants.
State/Regional Funds	Grants and Funds from other state agencies cannot be used to match TAC funds, but you may include as revenue.
Local Gov't Funds	City or County support, grants from local governing entities or regional agencies.
Applicant Cash (Existing Funds)	Funds from the accumulated resources that the organization has budgeted or has reasonably anticipated needing. Do not include any funds already listed under the above income line items.