

Budget Categories - code

Definitions

Professional Salaries-15	Include only staff that are employees of the agency. Do not include consultants or per diem staff. Do not include central administrative staff that are considered to be indirect costs, e.g., business office staff.
Support Staff Salaries-16	Include salaries for teacher aides, secretarial and clerical assistance, and for personnel in pupil transportation and building operation and maintenance. Do not include central administrative staff that are considered to be indirect costs, e.g., account clerks.
Purchased Services-40	Include consultants (indicate per diem rate), rentals, tuition, and other contractual services. Copies of contracts may be requested by the State Education Department. Purchased Services from a BOCES, if other than applicant agency, should be budgeted under Purchased Services with BOCES, Code 49.
Supplies and Material-45	Include computer software, library books and equipment items under \$5,000 per unit.
Travel Expenses-46	Include pupil transportation, conference costs and travel of staff between instructional sites. Specify agency approved mileage rate for travel by personal car or school-owned vehicle.
Employee Benefits-80	Rates used for project personnel must be the same as those used for other agency personnel.
Indirect Cost-90	Please use the Department approved 2010-11 restricted indirect cost rate for estimating indirect costs for all 4 years. Each year's approved rate may be slightly different as the result of the annual recalculation based on ST-3 Data, however use of the current rate for estimation purposes is recommended. Contact the Grants Finance Office if additional information is needed.
BOCES Services-49	Purchased Services with a BOCES
Minor Remodeling-30	Allowable costs include salaries, associated employee benefits, purchased services, and supplies and materials related to alterations to existing sites.
Equipment-20	All equipment to be purchased in support of this project with a unit cost of \$5,000 or more should be itemized in this category. Equipment items under \$5,000 should be budgeted under Supplies and Materials, Code 45. Repairs of equipment should be budgeted under Purchased Services, Code 40.