

FY23 Budget Instructions-July 1, 2022-June 30-2023

Instructions

It is recommended to print this page

Complete the entire FY23 Budget on the Budget page. Complete the dialog box for each line item as you add items to the budget. A separate form for Travel and Training must be submitted if you request funding for those line items. The Travel and Training form is found on the Attachment Pages.

Click on the Budget Line Item that you want to request funds.

Example:

Personnel

A dialog box appears to create the Line Item

Category: Select the type of Line Item requested

Item type: Personnel

Name: This is the Job Title, not the name of funded personnel

Direct Cost: The amount requested for this position. This is not the total salary of the position but only the portion to be funded by VCVA.

Total Budgeted: This fills by default, no action necessary

Narrative: Briefly describe the position

Click the **Create** button

Complete a dialog box for each separate funded staff position. Follow the same pattern for each Budget Line Item that funding is requested. Use the appropriate label in the drop down box in the Category and Item Type box.

This process will create your budget and add the totals of each line item. The total amount must match the requested amount entered on the Project Information page. If you request Travel and Training funding, you must complete the Travel and Training attachment located on the Attachments Page.

Click on the Travel and Training attachment to download the form. Open the form and “save as” with a name and in a location that you will easily find. Complete each section of the form for any items that funding is requested. Save the form when it is completed and close the form. Go back to the Attachment page and attach the form by clicking the “Upload File” button under Travel and Training. The numbers on this form must match the requested amount for Travel and Training on the Budget form.