

Instructions for preparing your 2020 budget **proposal and final budget** for your TOLI satellite

Please complete and attach the Excel Spreadsheet sent to you via email by Wendy Warren. Label this file NAME OF YOUR STATE 2020satbudgetproposal or 2020satbudgetfinal (eg: MONTANA2020satbudgetproposal).

*The purpose of this record is to inform TOLI about how your satellite budget will be/was spent and to whom payments will be made. **Each expense, including honoraria for speakers, must include documentation of some kind.** Expenses paid directly by the fiscal sponsor to a presenter, for example, could be numbered on the University expense report. **All invoices, receipts or copies of receipts should be saved and sent to Ildiko along with your final accounting at the conclusion of the seminar. Each should be numbered to correspond with each line of the expense report.***

When you open the Spreadsheet, you'll see a simple budget form. Columns A and B will need completed for the seminar proposal. All other lines should be completed after the seminar has run and, where applicable, expenses have been reconciled with the fiscal sponsor.

**In column A**, you will see a place for expense item descriptions by category. Adjust as necessary within each category.

**In column B**, you will estimate the cost of each proposed item. Please be as specific as possible. **After the seminar has ended,**

**In column C**, you will list final costs. Please use exact costs. Include any explanatory details needed column G, labeled "Notes".

**In column D**, you will list the Vendor you paid.

**In column E**, you will list *how* the item was paid, categorized by A,B, C, or D.

A=credit card or cash receipt

B=University internal fund transfer

C=direct from fiscal sponsor to individual or group

D=direct from TOLI NY

**In column E**, you will write the number of the receipt or invoice that corresponds to the item in that column. **Tape small receipts on a 8 1/2x11 sheet of paper, placed in numerical order to correspond with each expense listed. Full-size invoice pages can simply be numbered at the top.**

**In column F**, list the number that corresponds to a receipt, invoice, or line on an expense report.

**In column G**, include clarifying notes for Ildiko.

Explanation of categories:

**Funds received from TOLI** should record the total amount the fiscal sponsor received from TOLI.

**Grants from other foundations** should include lines inserted below, naming the foundation and the total amount donated.

**Private donations** should be similarly noted.

**Total Funds received** should list the total of these funds.

**Satellite leader expenses** refers to your out-of-pocket costs for travel or housing, if needed. If you choose not to ask for reimbursement for these or other expenses, please keep a note of what you spend as this amount will count as an “in kind non-cash donation donation” to TOLI.

**Presenter expenses** refers to any invited speakers. Please list names, topics, and honorarium amount and add a line if there are additional expenses such as travel and housing, including name of hotel, mileage costs, etc.

If a presenter waives the honorarium, still list the name and topic and put “no charge.” (If any of your partner organizations are covering any of these costs, please note that at the bottom of the budget sheet as this will count as an “in kind contribution to TOLI.”)

**Meals** refers to all food purchased for the seminar, including snacks, breakfasts, lunches, catered events, etc. This needs to be listed by day, vendor, and amount. (Again, if a partner organization covers any of these costs, keep a separate list to be submitted to TOLI during final accounting.)

**Books:** All books need to be listed by title, price of book, the number of copies ordered, shipping expenses and the total cost.

**Other Expenses** will vary by seminar. Suggested categories are

Seminar assistant

Tech support

Duplicating

Mailing

Space rental (include name of site and location)

Museum fees (include name of site and location)

Stipends given to participating teachers

Parking

Housing for participants

Bus rental

Supplies

Special events

Miscellaneous (be specific)

**In-kind donations:** There are two types of in-kind donations, cash and non-cash.

*Cash in kind donations-* donations provided by others in which they have used their own cash to make payments for a seminar (ie: lunch provided for teachers, books provided to teachers that were paid for...)

*Non-cash In-kind donations-* donations provided by others in the form of goods and services (ie: use of facilities, free entrance to museum for teachers, use of bus to take teachers to a museum....)

**Fiscal Sponsor**

If you have a fiscal sponsor, \$700 is listed under the budget total as fiscal sponsor compensation. If the organization chooses not to take those funds, as indicated on their MOU, Ildiko will not send those funds. **Please list that under in-kind cash donations.**

When you upload the budget spreadsheet to the website as part of your proposal, please label the file as follows:

2020NAMEOFYOUR STATEsatbudgetproposal (eg: 2020MONTANAsatbudgetproposal).

When you submit the final budget, please label the file:

2020NAMEOFYOUR STATEsatFINALbudget