Instructions for preparing your 2022 budget **PROPOSAL** **and FINAL budget** for your TOLI satellite

Please complete and attach the Excel Spreadsheet linked on the proposal form.

For the proposal, label this file 2022NAME OF YOUR STATEsatbudgetPROPOSAL. For the final report, label this file 2022NAME OF YOUR STATEsatbudgetFINAL.

(ex: 2022MONTANAsatbudgetPROPOSAL; 2022MONTANAsatbudgetFINAL).

*The purpose of this record is to inform TOLI about how your satellite budget will be/was spent and to whom payments will be/were made. Please note that every dollar needs to be accounted for – which means careful bookkeeping on your end. Diligence now will result in a smoother process at the end.*

**PREPARING THE BUDGET FOR THE PROPOSAL:**

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

**For the budget proposal:**

**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.

Explanation of categories:

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

**Funds rolled over from last year** should reflect any TOLI money rolled over to keep the account open.

**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” 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)

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

**2022NAMEOFYOUR STATEsatbudgetPROPOSAL**(eg: 2022MONTANAsatbudgetPROPOSAL).

***PREPARING THE BUDGET FOR THE FINAL REPORT (after the seminar has ended):***

***Each expense must include documentation.***

Expenses paid directly by the fiscal sponsor need to be accounted for and listed on the university expense report which should match what is on your budget report. This includes any payments to presenters.

***All invoices, receipts or copies of receipts should be saved and sent to Ildiko along with your final accounting. Each should be numbered to correspond with each line of your budget report* so that Ildiko can look at the number on the receipt and match it to the line on the budget spreadsheet where that expense is listed.**

**Here is where column C becomes relevant.**

**In column C**, you will list final costs. Please list the exact number that corresponds to each receipt and invoice which should be labeled with the number of that line on the spreadsheet. Put 0s in lines where you anticipated an expense but did not use those funds.

**In column D**, list the vendor you paid.

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

|  |
| --- |
| A=credit card or cash receipt (numbered according to spreadsheet line where expense is listed) |
| B=University internal fund transfer (copy numbered with spreadsheet line) |
| C=direct from fiscal sponsor to individual or group |
| D=direct from TOLI NY **In column F**, include any clarifying notes for Ildiko.**IMPORTANT: How to handle RECEIPTS:** **1. Scan and save PDFs of receipts *saved as the number that corresponds to that budget line*. (Or COPY photos of receipts to an 8 1/2x11 word doc and number each page on the top right corner).****2. Drop NUMBERED receipt files into your seminar’s GoogleDoc RECEIPTS folder.**  |
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**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 (i.e.: lunch provided for teachers; books provided to teachers, etc.)

*Non-cash In-kind donations*- donations provided by others in the form of goods and services (i.e.: 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*, so put a 0 in that line.

 **Please list that $700 under in-kind cash donations.**

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

2022NAMEOFYOUR STATEsatbudgetFINAL