

**2008 WEED MANAGEMENT AREA FUNDING
TIPS FOR CREATING A CLEAN WMA BUDGET**

- All budget spreadsheets should be done using Microsoft Excel
- DO NOT include in-kind on the proposed budget sheet (in-kind should be done in a separate spreadsheet)
- The first fiscal year cannot have a blank dollar amount (there needs to be some money allocated to the first fiscal year) If the first FY is left blank, it will put you contract in jeopardy of being delayed until July 1st or having money taken out.
- All dollar amounts should be rounded to the nearest dollar. (**example:** 1,250.41 would be \$1,250, or, 1,250.62 would be \$1,251)

- Budget line items need to equal a total of BOTH fiscal year dollar amounts
Example:

Staff Hydrologist, Permanent(150 hrs. @ \$33/hr.) <i>(Note: this equals total for both fiscal years)</i>	\$2,475.00	\$2,475.00
Weed Tech, Seasonal (100 hrs. @ \$12/hr.) <i>(Note: this equals total for both fiscal years)</i>	\$600.00	\$600.00

- Personnel Services and Operating Expenses should be separated on the budget sheet with a subtotal for each and a grand total when added together for each fiscal quarter.
- The 10% Admin. Costs is an overall cost and should be calculated at the end of the spreadsheet – NOT for each project. **Example:**

Subtotal - All Projects	\$29,445	\$13,984	\$0.00
Administrative Costs - 10%	\$2,945	\$1,398	\$0.00
Totals	\$32,390	\$15,382	\$0.00

GRANT REQUEST TOTAL (do not include in-kind here):	\$47,772
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- Make sure the Start/End Dates on the budget match the dates on the Work Plan.
- Fuel mileage cannot go above \$0.505 per mile (but it can be less)
- Any dollar amounts in the work plan should match what is stated in the budget.

*** If you have any questions feel free to email Dan Mitchell (dmitchell@cdfa.ca.gov)**