

OREGON DEPARTMENT OF HUMAN SERVICES
PUBLIC HEALTH SERVICES
BUDGET PROJECTION
FOR FAMILY PLANNING ONLY

Agency _____

A. Revenues	
1. Program Income	
Client Fees – Self-Pay	
Donations	
Third Party Insurance Reimbursement	
2. Other Revenue:	
State FP Grant	
Medicaid / OHP	
FPEP	
County General Funds	
Other (please identify)	
Total Revenue	

B. Expenditures	
1. Personal Services (Salaries & Benefits)	
2. Services and Supplies	
3. Capital Outlay	
Total Expenses	

Expenditures for the family planning program should reflect the total cost of the program. It is not necessary to separate Title X and FPEP expenses.

PREPARED BY _____ PHONE _____

AUTHORIZED AGENT _____ DATE _____

Instructions for Completing the Family Planning Budget Projection

When to Submit

Budget projections for the grant period July – June are due January 15, i.e. budgets are due January 15, 2007 for the July 2007 – June 2008 grant period.

Where to Submit

Submit budget to the *DHS/OFH Reproductive Health Fiscal Analyst, 800 NE Oregon, Suite 850, Portland, OR 97232 FAX (971) 673-0231.*

Instructions

A. Revenues: Enter estimated revenues that support this program on the appropriate lines in the "Estimate" Column (C). If using the electronic version of this form, the total program income will automatically calculate in the "Total" Column (D).

B. Expenditures: Enter the estimated expenditures for your family planning grant program. *Use a separate form to report expenditures against special project funds.*

Line 1. PERSONAL SERVICES: Salaries and benefits are to be reported in total. Since payroll expenses may vary from month to month, report an estimated yearly amount.

Line 2. SERVICES AND SUPPLIES: Enter an estimate of all Administrative expenditures, except personal services, to be purchased with the grant funds.

Line 3. CAPITAL OUTLAY: Capital outlay is defined as an expenditure for an item with a purchase price in excess of \$5,000 and a life expectancy greater than one year. It is necessary to itemize all estimated capital outlay by cost and description. If additional space is needed for capital outlay, record the estimated total outlay on Line 4 and attach an addendum to the report.

Federal regulations require that capital equipment (i.e., desks, chairs, laboratory equipment, etc.) continue to be used within the program area. Property records for non-expendable personal property acquired with grant funds shall be maintained accurately per Subtitle A-Department of Health and Human Services, 45 Code of Federal Regulations (CFR) Part 92.32 and Part 74.34.