

RURAL DEVELOPMENT PROJECT POLICIES AND PROCEDURES	Issued by: RDP Statewide Program Officer- Maile Lu'uwai	Policy No.: FIN 002
	Revised by: Judy Moon Administrative Operations Supervisor	Effective Date: September 1, 2007
Subject: <i>ETA / UH Cost Budget Line Items</i>	Approved by: Lori Govaars RDP Statewide Coordinator	Revision No.: 1
		Supersedes Policy: N/A

- I. **PURPOSE:** To guide RDP staff in matching University of Hawaii (UH) and DOL Employment & Training Administration (ETA) budget line items.
- II. **BUDGET LINE ITEMS**
- A. RDP is required to show how costs are not only distributed across the two cost categories of administrative costs and program costs, RDP is also required to show how costs are distributed across ETA's eight budget line items. The ETA budget line items are:
1. Personnel. Wages/salaries paid to RDP employees and program employees paid with RDP funds.
 2. Fringe Benefits. The cost of personnel referenced above.
 3. Travel. The cost of travel for personnel referenced above.
 4. Equipment. All equipment with a unit cost greater than \$5000.
 5. Supplies. All consumable materials, equipment costing less than \$5000, and other goods. Examples: supplies, training materials, desktop and laptop computers.
 6. Contractual. The cost of any contract or agreement.
 7. Other. Costs not fitting the above categories. Examples: rent for a classroom used to conduct training, software, advertising for training programs, classified ads to hire RDP employees or program employees, publications, and repair.
 8. Training Cost/Stipends. Costs that support training and are not included in any of the above categories.

B. CROSSWALKING BUDGET LINE ITEMS

The table below “crosswalks” the most commonly used UH budget line items with ETA budget line items.

BUDGET LINE ITEMS	
ETA	UH
Personnel	Salaries & Wages
Personnel	Casual
Supplies	Materials & Supplies
Other	Print & Publications
Other	Rentals
Other	Repairs
Contractual	Services-Fee Basis
Training Costs/Stipends	Stipends & Allowances
Training Costs/Stipends	Tuition

III. APPROVED BUDGET / ACTUAL EXPENDITURE REVIEW

A. MONTHLY MANAGEMENT REPORTING

At the beginning of each month, RDP management will perform a review of all of the grant’s approved budgets versus the actual consolidated budget status report (BSR). This report lists the grant budget, expenditures, and available amount for each line item. The purpose for this review is to ensure that the budget line items for each grant in the consolidated BSR matches the line items last approved by the U.S. Department of Labor in the original grant or the last modification. The last approved budget is found on the Budget Information Form page in the grant or modification.

Along with the review of the actual budgets, RDP management will review the expenditures and available balances to ensure DOL guidelines relating to allowable over and under expenditure percentages per line item are being followed.

A report will be written each month indicating the status of each grant’s actual budgets, and expenditures. If it is found that a DOL guideline is not being followed, action will be taken to correct any discrepancies.