

IN-KIND INFORMATION

This is what we need from each center concerning in-kind:

1. Budgets from each center that shows what funds they are receiving from Smart Start (WCPFC); what funds you are receiving from the State (NC Pre-K), and grants, etc.
2. Each center would only need to do this for 2 specific months and then we will average everything together to come up with the amount per month to claim (one month between July-December and one month between January-June).
3. Centers cannot include expenses that are funded with State funds. They are costs that have to be incurred as a direct result of the NC Pre-K program and be necessary and reasonable for the proper and efficient accomplishment of the program.
4. Each center needs to provide and describe in the contractual agreement each year the program planning budget.
5. According to Smart Start and legislation, this should be the most efficient way to determine centers in-kind contributions.
6. Centers using in-kind that does not qualify will be made notified.
7. In-kind should be 19% of the funding you receive from us over a 12 month period (i.e. if you receive \$25,000 of subsidy from us, then you are required to have least \$4,750.00 worth of in-kind).
8. If you can do more in-kind than required, we encourage you to do so. It will help other centers who may not meet their match.
9. Cost that you claim as in-kind must be paid in full.
10. If you have board meetings or volunteers, please use our volunteer sheet to record their hours.
11. Please be aware that Wilson County Partnership for Children will be penalized if the program match is not met. That penalty will not allow us to apply for additional funding. If we continue to fail to meet the match, our funding can be reduced which would affect your funding.
12. A program planning budget is attached and will be sent electronically. On this planning budget, please list the total Smart Start monies you receive from us, any state money you receive (NC Pre-K is considered State money), and grants.

WILSON COUNTY PARTNERSHIP FOR CHILDREN SERVICE/PROGRAM PLANNING BUDGET

Description	Request for Fiscal Year: July 1, 2018- June 30, 2019				Total
	Smart Start	State Funds	Grant/Cash Funding	In-Kind	
	Amount	Amount	Amount	Amount	Funds
11) Personnel					
12) Contracted Services					
13) Total Personnel/Contracted Services.					
14) Office Supplies & Materials					
15) Service Related Supplies					
16) Total Supplies & Materials					
17) Travel					
18) Communications & Postage					
19) Utilities					
20) Printing & Binding					
21) Repair and Maintenance					
22) Meeting/Conference Expense					
23) Employee Training (no travel)					
24) Classified Advertising					
25) In-State Board Meeting Expense					
26) Total Non-Fixed Operating Expenses					
27) Office Rent (Land, Buildings, etc.)					
28) Furniture Rental					
29) Equipment Rental (Phones, Computer, etc.)					
30) Vehicle Rental					
31) Dues & Subscriptions					
32) Insurance & Bonding					
33) Books/Library Reference Materials					
34) Other Expenses					
35) Total Fixed Charges & Other Expenses					
36) Buildings & Improvements					
37) Leasehold Improvements					
38) Furniture/Non-Comp. Equip., \$500+/item					
39) Computer Equip/Printers, \$500+ per item					
40) Furniture/Equip., under \$500 per item					
41) Total Property & Equipment Outlay					
42) Purchases of Services					
43) Contracts With Service Providers, Related					
44) Contracts With Service Providers, Non-Related					
45) Stipends/Scholarships/Bonuses					
46) Grants/Cash Awards, Related Parties					
47) Grants/Cash Awards, Non-Related Parties					
48) Grants/Non-Cash Awards					
49) Total Services/Contracts/Grants					
50) Total Participant Training Expense					
51) Total Budgeted Expenditures					

Budget Category Explanation

Although some items are obvious, others can be somewhat confusing. Here are brief explanations of some of the budget categories. Please do not hesitate to call the Wilson County Partnership for Children for additional explanation or clarification.

Do not complete this document!
This is only a guide for clarification of the budget line items.

11) Personnel	Salary & wages, insurance, social security, retirement
12) Contracted Services	Accounting & tax, legal, temp., payroll and janitorial services
14) Office Supplies	Office, janitorial or computer supplies, bank service charges, computer software
15) Service Related Supplies	Educational, medical, promotional (pins, magnets, etc.)
17) Travel	Employee travel: mileage, meals, lodging
18) Communication & Postage	USPS, UPS, FedEx, phone/fax lines & usage
19) Utilities	Water, gas, power, etc.
20) Printing & Binding	
21) Repair & Maintenance	Routine repair & maint. incl. service contracts (ex. copier maint.)
22) Meeting/Conference Exp.	Conferences YOU conduct, not conferences you attend
23) Employee Training (no travel)	Conf. registration fees, tuition, training materials – employee travel expenses are recorded on line 17
24) Classified Advertising	
25) In-State Board Meeting Expenses	Board member expense – all travel, training, etc.
27) Office Rent (Land, Buildings, etc.)	Please base on \$/sq. ft.
28) Furniture Rental	
29) Equipment Rental (phone, computer, etc.)	
30) Vehicle Rental	
31) Dues and Subscriptions	
32) Insurance & Bonding	
33) Books/Library Reference Materials	
34) Other Expenses	Please do not use without first contacting the Partnership
36) Building & Improvements	
37) Leasehold Improvements	
38) Furniture/Non-computer Equip., \$500+/item	Use actual cost (rather than original retail price, etc.)
39) Computer Equipment/Printers, \$500+/item	(Remember, items purchased by WCPFC belong to WCPFC
40) Furniture/Equip., under \$500 per item	
42) Purchase of Service	
43) Contract with Service Providers	
44) Stipends/Scholarships/Bonus	
45) Grants/Cash Awards	
46) Grants/Non-Cash Awards	