

## Maternal and Child Health Sample CCNC Budget Checklist<sup>1</sup>

### 1. Budget by category for personnel salary and fringe benefits, supplies, equipment, travel, etc.

**Personnel**

- personnel title
- annual salary and percent of full time equivalent (FTE)
- fringe benefit rate and itemized benefits

**Travel in-state:**

- mileage reimbursement rate
- lodging
- meals or per diem
- registration fees

List type of travel that is included in the budget

- travel within service region to child care businesses
- CCNC meetings: quarterly regional and annual state level
- in-state conferences: immunization, injury prevention, playground safety, ICN professional development sessions, etc.

**Supplies** to include office supplies, materials, photocopy, print services, professional reference text and materials, injury prevention assessment supplies, and professional subscriptions

**Equipment** to include office equipment, computer, fax, printer, digital camera, and nursing equipment

**Communication** to include telephone, email and internet (required), fax services, postage or courier services, and security cost associated with communication

**Contract** to include any contracts with outside vendor or supplier. Example: contract with third party for office related space or equipment

**Indirect Rate** if approved by the original funding source with documentation of the approval and approved rate

**Administrative Fee** if approved by original funding source

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<sup>1</sup> *Note: this document provides examples used by MCH and CCR&R agencies from across the state. The budget checklist is offered to assist entities in preparation for securing legal advice in agreement development. The sample is not intended as legal advice or as the sole source of information in developing an interagency agreement. All parties entering into interagency agreements should secure advice from legal counsel.*