

Frequently Miscategorized Budget Items

FREQUENTLY MISCATEGORIZED BUDGET ITEMS

To help ensure consistency within budgets across programs, we have provided examples of budget items that are frequently miscategorized. When creating your program's budget, please ensure that all items are categorized in the correct budget category.

If you have questions about specific items, please contact Joy Lawson-McGinnis at joy.mcginnis@maryland.gov.

Budget Category	Should Include
Other Operating Costs	<ul style="list-style-type: none"> ◆ Office space rental ◆ Utilities ◆ Other program-related services¹ ◆ Computer licenses and fees for software use ◆ Cell phone reimbursement ◆ Payroll processing fees+ ◆ Fidelity bond+ ◆ Licensing fee for member curriculum ◆ Costs associated with member recruitment and outreach (e.g., career fairs fees, advertising expenses) ◆ Cost associated with member timekeeping ◆ Allowable member recognition costs ◆ Service alliance membership fees
Member Support	<ul style="list-style-type: none"> ◆ Employee Assistance Program ◆ Member Assistance Program
Staff Travel	<ul style="list-style-type: none"> ◆ Commission Sponsored Training ◆ ASC Regional Trainings ◆ New AmeriCorps Staff Orientation ◆ Maryland Grantee Meetings ◆ AmeriCorps Sponsored Training: <i>Line item must be on the budget but does NOT need to have money allocated toward it.</i>
Supplies	<ul style="list-style-type: none"> ◆ Computers, tablets, cell phones+ ◆ Gas for program owned vehicles ◆ Member gear ◆ Program materials ◆ Postage, office supplies, business cards+ ◆ CPR/First Aid supplies ◆ Supplies for service day activities ◆ Consumable goods associated with member recruitment and outreach (e.g., flyers)

¹ + Please ensure that your organization provides a clear allocation plan if these expenses benefit more than one project within your organization.