

­**Act 44/Title XX Budget Review Checklist**

 **Please read each question below and “click” on Yes or No for EACH question.**

**Applicant:** Click or tap here to enter text.

**County(ies):** Click or tap here to enter text.

 **Yes No**

1. Does the total Act 44 and the total Title XX amounts on your Budget [ ]  [ ]

agree to your funding allocation amounts for each funding stream?

1. On the Personnel page of the Budget did you include any position titles [ ]  [ ]

that do not sound distinctly SA related? For example, Shelter Counselor,

Development Director, etc.

**If Yes**, did you provide an explanation of the SA job duties performed by [ ]  [ ]

those individuals on the Budget Explanations page of the Budget?

(Note: We do not need an explanation for administrative or fiscal positions)

1. Is your PCAR Benefits percentage higher than 35% (total PCAR benefits [ ]  [ ]

divided by total PCAR salaries)?

**If Yes**, did you provide an explanation for the high benefits percentage on [ ]  [ ]

the Budget Explanations page of the Budget?

1. On the Staff Detail Form page of the Budget did you provide a Code in [ ]  [ ]

Column 1 for ALL staff?

1. On the Staff Detail Form page of the Budget did you provide a Degree or [ ]  [ ]

License for ALL staff or list None if not applicable?

1. On the Staff Detail Form page of the Budget does the percentage of SA [ ]  [ ]

time on this form agree to the percent of wages funded by SA per the

Personnel page of the budget (PCAR allows a 2% variance)

1. Is your total SA budget less than $100,000? [ ]  [ ]

**If Yes**, does your Staff Detail Form reflect that your Center has one .50 FTE [ ]  [ ]

(50% of one staff person’s time) dedicated to SA services?

**Yes No**

1. Is your total SA budget greater than $100,000? [ ]  [ ]

**If Yes**, does your Staff Detail Form reflect that your Center has one full-time [ ]  [ ]

staff or two .50 FTE (50% of two staff person’s time) dedicated to SA services?

1. Do you have any Audit expense charged to federal Title XX funds? [ ]  [ ]

**If Yes**, is your Center required to have a Single Audit performed? [ ]  [ ]

(Note: federal Title XX funds can only be used for Single Audit engagements)

1. Did you report an amount on the Total PCAR Non-fundable Operational [ ]  [ ]

Expenses line on the Operations page of the Budget?

(Examples of expenses to report on this line are lobbying, fundraising, and

equipment purchases that cost more than $500 per unit)

1. Is the math correct on all Budget pages? [ ]  [ ]
2. Does the Total Agency Budget amount on the Budget forms agree to the [ ]  [ ]

total agency budget amount on the Total Center Budget form submitted?

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**Signature of person completing this form**

Click or tap here to enter text.

**Name and Title of person completing this form**

Click or tap to enter a date.

**Date**