

­**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**