



AmeriCorps Texas Budget Tips

Frequently Miscategorized Budget Items

To help ensure consistency within budgets across program, 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 your OneStar Grants Officer.

BUDGET CATEGORY	SHOULD INCLUDE
Other Operating Costs	<ul style="list-style-type: none"> ▪ Office space rental ▪ Utilities ▪ Other program-related services⁺ ▪ 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 (i.e., ServeAustin North Texas National Service Alliance)
Member Support	<ul style="list-style-type: none"> ▪ Employee Assistance Program ▪ Member Assistance Program
Member Training	<ul style="list-style-type: none"> ▪ Training materials ▪ Training curriculum ▪ Costs for training space ▪ Expenses related to bringing in instructors
Staff Travel	<p><i>Commission Sponsored Training</i></p> <ul style="list-style-type: none"> ▪ ASC Regional Trainings ▪ New AmeriCorps Staff Orientation ▪ AmeriCorps Texas Grantee Meeting <p><i>CNCS Sponsored Training</i></p> <ul style="list-style-type: none"> ▪ Line item must be on the budget but does NOT need to have money allocated toward it. <p><i>All other staff training</i>, including the <i>Service Unites</i> conference powered by Points of Light, should be listed separately.</p>
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)

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