



# Ohio

## BUDGETING EXPENSES AND REQUIRED SUPPORT DOCUMENTATION

October 2018

All Project Cash Requests (PCRs) and Final Expenditure Reports (FERs) are subject to review and reported expenditures must be supported with sufficient evidential documentation. This document provides budgeting guidance in addition to information on the type of documentation that grantees are required to maintain for grant expenditures. Grantees must submit documentation upon request by the Department. Expenditures without proper support documentation are unallowable.

The grid below details the type of support required for each budget category. **In addition to the documents outlined below, a year-to-date detailed (transaction level) financial report is required to be maintained for each grant separately.**

Grantees are required to maintain records for 3 years following completion of the activities.

Budget Category	<p align="center"><b>USAS Category Description</b></p> <p align="center">This document provides a summary description only. See the <a href="#">USAS</a> manual for additional information.</p>	Type of Required Documentation *
<p>Salaries</p> <p>Object 100</p>	<p>Gross salaries for employees that are on the payroll.</p> <p><b>Object 100 expenses include:</b></p> <p>a) Salary expenses for employees who receive IRS form W2.</p> <p><b>Object 100 expenses do NOT include:</b></p> <p>a) Gross salary for independent contractors who receive form 1099-Misc. Code this type of expense to object 400.</p>	<p>a) Payroll Journal / Earnings Report</p> <p>b) Employment Contracts (signed by both parties with deliverables and payment terms)</p> <p>c) Time and Effort (Federal Grants Only)</p> <p>d) Proof of payment (cancelled check made payable to employee, bank statements, etc.)</p>
<p>Fringe</p> <p>Object 200</p>	<p>Amounts paid by the grantee (employer) on behalf of employees and not included in the gross salary.</p> <p><b>Object 200 expenses include:</b></p> <p>Employer's portion of payroll taxes, workers compensation, retirement, tuition reimbursement paid directly to employee, etc.)</p> <p><b>Object 200 expenses do NOT include:</b></p> <p>Payroll tax that is part of gross salary. Code this expense to object 100.</p>	<p>a) Invoices received from vendor</p> <p>b) Proof of payment (cancelled check, credit card statements, bank statements, etc.)</p>
<p>Purchased Services</p> <p>Object 400</p>	<p>Amounts paid for personal services rendered by personnel who are not on the payroll. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided in order to obtain the desired results.</p> <p>Example: You hire a caterer – the food purchased by caterer and their service should be coded here.</p> <p><b>Object 400 expenses include:</b></p> <p>Gross salary for independent contractors who receive form 1099-Misc., tuition paid directly to a school on behalf of an employee, travel/mileage and direct amounts for postage, utilities, rent, etc.</p> <p><b>Object 400 expenses do NOT include:</b></p> <p>Food that is purchased by the grantee. These items do not provide a service; therefore, you are not purchasing a service. If allowable by the grant, code this expense to object 500.</p> <p><i>Note: Grantees must adhere to their established procurement policy which must agree with or be more stringent than federal requirements.</i></p>	<p>a) Quotes, if applicable</p> <p>b) Purchase order</p> <p>c) Contract (signed by both parties with deliverables and payment terms)</p> <p>d) Invoices received from vendor</p> <p>e) Proof of payment (cancelled check made payable to vendor, credit card statements, bank statements, etc.)</p> <p>f) Bids, if applicable</p>

