

-EXAMPLE- OPERATING BUDGET WORKSHEET

Do you share resources?

If your operation provides programming for more than one city or channel:

- Determine the percentage of production usage for each city or channel.
- Each may contribute different amounts, but if each uses the resources equally, divide the total operating budget by the number of cities or channels. For example, a consortium with three cities may have a total budget of \$500,000 so each cities budget would be considered one-third of that, or \$166.67.
- If each city or channel uses only the amount it contributes to the whole, then that is the operating budget amount. For example, A consortium with three cities may have a total budget of \$500,000. However, the largest city uses 50 percent so its budget would be \$250,000. The smallest city uses only 5 percent, so its budget would be \$25,000.
- If your budget shares resources with a school or public access channel, deduct that amount from your city's operating budget.
- If you are entering as a consortium or commission, use your overall operating budget.

If your operation provides regulatory work or services for other departments:

- List only those personnel and fees associated with production.
- If management, administrative and other support personnel contribute to more than one function, determine the percentage dedicated to production and include that amount in the award budget.

If supplies and services are shared by other departments or functions, determine the percentage dedicated to production and include that amount. i.e. A legal budget may be necessary for regulatory only and not included, unless legal work was required for copyright, forms, etc.

<u>Supplies and Services Includes:</u>	<u>Do NOT include</u>
Production and operating Supplies	Equipment (including maintenance and repairs)
Professional Talent	Vehicles (maintenance/upkeep)
IT/Telecommunications (including phone and data)	Utilities
Promotions	Mileage
Training	Legal fees (unless pertain to copyright)
Books and Subscriptions	Insurance and Bonds
Printing and Postage	Conference and Workshops
Mileage and Gasoline	Building Maintenance