

**PRINCE GEORGE’S COUNTY LOCAL WORKFORCE DEVELOPMENT BOARD**  
 1801 McCormick Drive, Suite 400  
 Largo, Maryland 20774

**BUDGET SUMMARY OF COST WORKSHEET**  
*In-Excel with Budget Narrative*

**BIDDER:** \_\_\_\_\_

LINE ITEM BUDGET

LINE ITEM	DETAIL	PROPOSED BUDGET Initial Contract Date - Date	PROPOSED CONTRIBUTION Cash OR In-Kind Date - Date	PROPOSED BUDGET Extension Contract Date - Date
<b>SALARY and WAGES:</b>	(Identify Each Position)			
	One Stop Operator	\$	\$	\$
	Administrative Staff	\$	\$	\$
			\$	\$
			\$	\$
<b>FRINGE BENEFITS:</b>	TOTAL SALARY and WAGES:	\$	\$	\$
	TOTAL FRINGE BENEFITS:	\$	\$	\$
	@ Percentage Rate	%	%	%
	EXAMPLES (Identify Each Program Expense)			
	Office Space	\$	\$	\$
	Equipment (Computer)		\$	\$
	Repair and Maintenance		\$	\$
	Instructional Materials	\$	\$	\$
	Internet/Telephone/Fax	\$	\$	\$
	Office Supplies	\$	\$	\$
	Utilities		\$	\$
	Copying/Printing	\$	\$	\$
	Meetings		\$	\$
	Staff (Local Travel)	\$	\$	\$
<b>Indirect Cost Rate:</b> <i>(If applicable)</i>	TOTAL DIRECT COST:	\$	\$	\$
	TOTAL OF ALL COST CATERGORIES:	\$	\$	\$
	TOTAL INDIRECT COST RATE:	\$	\$	\$
	@Percentage Rate	%	%	%
	TOTAL OF ALL COST CATEGORIES PLUS INDIRECT COST RATE:	\$	\$	\$
<b>Profit</b>	TOTAL PROFIT @ ___ %			
	Total Budget			