## Michigan Works! Southwest Budget Narrative

All line item expenditures must conform to the description of items contained on the Chart of Accounts.
The Budget Narrative must provide a clear and definitive description of the elements of individual line item expenditures that not elsewhere described in your budget. Forms C-1 and C-2, "Budget Detail Worksheet" directs a response on Form C-3, "Budget Narrative."

Narrative Responses should provide sufficient detail to enable the reviewer for understand what is proposed and to draw a conclusion as to whether the expense is consistent with your proposed program design. Your descriptions should reflect actual items, however using the term "such as" and providing examples is also acceptable.

Budget narrative responses should not re-iterate the text of the Chart of Line Item Descriptions Examples of acceptable line item descriptions include:

| Line <br> Item No. | Line Item Description | EXAMPLE <br> Amount | EXAMPLE <br> Description of Expenditures |
| :---: | :---: | :---: | :---: |
| 6270 | Equipment Purchase $<\$ 5,000$ | \$20,000 | Replacement of 10 computers @ approximately $\$ 750$ each; purchase of assessment software (estimated \$1,500); 2 brochure stands @ \$50 each; purchase. |
| 6420 | Marketing/Media <br> SAM | $\begin{aligned} & -\$ 7,500 \\ & \text { ONLY!!! } \end{aligned}$ | Purchase 3,000 "How To" brochures @ $\$ .15$ each for topics such as resume đevełopment, using labor market information, etc.; run monthly newspapers adds for prōgram services ( 3 newspapers @ 75 per month; re-print and/or develop promotional materials for job fairs (cost unknown). |
| 6970 | Travel | \$37,100 | Cestof travel of staff to worksites, training institutions, workshops, state and local meetings, etc., estimated @ a total of 22,000 miles @ $\$ .55$ per mile for 8 staff); conference costs (air fare, registration, lodging and food) for 3 staff for 2 conferences estimated @ \$2,500/staff/conference) |

## Proceed to next page to complete Budget Narrative

## Michigan Works! Southwest

## Basic Career Services

## Budget Narrative

Following the directions on the previous page, complete your Budget Narrative using the table provided below. If necessary, the table will automatically expand to another page.

| $\begin{gathered} \text { Line } \\ \text { Item No. } \end{gathered}$ | Line Item Description | Amount | Description of Expenditures |
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## Michigan Works! Southwest

## Individualized Career Services

## Budget Narrative

Following the directions on the previous page, complete your Budget Narrative using the table provided below. If necessary, the table will automatically expand to another page.

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## Michigan Works! Southwest

## Training

## Budget Narrative

Following the directions on the previous page, complete your Budget Narrative using the table provided below. If necessary, the table will automatically expand to another page.

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## Michigan Works! Southwest Follow-Up

## Budget Narrative

Following the directions on the previous page, complete your Budget Narrative using the table provided below. If necessary, the table will automatically expand to another page.

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