

FY24 Updated Budget Proposal - Taxpayer Assistance

Due October 31, 2023

A. Equipment and Accessories	Quantity	Cost	Total
Computers			
Printers			
Copiers			
Hotspots			
Toner/Ink Cartridges			
Software			
Other:			
Subtotal			

B. Advertising	Quantity	Cost	Total
Flyers			
Newspaper			
Volunteer Recruitment			
Other:			
Subtotal			

C. Salaries	Hourly Wage	Number of Hours	Total
Tax Site Coordinator			
Electronic Filing Coordinator			
Volunteer Coordinator			
Administrative Staff			
Translator			
Other:			
Go to https://www.bls.gov/oes/home.htm to determine if salaries are reasonable			
Subtotal			

D. Other Expenses	Quantity	Cost	Total
Volunteer Training			
Supplies			
Rental Space			
Food/Beverages (\$500 limit)			
Utilities			
Other:			
Subtotal			
FY24 TOTAL			

FY24 Budget, Continued

Budget: Because your FY24 grant award amount is lower than the amount requested in your grant proposal, you must provide an updated budget and budget explanation. Based on the FY24 award amount in your grant contract, explain how you will spend will spend grant funds and why you need these items to reach your goals for providing volunteer taxpayer assistance services.

You must also further explain these items if they apply:

- If you requested advertising funds but do not plan to use print advertisements, you must also provide a detailed description of your marketing plan.
- If you requested salary funds, you must also specify job duties and the percentage of time devoted to the volunteer taxpayer assistance program.