

Program Element 46 Fiscal Guidance

Quarterly Revenue & Expenditure Report

Costs you should include - Costs must align with the activities identified in your Annual Work Plan and Budget. The PE 46 Expenses must be tracked separately.

Allowable costs:

- Personnel Services: Salary/Benefits – expenses included in this are for staff directly involved in PE46 workplan.
- Professional Services/Contracts – expenses relating to contracts to perform part or all of the work of PE 46 (e.g. program evaluation, data analysis, conducting focus groups)
- Travel – expenses relating to staff travel to meetings, events or reimbursing for travel for participation from external parties
- Supplies – expenses can include materials for outreach and education including flip charts, markers, name tags, outreach materials, printed material, supplies if used as part of outreach work such as condoms, lube.
- Facilities – expenses can include rental fees for space for meetings or events
- Telecommunication – expenses enhancing connectivity and communication (e.g. cell phone, hosting virtual meetings)
- Catering/food – expense incurred in hosting meetings (e.g. convening partners, hosting focus groups)
- Other – relevant expenses not listed elsewhere (e.g. incentives, advertisement, promotional materials)
- Indirect costs

Costs you may not include – You may not include any costs related to the RH clinical services under the Medical Services Agreement. Those costs include:

- Clinician and Nurse staff time for patient/clinical care
- Birth Control methods and supplies used within the clinic
- Any other costs associated with the RH Fee for Service program

Do not include any income received as part of being a RHCare Provider. Do not include the following:

- Sliding fee scale revenue
- 3rd Party Insurance
- Medicaid/OHP
- Any claims payments received from RH program (including CCare)
- Any other revenue generated from RH clinical services