

Total Revenue	All revenue that comes into the organization
Total Salaries	All salaries for employees.
Total Fringe	Fringes on salaries
Total Travel	All travel, including program travel, board travel, and meeting expense included in program travel, if outlined that way in the grant
Total Supplies	All supplies - direct and indirect.
Contractual Services	We try to break out the large consistent contractors below. This category is for small contractors; one time contractors that do not fall anywhere else.
Audit	All costs of the auditors. Any direct supply costs or travel costs are coded to those categories.
Computer Consulting AI-tec	All direct and indirect costs for computer consulting. The direct includes things like building or changing databases for certain programs. Indirect includes general maintenance on computers and the servers, as well as repairs.
Contractual - Allocated	Contractual allocated includes costs that are indirect and spread over all of the programs. An example would be Eric Ryan.
Contractual - Program	Program contractors are those that are directly specified in a program grant budget. An example would be Dr. Matt Keifer, who provides assistance on the EPA grant.
Contractual-Bertha Armendariz	Costs for Dr. Armendariz, who works on various programs but is under contract for a year at a time.
Contractual - Theresa Lyons	Theresa is also under an annual contract and works both on HRSA and CPRIT grants at this time.
Contractual - Advisory Services	This category is for advisory groups that are specified in grant budgets. An example would be the advisory group that works with the domestic violence program. They are paid stipends for their assistance.

Computer - Website	This is for all of the website work. Direct costs would include programming a certain page for a certain program. For example, we have had programs require via workplan to have an interactive page. Indirect costs would include regular maintenance that benefits the entire website.
Stipends	Stipends include the work that the promotoras do for the CPRIT grant. This category has included various stipends to promotoras from different grants in the past.
Building Use - Rent-Utilities Postage & Shipping	All rent and utilities for the offices in Austin, TX; Chico, CA; and Salisbury, MD. This is all postage and shipping. We charge direct costs to the programs - for instance when we ship out pesticide comics. Indirect costs are included and would be for general postage - sending out bill payments, for example
Telephone	All local and long distance costs. At present, we charge only long distance directly to programs as coded when we make calls from Austin. We are scheduled to get a new system in which we will be able to charge all calls directly to programs.
Ins Liab - Fees	These are mostly liability insurance costs for the building and offices, which are charged annually and part of the prepaid expense that is shown on the balance sheet. We spread them over the year.
Printing	Printing is direct and indirect expense and includes the Streamline.
Net Revenue	The difference between the revenue we post in the month and the expenses. Many of our grants are on a cost reimbursement basis, so the net revenue will be zero. Others are prepaid, like the foundation monies, and also have a net of zero. We have a positive amount when we work on contracts and it costs us less to complete and of course, the opposite is true. There are other fluctuations, but these are the largest.

NOTE: Our funders have their own definitions of the above items. We must code things as they define, so these are not hard and fast rules. In 2013, we will have a line item for all of the indirect costs, that are listed above.