**SAMPLE BUDGET NARRATIVE**

**Budget Narrative**:

The XYZ Hospital is making application to The North Dakota Rural Hospital Flexibility Program for the funding period December 17, 2020 to July 31, 2021 and the total project cost is in the amount of $33,000.

**1. Consultant Services:**

Flex funding in the amount of $15,000 is requested to secure ABC consultants to complete a comprehensive revenue cycle management analysis. Vendor will analyze all revenue cycle processes and procedure which include chargemaster review, collections, admissions, billing and coding review, review of Medicare cost report utilization operating departments, physician documentation, and ancillary managers. $5,000 in In-Kind contributions will support the remainder of the consultant fees.

**2. Consultant Travel Expenses**:

In-Kind funds in the amount of $1,500 will support consultant travel fees for two people at $585 airfare, $110 lodging, and $55 per diem per person.

**3. Personnel**:

Alicia Jones, CFO, will manage the project oversight. Our Business officer Sam Davidson will assist Alicia in gathering data and assisting the consultants during their time onsite. Personnel costs are estimated to be at $10,000 for the time used on this project.

**4. Fringe benefits**:

Funds Fringe benefits for the above-mentioned positions are estimated at 15 percent. $1,500 in In-Kind funds will support the project.