



EXAMPLES OF DISALLOWED COSTS

- Providing services to clients not eligible for services (age, county eligibility)
- Salary increases for FY 2011/2012, unless union authorizes.
- Entertainment costs - Gift cards, wine glasses, movie tickets, etc.
- Fundraising costs – Cost for the activity of fundraising (personnel, materials) for an event
- Lobbying expenses – Costs incurred and related to attempting to influence legislation must be less than 30% of the staff person's time
- Alcoholic beverages
- Tobacco purchases
- Equipment not included in the approved budget
- Training/Travel not approved by First 5 Program Officers and not in personnel section of the approved budget
- Mileage occurred for non-First 5 activities or trainings – travel to non related First 5 trainings/conferences
- Program expenses that do not benefit the participants
- Unhealthy snacks or food
- Movie tickets for participants or staff
- Expenses incurred in a different fiscal year (i.e. trainings, purchases of materials and supplies, etc.)
- Fines and penalties - Speeding tickets and parking tickets
- Severance pay
- Baggage claims for non First 5 staff
- Employee moving expenses
- Losses on other grants or contracts – Any excess costs over income on any grant are not allowable as a cost of any other grant or contract.
- Contributions or donations
- Expenses allocable to other federal programs are not allowable
- Incentives/Stipends – For attending program activities (i.e. workshops, meetings, events)

The above is not intended to be a comprehensive list of all F5FC disallowed expenses which would not be allowed as a service cost or grant expenditure. First 5 along with federal regulations require all expenses be reasonable, justifiable, and necessary to accomplish the purpose of the grant or contract. The allow ability of a specific expense will be determined on that basis and by comparison to the above list as well as the specific grant or contract purpose. If a service provider is ever in doubt please contact your Program Officer or Finance staff.