

EXHIBIT A – BUDGETS

An annual and monthly budget shall be prepared and submitted to the State by the Contractor. The annual and monthly budget shall include all estimated operating expenses, estimated gross receipts, Contractor's management fee and/or percentage of Gross revenue, and estimated net profit. The budget shall show staffing by shift, day of week, and by hours. Upon approval by the State, all operating expenses included in the budget shall be considered authorized and reimbursable. Changes to the budget shall be approved in writing by the State and the State reserves the right to require additional staffing or amendments to obtain and sustain the highest level of customer service. The Contractor acknowledges any monthly line item expense incurred that is greater than five hundred dollars (\$500) above the preapproved budget shall not be reimbursed by the State unless justification is submitted and the State grants approval.

The Contractor shall invoice the State by the _____ day of the month following the month of operation for its operating expenses. Receipts for all expenditures shall be included with the monthly invoice.

The State and Contractor agree to the following Annual Budget for _____ (first year of the contract):

TO BE COMPLETED ONCE CONTRACTOR SELECTED

The next Annual Budget shall be submitted to the State ninety (90) days prior to the end of the current year and shall only be deemed the Final Annual Budget once approved by the State.

The State and Contractor agree to the following Monthly Budget for _____ (first month of the contract):