

## Sample Administrative Expenditures Tracking Spreadsheet

FY\_\_ LIHEAP Grant

YTD Actual Expenses:

**Oct 1 Sept 30**

Date:

F/A Admn. Expenses	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Close-Out	YTD Total
<b>Salaries and Benefits</b>														
Salaries & Accrued Vacation	23,601.54	21,730.43	25,383.19	24,991.92	19,953.36	21,807.37	24,004.95	25,919.95	23,428.58	33,838.22	16,690.84	23,371.14		284,721.49
Payroll Taxes	1,747.14	1,609.57	1,913.11	1,868.15	1,478.04	1,614.51	1,778.14	1,917.45	1,732.55	2,336.23	1,109.68	1,573.96		20,678.53
Medical and Life Insurance	5,378.54	4,952.32	5,012.24	5,482.62	4,677.74	5,101.18	5,607.33	6,161.83	5,604.41	5,121.57	3,819.62	5,286.46		62,205.86
Retirement - 410a & 457 Pla	2,435.69	1,402.25	1,437.64	1,490.04	1,300.44	1,426.36	2,494.13	1,748.12	1,553.53	1,446.28	1,071.48	810.90		18,616.86
<b>Subtotal Salaries &amp; Benefits</b>	<b>33,162.91</b>	<b>29,694.57</b>	<b>33,746.18</b>	<b>33,832.73</b>	<b>27,409.58</b>	<b>29,949.42</b>	<b>33,884.55</b>	<b>35,747.35</b>	<b>32,319.07</b>	<b>42,742.30</b>	<b>22,691.62</b>	<b>31,042.46</b>	<b>0.00</b>	<b>386,222.74</b>
<b>Other Operating Expenses</b>														
			96,603.66						101,950.97					
Office Supplies	537.34	509.53	314.19	0.00	438.00	627.68	220.60	0.00	181.07	428.47	298.48	149.27		3,704.63
Printing & Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Dues & Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,100.00	0.00	0.00	0.00	0.00		3,100.00
Educ/Train/Conf/Meetings	0.00	225.37	0.00	1,589.50	1,780.37	843.70	0.00	215.53	0.00	202.46	0.00	1,225.23		6,082.16
Business Travel & Entertain	357.93	1,374.11	1,359.81	409.70	593.97	46.20	52.56	196.35	614.40	609.75	0.00	1,516.97		7,131.75
Professional Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
<b>Subtotal Other Operating Ex</b>	<b>895.27</b>	<b>2,109.01</b>	<b>1,674.00</b>	<b>1,999.20</b>	<b>2,812.34</b>	<b>1,517.58</b>	<b>273.16</b>	<b>3,511.88</b>	<b>795.47</b>	<b>1,240.68</b>	<b>298.48</b>	<b>2,891.47</b>	<b>0.00</b>	<b>20,018.54</b>
<b>Allocated Expenses</b>	<b>6,751.33</b>	<b>12,813.48</b>	<b>4,913.50</b>	<b>5,627.26</b>	<b>5,139.89</b>	<b>8,579.62</b>	<b>7,942.18</b>	<b>8,267.99</b>	<b>8,948.51</b>	<b>9,356.80</b>	<b>7,027.10</b>	<b>9,031.78</b>		<b>94,399.44</b>
<b>Total Operating Expenses</b>	<b>40,809.51 1</b>	<b>44,617.06 3</b>	<b>40,333.68 6</b>	<b>41,459.19</b>	<b>35,361.81</b>	<b>40,046.62</b>	<b>42,099.89</b>	<b>47,527.22</b>	<b>42,063.05</b>	<b>53,339.78</b>	<b>30,017.20</b>	<b>42,965.71</b>	<b>0.00</b>	<b>500,640.72</b>
<b>Grant Expense</b>														
DB Development Technolo	6,152.63 2	7,479.19 4	7,310.72 7	9,128.75 9	5,484.18	38,782.13	6,426.77	5,419.44	13,801.51	16,183.18	30,206.65	33,852.24		180,227.39
DB Development	0.00	4,680.00 5	892.50 8	33,375.86 10	297.50	3,471.00	2,082.50	7,607.50	3,050.00	964.50	0.00	2,720.00		59,141.36
Other	0.00	0.00	0.00	0.00	0.00	0.00	103,306.25	0.00	106,648.75	0.00	0.00	137,815.00		347,770.00
<b>Total F/A Admn. Expenses</b>	<b>46,962.14</b>	<b>56,776.25</b>	<b>48,536.90</b>	<b>83,963.80</b>	<b>41,143.49</b>	<b>82,299.75</b>	<b>153,915.41</b>	<b>60,554.16</b>	<b>165,563.31</b>	<b>70,487.46</b>	<b>60,223.85</b>	<b>217,352.95</b>	<b>0.00</b>	<b>1,087,779.47</b>

**Notes :**

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| <p><b>1</b> Includes allocated expenses of \$128.52, charged in error.</p> <p><b>2</b> Contractor - \$4,460.13, Service - \$1,562.50, Auditor - \$130.00</p> <p><b>3</b> Includes allocated expenses of \$170.72, charged in error.</p> <p><b>4</b> Contractor - \$7,479.19</p> <p><b>5</b> Contractor - \$4,680.00</p> | <p><b>6</b> Includes allocated expenses of \$433.95, charged in error.</p> <p><b>7</b> Contractor - \$6,773.74, Service - \$536.98</p> <p><b>8</b> Contractor - \$892.50</p> <p><b>9</b> Contractor - \$9,128.75</p> <p><b>10</b> Staffing - \$4,952.92, Contracting - \$3,077.00, Contracting - \$1,620.00</p> |
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