

**SUMMARY OF ADMINISTRATIVE EXPENSES**

1. Name of sponsor \_\_\_\_\_

2. Month and year \_\_\_\_\_

3. Position (a)	# of People in that position (b)	Salary per hour (c)	# of hours spent on SFSP administration (d)	Total (e)
_____	_____	x \$ _____	x _____	= \$ _____
_____	_____	x \$ _____	x _____	= \$ _____
_____	_____	x \$ _____	x _____	= \$ _____
_____	_____	x \$ _____	x _____	= \$ _____
_____	_____	x \$ _____	x _____	= \$ _____

(f) Total salaries paid \$ \_\_\_\_\_

- 4. Salaries (line 3f) \$ \_\_\_\_\_
- 5. Transportation \$ \_\_\_\_\_
- 6. Communication \$ \_\_\_\_\_
- 7. Rental of office space \$ \_\_\_\_\_
- 8. Office supplies \$ \_\_\_\_\_
- 9. Utilities \$ \_\_\_\_\_
- 10. Use allowance of furniture and fixtures \$ \_\_\_\_\_
- 11. Audit fees \$ \_\_\_\_\_
- 12. Legal fees \$ \_\_\_\_\_
- 13. Office building maintenance \$ \_\_\_\_\_
- 14. Other (specify) \$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_
- 15. **TOTAL** \$ \_\_\_\_\_

**SUMMARY OF ADMINISTRATIVE EXPENSES INSTRUCTIONS**

Item number

1. Enter the name of the sponsor.
2. Enter the time period (month and year) covered by the form.
3. Enter:
  - a. the position,
  - b. the number of people working in that position,
  - c. the hourly salary rate they receive,
  - d. the number of hours they spend working with SFSP administration,
  - e. the total dollar amount spent on salaries for that position (b x c x d), and
  - f. add the total dollar amount spent on salaries for all positions.
4. Enter the total dollar amount spent on salaries during the month (line 3f).
5. Enter the total dollar amount spent on transportation during the month.
6. Enter the total dollar amount spent on communication during the month.
7. Enter the total dollar amount spent on the rental of office space during the month.
8. Enter the total dollar amount spent on office supplies during the month.
9. Enter the total dollar amount spent on utilities during the month.
10. Enter the total dollar amount spent on use allowance of furniture and fixtures.
11. Enter total dollar amount spent on audit fees.
12. Enter total dollar amount spent on legal fees.
13. Enter total dollar amount spent on office building maintenance.
14. Enter the total dollar amount spent on miscellaneous administrative supplies or services during the month that do not fall under any of the categories mentioned above.
15. Add items 4 through 14 and enter the total administrative expenses for the month.

Be sure you collect and keep the receipts for all of the administrative expenses (i.e., canceled checks, gasoline receipts, receipts for printing).