

REPORT OF ACTUAL EXPENSES
FISCAL YEAR _____

Contract: _____

Development name: _____

Units — Assisted/Total: _____

Prepared by: _____

ACCOUNT NAME	TOTAL EXPENSES		
	BUDGET (A)	ACTUAL (B)	HCD APPROVED (C)
MANAGEMENT FEE:			
1. Sponsor Overhead			
2. Contract Management Fee			
3. TOTAL MANAGEMENT FEES:			
ADMINISTRATION:			
4. Marketing			
5. Audit			
6. Legal			
7. Misc. Administrative Expenses			
8. TOTAL ADMINISTRATION:			
SALARIES:			
9. On-Site or Off-Site Manager			
10. Assistant Manager			
11. Grounds and Maintenance Personnel			
12. Desk Clerks			
13. Janitorial Personnel			
14. Housekeepers			
15. Services Staff			
16. Other _____			
17. TOTAL SALARIES:			
MAINTENANCE:			
18. Supplies			
19. Elevator Maintenance			
20. Pest Control			
21. Grounds Contracts			
22. Interior Painting and Decorating			
23. Other _____			
24. TOTAL MAINTENANCE:			
UTILITIES:			
25. Trash Removal			
26. Electricity			
27. Water and Sewer			
28. Gas			
29. HCD Use Only			
30. TOTAL UTILITIES:			
INSURANCE:			
31. Property & Liability Insurance			
32. TOTAL INSURANCE:			
TAXES:			
33. Real Estate Taxes/PILOTS			
34. Business License			
35. TOTAL TAXES:			