

**IV. REPORT OF ACTUAL EXPENSES (all projects)
FISCAL YEAR**

Contract Number:

Development Name:

Units - Assisted/Total:

Prepared by:

ACCOUNT NAME		TOTAL EXPENSES		
MANAGEMENT FEE:	BUDGET (A)	ACTUAL (B)	HCD APPROVED (C) HCD ONLY	
1. Sponsor Overhead				
2. Contract Management Fee				
3. TOTAL Management Fee:				
ADMINISTRATION:				
4. Leases				
5. Marketing/Advertising				
6. Audit				
7. Legal				
8. Transportation (Vehicle Maintenance)				
9. Telephone				
10. Business Licenses				
11. Miscellaneous Administrative Expenses				
12. TOTAL Administration:				
SALARIES & BENEFITS: (Exclude value of rent discounts)				
13. On-site or Off-site Manager				
14. Assistant Manager				
15. Desk Clerk				
16. Child Care Center Personnel				
17. Job Training/Emp. Trng. Personnel				
18. Grounds/Maintenance Personnel				
19. Janitorial Personnel				
20. Other Supportive Services Personnel				
21. Other (Specify)				
22. TOTAL Salaries/Benefits:				
MAINTENANCE:				
23. Supplies				
24. Elevator Maintenance				
25. Pest Control				
26. Grounds Contract				
27. Interior Painting/Decorating				
28. Furniture, Fixtures & Equipment (Indoor/Outdoor)				
29. Other (Specify)				
30. TOTAL Maintenance:				
UTILITIES:				
31. Trash Removal				

* ONLY provide information regarding expenses of the on-site child care center that the project sponsor pays. If the child care center is operated by a separate entity, list only those items not reflected in Attachment IX.