

**V. CALCULATION OF ASSISTED UNIT EXPENSES (all projects)**  
**FISCAL YEAR**

Contract Number:

Development Name:

Units - Assisted/Total:

Prepared by:

ACCOUNT NAME		ASSISTED EXPENSES		
	TOTAL ACTUAL EXPENSES (D)	APPROVED PRORATION FACTOR (E)	ASSISTED UNIT ACTUAL (F)	ASSISTED UNIT BUDGET (G)
<b>MANAGEMENT FEE:</b>				
1. Sponsor Overhead				
2. Contract Management Fee				
<b>3. TOTAL Management Fee:</b>				
<b>ADMINISTRATION:</b>				
4. Leases				
5. Marketing/Advertising				
6. Audit				
7. Legal				
8. Transportation (Vehicle Maintenance)				
9. Telephone				
10. Business Licenses				
11. Miscellaneous Administrative Expenses				
<b>12. TOTAL Administrative Expenses</b>				
<b>SALARIES &amp; BENEFITS: (Exclude value of rent discounts)</b>				
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)				
<b>22. TOTAL Salaries/Benefits:</b>				
<b>MAINTENANCE:</b>				
23. Supplies				
24. Elevator Maintenance				
25. Pest Control				
26. Grounds Contract				
27. Interior Painting/Decorating				
28. Furniture, Fixtures & Equipment (Indoor/Outdoor)				
29. Other (Specify)				
<b>30. TOTAL Maintenance:</b>				
<b>UTILITIES:</b>				
31. Trash Removal				