

**VII. CALCULATION OF COMMERCIAL SPACE EXPENSES (for projects w/commercial space)
FISCAL YEAR**

Contract Number:

Development Name:

Units - Assisted/Total:

Prepared by:

ACCOUNT NAME	COMMERCIAL SPACE EXPENSES			
	TOTAL ACTUAL EXPENSES (D)	APPROVED PRORATION FACTOR (E)	COMMERCIAL SPACE ACTUAL (F)	COMMERCIAL SPACE BUDGET (G)
MANAGEMENT FEE:				
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 Administrative Expenses				
SALARIES & BENEFITS: (Include 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				