

**VIII. CALCULATION OF CHILD CARE CENTER EXPENSES (for sponsor-operated centers)
FISCAL YEAR**

Contract Number:

Development Name:

Units - Assisted/Total:

Prepared by:

ACCOUNT NAME	(Complete ONLY if Project Sponsor is the Child Care Center Operator)			
	CHILD CARE CENTER EXPENSES			
	TOTAL ACTUAL EXPENSES (D)	APPROVED PRORATION FACTOR (E)	CHILD CARE CENTER ACTUAL (F)	CHILD CARE CENTER 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 discounted)				
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				