

Disclaimer:

This will serve as an example of a worksheet that can be used to show "other costs." The line items listed in this example are not all inclusive, nor are all items listed required. This example demonstrates the method for listing other costs and **not what is an allowable cost.**

Claiming Unit:

"Schedule A"

Period of Service

Account Description	Amount	CP#1		CP#2		CP#3		CP#5		Program Planning &		CP#6	
		SPMP	Non-SPMP	Non-SPMP	Non-SPMP	Non-Enhancec	Direct Charge	SPMP	Non-SPMP	Policy Development	Allocated	Cost	
Clothing & Uniforms	0.00												
Medical & Dental Supplies													
Outside Printing & Copy Sv	1,029.00									1,029.00	1,029.00	0.00	0.00
Paper Products Expense												0.00	0.00
General Office Supplies	4,589.00	1,043.00	1,894.00	1,236.00	416.00							4,589.00	0.00
Books, Manuals & Literature												0.00	0.00
Subscription & Periodicals	138.00									138.00	138.00	0.00	0.00
Photocopy Lease & Usage	974.00									974.00	974.00	0.00	0.00
Postage & Mailing Expense	727.00									727.00	727.00	0.00	0.00
Mal Practice Insurance	5,000.00			5,000.00								5,000.00	0.00
Other Office Expense	2,060.00									2,060.00	2,060.00	0.00	0.00
Computer Supplies												0.00	0.00
Computer Equip <\$5000												0.00	0.00
PC/LAN Software	1,039.00									1,039.00	1,039.00	0.00	0.00
Office Furniture & Equipment	4,465.00									4,465.00	4,465.00	0.00	0.00
County Memberships	21,278.00									21,278.00	21,278.00	0.00	0.00
Professional Groups and Assns	235.00									235.00	235.00	0.00	0.00
Advertising & Publicity Expense												0.00	0.00
Computer/Electronic Equip Maint												0.00	0.00
Other Genl Office Equip Maint												0.00	0.00
General Electric Expense												0.00	0.00
Contract Custodial	2,999.00									2,999.00	2,999.00	0.00	0.00
Office Equip Rental	390.00									390.00	390.00	0.00	0.00
Scavenger & Recycling Service	45.00									45.00	45.00	0.00	0.00
Mileage Allowance	5,935.00		3,876.00	2,059.00								5,935.00	0.00
Airfare & Vehicle Rental												0.00	0.00
Employee Mileage Reimbursemer	481.00			270.00	211.00							481.00	0.00
Other Transportation Expense												0.00	0.00
Meeting & Conference Expense	8,176.00			8,082.00	94.00							8,176.00	0.00
Misc Employee Exp Reimbursement												0.00	0.00
Other Business Travel Expense	25.00				25.00							25.00	0.00
Dept Employee Training Expense												0.00	0.00
Train & Educ Materials/Supply	559.00				559.00							559.00	0.00
Contract Security Services	6,638.00									6,638.00	6,638.00	0.00	0.00
Contract Human Resources Services												0.00	0.00
Other Professional Contract Services												0.00	0.00
Interagency Agreement	4,269.00									4,269.00	4,269.00	0.00	0.00
Moving & Relocation Expense	129.00									129.00	129.00	0.00	0.00
Misc Other Contributions	40.00									40.00	40.00	0.00	0.00
Telephone Service Charges	6,789.00									6,789.00	6,789.00	0.00	0.00
Automation Services - ISD ISD?	46,073.00									46,073.00	46,073.00	0.00	0.00
County Facility Rental Cha	10,932.00									10,932.00	10,932.00	0.00	0.00
Other Facilities Maint Charges												0.00	0.00
Motor Vehicle Mileage Charges	6,703.00									6,703.00	6,703.00	0.00	0.00
Copy Center Charges												0.00	0.00
Auto Liability Insurance	531.00									531.00	531.00	0.00	0.00
General Liability Insurance	4,604.00									4,604.00	4,604.00	0.00	0.00
Official Bond Insurance	229.00									229.00	229.00	0.00	0.00
Motor Vehicle Replace Charge												0.00	0.00
Countywide Security Services												0.00	0.00
Departmental Expenses -	125,000.00			100,000.00							25,000.00	125,000.00	0.00
Describe what is allowable in CP6													
Total Services and Supplies	272,081.00	1,043.00	5,770.00	116,647.00	1,305.00	0.00	0.00	147,316.00	272,081.00	0.00	0.00	0.00	0.00