

SUMMER FOOD SERVICE PROGRAM

Summary of Administrative Expenses

1. Name of sponsor : _____
 2. Month and year: _____

3. Position (a)	# of People in that position (b)	Salary per hour (c)	# of hours spent on SFSP administration (d)	Total (e)
_____	X	\$ _____	X	= \$ _____
_____	X	\$ _____	X	= \$ _____
_____	X	\$ _____	X	= \$ _____
_____	X	\$ _____	X	= \$ _____
_____	X	\$ _____	X	= \$ _____
(f) Total salaries paid				\$ _____

4. Salaries (line 3f)	\$ _____
5. Transportation	\$ _____
6. Communication	\$ _____
7. Rental of office space	\$ _____
8. Office supplies	\$ _____
9. Utilities	\$ _____
10. Use allowance of furniture and fixtures	\$ _____
11. Audit fees	\$ _____
12. Legal fees	\$ _____
13. Office building maintenance	\$ _____
14. Other (specify)	\$ _____
	\$ _____
	\$ _____
15. TOTAL	\$ _____

Summary of Administrative Expenses, Continued

Item number:

- 1. Enter the name of the sponsor.**
- 2. Enter the time period (month and year) covered by the form.**
- 3. Enter:**
 - A. the position,
 - B. the number of people working in that position,
 - C. the hourly salary rate they receive,
 - D. the number of hours they spend working with SFSP administration,
 - E. the total dollar amount spent on salaries for that position (b x c x d), and
 - F. add the total dollar amount spent on salaries for all positions.
- 4. Enter the total dollar amount spent on salaries during the month (line 3f).**
- 5. Enter the total dollar amount spent on transportation during the month.**
- 6. Enter the total dollar amount spent on communication during the month.**
- 7. Enter the total dollar amount spent on the rental of office space during the month.**
- 8. Enter the total dollar amount spent on office supplies during the month.**
- 9. Enter the total dollar amount spent on utilities during the month.**
- 10. Enter the total dollar amount spent on use allowance of furniture and fixtures.**
- 11. Enter total dollar amount spent on audit fees.**
- 12. Enter total dollar amount spent on legal fees.**
- 13. Enter total dollar amount spent on office building maintenance.**
- 14. Enter the total dollar amount spent on miscellaneous administrative supplies or services during the month that do not fall under any of the categories mentioned above.**
- 15. Add items 4 through 14 and enter the total administrative expenses for the month.**

Be sure you collect and keep the receipts for all of the administrative expenses (i.e., canceled checks, gasoline receipts, receipts for printing).