**Administrative Costs Worksheet (3 pages)**

**CBO/LEA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Site\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Administrative Costs include Administrative Personnel plus Indirect Costs. The Administrative Cost CAP is 20% of the total grant award. Use this worksheet to calculate Administrative Costs and transfer the amounts to the Budget page in eGAP. For multiple grants, calculate each award on separate worksheets.

 **Administrative Costs**are defined as expenses directly related to the **salaries and benefits** of the following individuals and/or **those responsible for the effective management and leadership** of the CCLC program:

o   Program Director/Program Coordinator/Program Manager

o   Site Director/Site Coordinator/Site Manager

o   Secretary

o   Financial Officer or Bookkeeper

o   EZ Reports Manager

-          Administrative salaries should be allocated under *General Administrative* in eGap and separated from other salary funding.

**Indirect Costs**are defined as those costs of a general nature which are not readily identifiable with the activities of the grant; but are, nevertheless, incurred for the joint benefit of those activities and other activities of the organization.

Examples of Indirect costs:

* 1. Janitorial services and supplies
	2. Telephone, fax, and other communication services
	3. Building costs whether owned or rented
	4. Building, grounds, and parking lot maintenance
	5. Light, heat, and power

**Calculating Administrative Costs Example**

Total Grant Award x .20 = Total Administrative CAP

 150,000 x .20=$30,000

The total for administrative personnel and indirect cost combined cannot exceed $30,000.

Calculate your Administrative Costs below. Use the Administrative personnel totals and Indirect Costs Totals from the worksheet tables,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ x .20 = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Grant Award Total Administrative CAP

Administrative Personnel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ + Indirect /cost\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ =

Total Administrative Costs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Within CAP \_\_\_\_\_\_YES \_\_\_\_\_NO

Administrative Personnel

|  |  |  |
| --- | --- | --- |
| Job Title | Salary | Benefits |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Total Administrative Salaries from table above:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place this amount on the Budget Page in eGAP under General Administrative (6000-6999) Salaries (010-199).

Total Administrative Benefits from table above:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place this amount on the Budget Page in eGAP under General Administrative (6000-6999) Benefits (200-299).

Indirect Costs

|  |  |
| --- | --- |
| Item | Cost |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total |  |

Total Indirect Cost from table above\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place this amount on the Budget Page in eGAP under General Administrative (6000-6999) Indirect Costs (091).