

### Schedule by Category

- Form #:** SBC2009.10
- Purpose:** To provide a consistent format for monitoring and reporting approved expenses.
- Use:** Mandatory
- Distribution:** For agency use only
- Completed Forms:** A completed report must be submitted to DHR, c/o Care Solutions, Inc. approximately 45 days after the end of each quarter.

#### **Form**

Click here to download a blank Schedule by Category form.

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### Instructions

Contractors are required to submit, on a quarterly basis, the collected results of relevant expenses using the format provided. Contractors should also be prepared to review this information and supporting documentation on a site visit.

Quarterly reports are due as follows:

- 1<sup>st</sup> quarter ending December 31, 2008 – due February 17, 2009
- 2<sup>nd</sup> quarter ending March 31, 2009 – due May 15, 2009
- 3<sup>rd</sup> quarter ending June 30, 2009 – due August 14, 2009
- 4<sup>th</sup> quarter ending September 15, 2009 (final) – due October 9, 2009

Mail completed report and a copy of your approved Budget/Schedule of Expenses to:

DHR Promoting Safe and Stable Families Program  
c/o Care Solutions, Inc.  
5555 Glenridge Connector, Ste 150  
Atlanta, GA 30342  
Attention: Programmatic Reports – SBC

Completing the Schedule by Category:

Only report expense items on your Schedule by Category if they have been approved on your Budget/Schedule of Expenses. Other expenses are ineligible unless a revision has been pre-approved.

A sample budget with corresponding Schedule by Category report is shown below. Based on the approved budget of the ABC Provider in the example, their Schedule by Category report would include three categories: **Personnel, Regular Operating, and Facility Costs.**

Part Five			
<b>BUDGET OF EXPENSES</b>			
<b>**SAMPLE**</b>			
<small>Print Screen</small>			
<small>Using Schedule B – Acceptable Use of Funds and Expense Categories, itemize expenses specific to the proposed services in your proposal. Provide narrative description for each item that supports the cost allocation to the services proposed.</small>			
Budget Category	Expense Description	Narrative Details	Cost
<b>Personnel</b>	Executive Director	25% of \$50,000 salary	\$12,500
	Program Director	100% of \$30,000 salary	30,000
	Benefits	Prorated benefits for both positions	5,000
<b>Regular Operating</b>	Printing	Newsletters, brochures, forms	\$10,000
	Transportation	Mileage at \$.44/mile	\$ 6,000
	Supplies	Paper, crayons, snacks for children's support group	\$ 3,000
<b>Facility Costs</b>	Rent	25% of building	\$ 8,000
			\$
<b>Total Expenses</b>			<b>\$74,500</b>
<small>Total cost of expenses MUST equal total cost of services on Service Delivery/Payment Schedule (within \$100). Highlight any single expense that will be designated as a "Cash Match" contribution only. See instructions for details.</small>			
Agency Name: ABC Provider		Program ID#: 444-3333	If more than one page indicate: _____ of _____ pages
Program Name: We Can Help			
<small>FFY2009 DHR Promoting Safe and Stable Families Program</small>			
<small>Form #4</small>			

- Complete the section identifying agency, program, ID# and reporting period.
- Record expense category in the space provided. Use a new sheet for each category of expense.
- Provide the following details on each expense:
  - #1 date of disbursement/payment
  - #2 check number
  - #3 payee
  - #4 description of expense
  - #5 amount paid
  - #6 % of expense applied to PSSF program services
  - #7 total PSSF program cost is calculated by multiplying #5 (amount paid) by #6 (% of expense applied to PSSF)
- Total each column

2009 Schedule by Category Expense Report						DHR Promoting Safe and Stable Families Program
Agency: ABC Provider					ID#: 444-3333	
Program: We Can Help					Reporting Period: Oct 1 – Dec 31, 2008	
Category: <b>Personnel</b>			**SAMPLE**			
Date #1	Check # #2	Payee #3	Description of Expense #4	Amount Paid #5	% Applied to PSSF #6	Total PSSF Cost #7
10/31/08	667	Margie Moon, Exec. Director	Salary	\$4,167.00	25%	\$1,041.75
10/31/08	668	JJ Jones, Program Director	Salary	\$2,500.00	100%	\$2,500.00
11/30/08	784	Margie Moon, Exec. Director	Salary	\$4,167.00	25%	\$1,041.75
11/30/08	785	JJ Jones, Program Director	Salary	\$2,500.00	100%	\$2,500.00
12/31/08	912	Margie Moon, Exec. Director	Salary	\$4,167.00	25%	\$1,041.75
12/31/08	913	JJ Jones, Program Director	Salary	\$2,500.00	100%	\$2,500.00
<b>TOTALS</b>				\$20,001.00		\$10,625.25
Note: Highlight any expenses being used solely to satisfy cash match requirement.						

**2009 Schedule by Category  
Expense Report**

Agency: ABC Provider	ID#: 444-3333
Program: We Can Help	Reporting Period: Oct 1 – Dec 31, 2008

Category: <b>Regular Operating</b>			<b>**SAMPLE**</b>			
Date	Check #	Payee	Description of Expense	Amount Paid	% Applied to PSSF	Total PSSF Cost
10/23/08	644	A&A Printing	150 Brochures	\$49.52	100%	\$49.52
11/15/08	753	JJ Jones	Transportation	\$70.84	100%	\$70.84
12/19/08	861	JJ Jones	Transportation	\$93.28	100%	\$93.28
10/14/08	626	Wal-Mart	Supplies	\$138.65	100%	\$138.65
11/30/08	912	Office Depot	Supplies	\$201.09	100%	\$201.09
<b>TOTALS</b>				\$553.38		\$553.38

Note: Highlight any expenses being used solely to satisfy cash match requirement.

**2009 Schedule by Category  
Expense Report**

Agency: ABC Provider	ID#: 444-3333
Program: We Can Help	Reporting Period: Oct 1 – Dec 31, 2008

Category: <b>Facility Costs</b>			<b>**SAMPLE**</b>			
Date	Check #	Payee	Description of Expense	Amount Paid	% Applied to PSSF	Total PSSF Cost
10/10/08	624	Jonson Properties	October Rent	\$2,666.67	25%	\$666.67
11/10/08	737	Jonson Properties	November Rent	\$2,666.67	25%	\$666.67
12/10/08	819	Jonson Properties	December Rent	\$2,666.67	25%	\$666.67
<b>TOTALS</b>				\$8,000.01		\$2,000.01

Note: Highlight any expenses being used solely to satisfy cash match requirement.

Add columns on each page. This sum of the "Total PSSF Cost" column from all pages should be comparable to the sum of the "Total Service Cost" on your invoices for the same quarter. Significant gaps between expenditures and services may require further investigation to determine what, if any, action is required.