SAMPLE FY 2009/2010 First 5 Inyo County Invoicing Categories

GENERAL	JULY	AUGUST	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MARCH	APRIL	MAY	JUNE	YEARLY TOTALS
Prep Hours	$240												
HANDOUT PREP	4 hrs												
PRESENTATION PREP	2 hrs												
FACILITY SETUP/TEAR DOWN	2 hrs												
Class Hours	$240												
TEACHING	8 hrs												
Direct Service Hours	salary												
CLIENTS	67												
HOURS	60												
Evaluation Hours	salary												
PREPARING TOOL													
ADMINISTERING TOOL	2 hrs												
REPORTING RESULTS	2.5 hrs												
Staff	$2,144												
Lily Abrams													
32 hrs/$15/$2	$544												
Jesse Randall													
80 hrs/$18/$2	$1,600												
NAME													
HOURS/SALARY/BENEFITS													
Administration	salary												
OVERSIGHT HOURS	16.5												
Promotion	$141.12												
HOURS	9.5 salary												
AD FEES	$123.60												
SUPPLIES	$17.52												
Supplies	$210.89												
EQUIPMENT													
CURRICULUM	$156												
FOOD & DRINK	$54.89												
GAMES & PRIZES													
DECORATIONS													
Travel	$55.20												
HOURS	2 hrs												
MILEAGE	120 miles												
Training/Consultants													
HOURLY FEES													
Indirect	$694												
RENT/MORTGAGE	$330												
UTILITIES	$189												
OFFICE SUPPLIES	$175												
TOTALS	$3,725.21												