EXPENSE TRACKING SHEET

CJC Grant Program:	BHD
Grant Cycle:	2025-2027
Grant Recipient Name:	Columbia County
Grant Agreement #:	BHD-27-04

Directions:
The items listed within each category have been approved by CJC.
In the appropriate "Total Spent" column, input the total amount spent during the reporting period on allowable costs associated with each item.
To add or change the approved items or make a progammatic change, please submit an "Adjustment Request" via CJC's grant management system (https://cjc-grants.smapply.io) as well as complete the "Budget Adjustment" tab in this spreadsheet.
If you make changes to previously submitted expenditures, please notify the CJC.
Please retain this sheet to upload into SM Apply for that quarter's expenditures each reporting period. This sheet will only be updated after an approved adjustment request.

Personnel: Salaries, wages and fringe benefits costs for all grant-funded personnel (in whole or in part) employed by the grant recipient or contracted provider

	Position Title	Total Awarded	Employing Organization / Contracted Organization	% Time (FTE)	Months Employed	Total Spent Q1 July - Sept 2025	Total Spent Q2 Oct - Dec 2025	Total Spent Q3 Jan - Mar 2026	Total Spent Q4 Apr - June 2026	Total Spent Q5 July - Sept 2026	Total Spent Q6 Oct - Dec 2026	Total Spent Q7 Jan - Mar 2027	Total Spent Q8 Apr - June 2027	Total Spent Close Out July - Aug 2027	Total Remaining
1	Administrative case specialist	$ 228,852.00	Columbia County Community Justice	100%	23.00	$ 10,254.79	$ 25,725.00	$ 26,078.80	$ 25,341.85						$ 141,451.56
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Personnel Budget:		**$ 228,852.00**				**$ 10,254.79**	**$ 25,725.00**	**$ 26,078.80**	**$ 25,341.85**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 141,451.56**

Housing & Facilities: Eligible expenses for space/utilities necessary to complete program work, short-/long-term housing support for participants, or programs within correctional facilities

	Item Description	Total Awarded	Organization Served / Contracted Organization	Total Spent Q1	Total Spent Q2	Total Spent Q3	Total Spent Q4	Total Spent Q5	Total Spent Q6	Total Spent Q7	Total Spent Q8	Total Spent Close Out	Total Remaining
1													$ -
2													$ -
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Housing & Facilities Budget:		**$ -**		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Equipment: Permanent or non-expendable equipment with a purchase price of $5,000 or more, or a useable life of two or more years, for a single item

	Item Description	Total Awarded	Organization Served / Contracted Organization	# Units	Total Spent Q1	Total Spent Q2	Total Spent Q3	Total Spent Q4	Total Spent Q5	Total Spent Q6	Total Spent Q7	Total Spent Q8	Total Spent Close Out	Total Remaining
1	Small non capital equipment items	$ 9,200.00	Columbia County Community Justice	23.00	$ -	$ -	$ -	$ 6,140.20						$ 3,059.80
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4														$ -
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Equipment Budget:		**$ 9,200.00**			**$ -**	**$ -**	**$ -**	**$ 6,140.20**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 3,059.80**	

Supplies: Consumable materials or supplies, including the cost of small items of equipment that do not meet the threshold for the "Equipment" category

	Item Description	Total Awarded	Organization Served / Contracted Organization	Total Spent Q1	Total Spent Q2	Total Spent Q3	Total Spent Q4	Total Spent Q5	Total Spent Q6	Total Spent Q7	Total Spent Q8	Total Spent Close Out	Total Remaining
1	General office supplies	$ 7,958.00	Columbia County Community Justice	$ -	$ -	$ 140.57	$ 220.91						$ 7,596.52
2	Client supplies	$ 9,200.00	Columbia County Community Justice										$ 9,200.00
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Supplies Budget:		**$17,158.00**		**$ -**	**$ -**	**$ 140.57**	**$ 220.91**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 16,796.52**

Direct Services: Any service that is provided directly to participants or program operations whose main purpose does not fit within personnel, housing & facilities, or supplies (for example: SUD treatment, detox services, hauling services)

	Item Description	Total Awarded	Organization / Contracted Organization	Total Spent Q1	Total Spent Q2	Total Spent Q3	Total Spent Q4	Total Spent Q5	Total Spent Q6	Total Spent Q7	Total Spent Q8	Total Spent Close Out	Total Remaining
1	Peer Support	$ 39,997.00	Columbia Community Mental Health	$ -	$ -	$ -	$ 20,000.00						$ 19,997.00
2													$ -
3													$ -
4													$ -
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Direct Services Budget:		**$ 39,997.00**		**$ -**	**$ -**	**$ -**	**$ 20,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 19,997.00**

Training/Associated Travel: Eligible expenses for transporation, lodging, per diem, and registrations for trainings that support grant purposes

	Item Description	Total Awarded	Organization Served / Contracted Organization	Total Spent Q1	Total Spent Q2	Total Spent Q3	Total Spent Q4	Total Spent Q5	Total Spent Q6	Total Spent Q7	Total Spent Q8	Total Spent Close Out	Total Remaining
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Training & Associated Travel Budget:		**$ -**			**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Administrative Costs: Activities associated with administering the grant such as purchasing, budgeting, payroll, reporting, accounting and staff services

	Item Description	Total Awarded	Organization Served / Contracted Organization		Total Spent Q1	Total Spent Q2	Total Spent Q3	Total Spent Q4	Total Spent Q5	Total Spent Q6	Total Spent Q7	Total Spent Q8	Total Spent Close Out	Total Remaining
1	Administrative costs	$ 32,801.00	Columbia County Community Justice		$ 4,100.00	$ 4,100.00	$ 4,100.00	$ 4,100.00						$ 16,401.00
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3														$ -
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20														$ -
Administrative Costs Budget:		**$ 32,801.00**			**$ 4,100.00**	**$ 4,100.00**	**$ 4,100.00**	**$ 4,100.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 16,401.00**

Total Spending Per Quarter:	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Close Out	TOTAL
	$ 14,354.79	$ 29,825.00	$ 30,319.37	$ 55,802.96	$ -	$ -	$ -	$ -	$ -	$ 130,302.12

Total Spending Per Category:

Budget Categories	Total Awarded	Total Spent	% Spent	Total Remaining
Personnel	$ 228,852.00	$ 87,400.44	38%	$ 141,451.56
Housing & Facilities	$ -	$ -	#DIV/0!	$ -
Equipment	$ 9,200.00	$ 6,140.20	67%	$ 3,059.80
Supplies	$ 17,158.00	$ 361.48	2%	$ 16,796.52
Direct Services	$ 39,997.00	$ 20,000.00	50%	$ 19,997.00
Training & Associated Travel	$ -	$ -	#DIV/0!	$ -
Administrative Costs	$ 32,801.00	$ 16,400.00	50%	$ 16,401.00
Totals:	**$ 328,008.00**	**$ 130,302.12**	**40%**	**$ 197,705.88**