

# Quarterly Expense Report

Local Area: \_\_\_\_\_

Report Period \_\_\_\_\_

Date Submitted: \_\_\_\_\_

## WIA Adult Funding PY

	Expense Category	Amount	# of LWIB FTE's	LWIB Salaries
1.	Administrative Expenses			
2.	Program Expenses			
3.	Service Provider Expenses			
4.	Training Provider Expenses**			

## WIA Dislocated Worker Funding PY

	Expense Category	Amount	# of LWIB FTE's	LWIB Salaries
1.	Administrative Expenses			
2.	Program Expenses			
3.	Service Provider Expenses			
4.	Training Provider Expenses**			

## WIA Youth Funding PY

	Expense Category	Amount	# of LWIB FTE's	LWIB Salaries
1.	Administrative Expenses			
2.	Program Expenses			
3.	Service Provider Expenses			
4.	Training Provider Expenses**			

## Other Funding Source (Please Specify): \_\_\_\_\_

	Expense Category	Amount	# of LWIB FTE's	LWIB Salaries
1.	Administrative Expenses			
2.	Program Expenses			
3.	Service Provider Expenses			
4.	Training Provider Expenses**			

## Other Funding Source (Please Specify): \_\_\_\_\_

	Expense Category	Amount	# of LWIB FTE's	LWIB Salaries
1.	Administrative Expenses			
2.	Program Expenses			
3.	Service Provider Expenses			
4.	Training Provider Expenses**			

## Total for all Funding Sources

	Expense Category	Amount	# of LWIB FTE's	LWIB Salaries
1.	Administrative Expenses			
2.	Program Expenses			
3.	Percentage of Administrative Expenses			
4.	Service Provider Expenses			
5.	Training Provider Expenses**			

## Instructions for Completion of the Quarterly Expense Report

**Note:** For each WIA Title I or other State granted funding source, please report the following:

Expense Category	Amount	# of LWIB FTE's	LWIB Salaries
<b>1. Administrative Expenses</b>	Enter the total amount of administrative expenses being charge to this funding stream.	Enter the total number of LWIB FTE's that make up a part of this administrative expense for this funding stream.	Enter the total amount of LWIB salaries that make up a part of this administrative expense for this funding stream.
<b>2. Program Expenses</b>	Enter the total amount of program expenses being charge to this funding stream.	Enter the total number of LWIB FTE's that make up a part of this program expense for this funding stream.	Enter the total amount of LWIB salaries that make up a part of this program expense for this funding stream.
<b>3. Service Provider Expenses</b>	Enter the total amount of service provider expenses being charge to this funding stream.	/	/
<b>4. Training Provider Expenses</b>	Enter the total amount of training provider expenses being charge to this funding stream.	/	/

To complete the section that totals all of funding sources, please refer to the instructions provided below:  
 (DETR – Instructions)

	<b>Expense Category</b>	<b>Amount</b>	<b># of LWIB FTE's</b>	<b>LWIB Salaries</b>
<b>1.</b>	<b>Administrative Expenses</b>	Enter the total amount of administrative expenses from all funding source above.	Enter the total number of LWIB FTE's that make up a part of this administrative expense for all funding source listed above.	Enter the total amount of LWIB salaries that make up a part of this administrative expense for all funding source listed above.
<b>2.</b>	<b>Program Expenses</b>	Enter the total amount of program expenses from all funding source above.	Enter the total number of LWIB FTE's that make up a part of this program expense for all funding source listed above.	Enter the total amount of LWIB salaries that make up a part of this program expense for all funding source listed above.
<b>3.</b>	<b>Percentage of Administrative Expenses</b>	This filed is calculated automatically	/	/
<b>4.</b>	<b>Service Provider Expenses</b>	Enter the total amount of service provider expenses being charge to all funding source listed above.	/	/
<b>5.</b>	<b>Training Provider Expenses</b>	Enter total amount of training provider expenses being charge to all funding source listed above.	/	/