

ExCEL

Allowable/Non-allowable Expenses



EXCEL AFTER SCHOOL PROGRAM
2011-2012

Expenses



21st Century /ASES Grant

- Direct Service Expenses
- Administrative Expenses
- Non-allowable Expenses

Direct Service Expenses



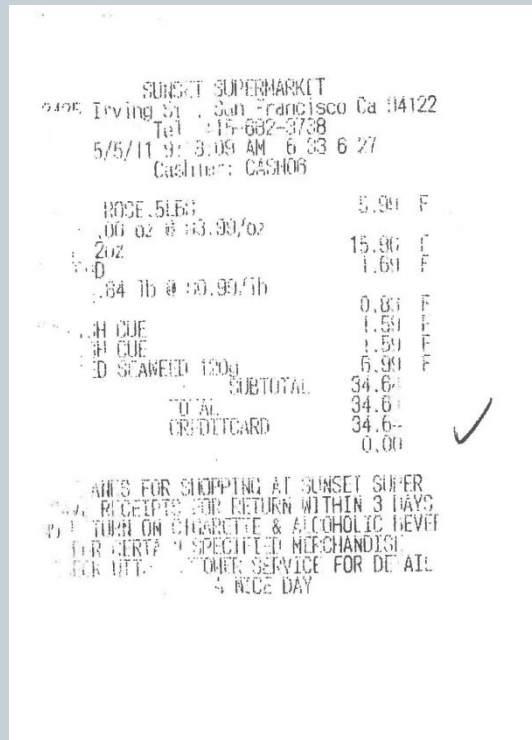
Expenses that are direct services to students include but are not limited to:

- **Snacks/Food** (must adhere to the SFUSD Wellness policy; for students)
- **Supplies for program** (glue, paper, cooking supplies, crayons, board games and more!)
- **Muni/BART passes for field trips**
- **Computer equipment** (must be located on-site and a safe place to store)
- **Video and computer games** (allowable as long as there is a lesson plan)

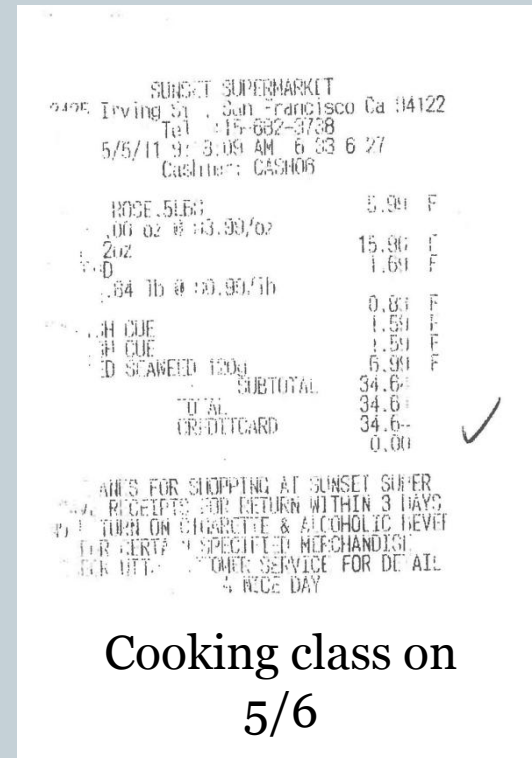
Sometimes receipts are a little blurry... That's ok as long as you identify what it is for:



Blurry....



Fixed



And sometimes you lose a receipt...



- Include a lost receipt form.
- Include a credit card statement (if you cannot find the receipt)
- On your CBO's lost receipt form please include:
 - The store you brought the item from
 - The date and cost
 - Why the items were brought
(Science class, cooking class, classroom supplies, etc.)
- Some companies like Costco can provide you a print out of your receipt.

Administrative Expenses



Administrative expenses include, but are not limited to:

- Cell Phone Bills
- Mileage/Gas
- Monthly Muni passes for staff
- Water/Gas bill
- Utilities

Non-Allowable Expense Items



- CBO expenses not related to the ExCEL program
- Personal expenses not related to ExCEL program
- Gift Cards

Questions?

