

LOCAL EDUCATION GROUPS (LEG)

Template for Start Up Administrative Funding Expenditure Report

Name of LEG: _____

Report for the period ending: _____

| ITEM | AMOUNT |
|---|--------|
| One-Time Administrative Expenses: | |
| Legal/Taxation Advice | |
| Office Technology/Equipment: | |
| Miscellaneous (please provide details) | |
| On-Going Administrative Expenses | |
| Management Services or LEG Administrator costs/salary/stipend | |
| Support staff (include number of staff and positions) | |
| Audit/Accounting Review | |
| Banking expenses | |
| Office expenses | |
| Insurance (please provide details) | |
| Committee time (please provide details) | |
| Meeting expenses (please provide details) | |
| Miscellaneous (please provide details) | |
| Total Administrative Expenditures | |

LEG Governance Chair Name (*please print*)

LEG Governance Chair Signature
Date