



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