

EXPENSE TRACKING SHEET

CJC Grant Program:	Organized Retail Theft Grant Program
Grant Cycle:	2023-2025
Grant Recipient Name:	Eugene Police Department
Grant Agreement #:	ORT-25-06

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 category budgets please submit an "Adjustment Request" via CJC's grant management system (<https://cjc-grants.smapply.io>)

Each reporting period, this sheet will be updated to reflect approved adjustments and prior spending.

Personnel: Salaries, wages, and fringe benefits costs for personnel employed by the grant recipient

Annual Performance Review Summary - Q1-Q4										
Position Title		Total	Awarded	Total Spent Q1	Total Spent Q2	Total Spent Q3	Total Spent Q4	Total Spent Q5	Total Remaining	YTD
1	Detective	\$ 2,026.00	\$ -	\$ 959.22	\$ 543.79	\$ 522.99				
2	Detective	\$ 2,026.00	\$ -	\$ 859.66	\$ 604.06	\$ 562.28				
3	Detective	\$ 2,026.00	\$ -	\$ 836.83	\$ 617.51	\$ 571.66				
4	Detective	\$ 2,025.80	\$ -	\$ 800.55	\$ 627.35	\$ 597.90				
5	Detective	\$ 2,025.80	\$ -	\$ 688.97	\$ 936.57	\$ 400.26				
6	Detective	\$ 2,025.80	\$ -	\$ 686.00	\$ 1,339.80	\$ -				
7	Sergeant	\$ 2,289.00	\$ -	\$ 841.36	\$ 759.39	\$ 688.25				
8	Crime Analyst	\$ 1,550.60	\$ -	\$ 572.97	\$ 172.23	\$ 758.28	\$ 47.12			
9									\$ -	
10									\$ -	
11									\$ -	
12									\$ -	
13									\$ -	
14									\$ -	
15									\$ -	
Personnel Budget:		\$ 15,995.00	\$ -	\$ 6,245.56	\$ 172.23	\$ 6,186.75	\$ -	\$ -	\$ 3,390.46	

Contractual Services: An individual or organization providing a service or programmatic aspect of the work that is not provided directly by the grant recipient.

12									\$ -
13									\$ -
14									\$ -
15									\$ -
Contractual Services Budget:	\$ 342,000.00	\$ -	\$ -	\$ -	\$ 171,000.00	\$ 171,000.00	\$ -	\$ -	\$ -

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

Item Description	Total Awarded	Total Spent Q0	Total Spent Q1	Total Spent Q2	Total Spent Q3	Total Spent Q4	Total Spent Q5	Total Remaining YTD
1								\$ -
2								\$ -
3								\$ -
4								\$ -
5								\$ -
6								\$ -
7								\$ -
8								\$ -
9								\$ -
10								\$ -
11								\$ -
12								\$ -
13								\$ -
14								\$ -
15								\$ -
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	Total Spent Q0	Total Spent Q1	Total Spent Q2	Total Spent Q3	Total Spent Q4	Total Spent Q5	Total Remaining YTD
1								\$ -
2								\$ -
3								\$ -
4								\$ -
5								\$ -
6								\$ -
7								\$ -
8								\$ -
9								\$ -
10								\$ -
11								\$ -
12								\$ -
13								\$ -
14								\$ -
15								\$ -
Equipment Budget:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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	Total Spent Q0	Total Spent Q1	Total Spent Q2	Total Spent Q3	Total Spent Q4	Total Spent Q5	Total Remaining YTD
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1									\$	-
2									\$	-
3									\$	-
4									\$	-
5									\$	-
6									\$	-
7									\$	-
8									\$	-
9									\$	-
10									\$	-
11									\$	-
12									\$	-
13									\$	-
14									\$	-
15									\$	-
Supplies Budget:	\$	-	\$	-	\$	-	\$	-	\$	-

Training & Associated Travel: Eligible expenses for transportation, lodging, per diem, and registrations for trainings that support grant purposes.

Training & Associated Travel Expenses for transportation, lodging, per diem, and registrations for trainings that support grant purposes										
Item Description		Total	Awarded	Total Spent Q0	Total Spent Q1	Total Spent Q2	Total Spent Q3	Total Spent Q4	Total Spent Q5	Total Remaining YTD
1									\$ -	
2									\$ -	
3									\$ -	
4									\$ -	
5									\$ -	
6									\$ -	
7									\$ -	
8									\$ -	
9									\$ -	
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13									\$ -	
14									\$ -	
15									\$ -	

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10										\$ -
11										\$ -
12										\$ -
13										\$ -
14										\$ -
15										\$ -
Administrative Costs Budget:	\$ 33,269.00	\$ -	\$ -	\$ 624.56	\$ 17,117.22	\$ 15,188.67	\$ -	\$ 338.55		
Total Spending Per Quarter:	Q0	Q1	Q2	Q3	Q4	Q5			TOTAL	
	\$ -	\$ -	\$ 6,870.12	\$ 188,289.45	\$ 192,375.42	\$ -			\$ 387,534.99	
Total Spending Per Category:										
Budget Categories	Total Awarded	Total Spent	% Spent	Total Remaining						
Personnel	\$ 15,995.00	\$ 12,604.54	78.8%	\$ 3,390.46						
Contractual Services	\$ 342,000.00	\$ 342,000.00	100.0%	\$ -						
Housing & Facilities	\$ -	\$ -	#DIV/0!	\$ -						
Equipment	\$ -	\$ -	#DIV/0!	\$ -						
Supplies	\$ -	\$ -	#DIV/0!	\$ -						
Training & Associated Travel	\$ -	\$ -	#DIV/0!	\$ -						
Administrative Costs	\$ 33,269.00	\$ 32,930.45	99.0%	\$ 338.55						
Totals:	\$ 391,264.00	\$ 387,534.99	99.0%	\$ 3,729.01						

Form updated: 6/10/25