

EXPENSE TRACKING SHEET

CIC 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 CIC's grant management system (<https://cic-grants.smapply.io>).

To add or change the approved items or category budgets please submit an Adjustment Request. 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

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

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

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.

Supplies: Consumable materials or supplies, including the cost of small items of equipment that do not meet the threshold for the "Equipment" category

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

6													\$	-
7													\$	-
8													\$	-
9													\$	-
10													\$	-
11													\$	-
12													\$	-
13													\$	-
14													\$	-
15													\$	-
Training & Associated Travel Budget:		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Administrative Costs: Activities associated with administering the grant such as purchasing, budgeting, payroll, accounting and staff services														
Item Description	Total	Awarded	Total Spent Q0	Total Spent Q1	Total Spent Q2	Total Spent Q3	Total Spent Q4	Total Spent Q5	Total Spent Q6	Total Spent Q7	Total Spent Q8	Total Remaining YTD		
1 Procurement and Contract	\$ 33,970.00	\$ -	\$ -	\$ -	\$ -							\$ 33,970.00		
2 Payroll and Reporting Administration	\$ 1,599.00	\$ -	\$ -	\$ -	\$ 624.56							\$ 974.44		
3												\$ -		
4												\$ -		
5												\$ -		
6												\$ -		
7												\$ -		
8												\$ -		
9												\$ -		
10												\$ -		
11												\$ -		
12												\$ -		
13												\$ -		
14												\$ -		
15												\$ -		
Administrative Costs Budget:	\$ 35,569.00	\$ -	\$ -	\$ 624.56	\$ -	\$ 34,944.44								
Total Spending Per Quarter:		Q0	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	TOTAL			
		\$ -	\$ -	\$ 6,870.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,870.12			
Total Spending Per Category:														
Budget Categories	Total Awarded	Total Spent	% Spent	Total Remaining										
Personnel	\$ 15,995.00	\$ 6,245.56	39.0%	\$ 9,749.44										
Contractual Services	\$ 339,700.00	\$ -	0.0%	\$ 339,700.00										
Housing & Facilities	\$ -	\$ -	#DIV/0!	\$ -										
Equipment	\$ -	\$ -	#DIV/0!	\$ -										
Supplies	\$ -	\$ -	#DIV/0!	\$ -										
Training & Associated Travel	\$ -	\$ -	#DIV/0!	\$ -										
Administrative Costs	\$ 35,569.00	\$ 624.56	1.8%	\$ 34,944.44										
Totals:	\$ 391,264.00	\$ 6,870.12	1.8%	\$ 384,393.88										

Form updated: 1/2/25