

INSTRUCTIONS FOR COMPLETION OF THE OPERATING EXPENSES BUDGET DETAIL WORKSHEET (ATTACHMENT 9)

The Operating Expenses Budget Detail Worksheet is used to list the expenses incurred to operate the WIC Program. There are eight (8) Required Categories and five (5) Additional Categories.

The cells on the worksheet that are to be completed by the WIC local agency are highlighted in blue. The cell highlighted in orange is a locked formula cell.

1. Enter your WIC local agency name.
2. Complete the Maximum Payable Amount (Column C) for each of the Required Categories (1-8) listed and any Additional Categories (9-13) used for the Federal Fiscal Year of the Agreement. Information regarding each category is listed in the CMB Chapter 3, Section III. NOTE: Enter only whole numbers.
 - a. Line 4, Space Costs is the amount calculated on the Additional Space Costs for Operating Expenses (Attachment 11) worksheets listed as Total Costs. Additional instructions are included in the Instructions for Space Costs Worksheets document.

The Categories Total for the Maximum Payable Amount (Column C) is the sum of the amounts in Column C. The amount is calculated by formula and cannot be edited.

3. Enter the Operating Expenses Budget Detail Worksheet "Categories Total" amount on the Funding Worksheets, Line Item 2, Operating Expenses (Attachment 6).