

# ODF Form and NON-ODF Form Instructions

## I. ADMIN. O.H. EXPENSE AS A PERCENTAGE OF TOTAL AGENCY EXPENSES

1. INDIRECT ADMINISTRATIVE EXPENSE POOL: Enter the administrative expense of the agency.
2. PROGRAM EXPENSES (A1) & (A2): Amounts transferred from lines 1 through 4 for ODF IND and ODF GRP from the cost report summary page to column. (A1) & (A2) respectively.
3. TOTAL DIRECT PROGRAM EXPENSES: Add lines 1 through 4
4. ADMINISTRATIVE OVERHEAD RATE: Divide total indirect administrative expense By total direct agency expenses.
5. ACTUAL EXPENDITURES ODF IND (B): Multiply Total Program Expenses column (A1) by the Administrative Overhead Rate. Amount automatically forward to line 5, column (1), on the summary page.
6. ACTUAL EXPENDITURES ODF GRP (C): Multiply Total Program Expenses column (A2) by the Administrative Overhead Rate. Amount automatically forwarded to line 5, column (2), on the summary page.
7. Also enter the amount from the latest County Approved Budget to line 5, column (3) (For ODF) or column (2) for (Non-ODF) on the Summary page.



# ODF Form and NON-ODF Form Instructions

## II

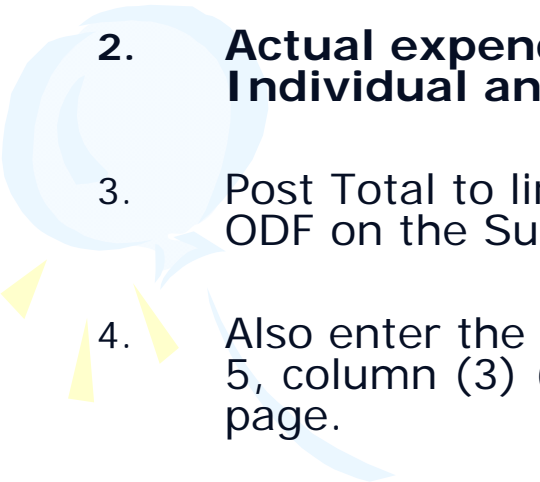
### ADMIN. O.H. EXPENSE AS A PERCENTAGE OF TOTAL DIRECT AGENCY SALARIES

1. TOTAL PROGRAM SALARIES: Salary automatically carried from column (G) plus column (H) on Schedule P1, page 1. **DO NOT INCLUDE EMPLOYEE BENEFITS.**
2. TOTAL AGENCY SALARIES: Enter the total agency salaries paid by the agency.
3. ADMINISTRATIVE OVERHEAD RATE: Total program salaries divided by total agency salaries.
4. ADMINISTRATIVE EXPENSE POOL: Enter total admin. exp. for agency
5. The formulated cells will calculate actual expenditure and forward to summary page respectively.
6. Also enter the amount from the latest County Approved Budget to line 5, column (3) (For ODF) or column (2) for (Non-ODF) on the Summary page.



# ODF Form and NON-ODF Form Instructions

## III. OTHER METHOD USED TO CALCULATE THE PROGRAM'S ADMIN O.H. EXPENSE

1. **If you use other method, explain the method and attach all worksheets** used to calculate Administrative Overhead Expense. Please note that:
  2. **Actual expenditures must be identified separately between Individual and Group Services.**
  3. Post Total to line 5, column (1) and (2) for ODF or column (1) for Non-ODF on the Summary page.
  4. Also enter the amount from the latest County Approved Budget to line 5, column (3) (For ODF) or column (2) for (Non-ODF) on the Summary page.
- 
- 