

**SECTION M. - ADMINISTRATIVE ASSISTANCE BUDGET
(July 01, 2018 to June 30, 2019)**

1. Paid full time or part time personnel Costs. Administrative personnel costs (such as Transit Manager/Director)

Job Title	Number of Employees	Salary (Annual)	Fringe Benefits Paid (Annual)	Total Personnel Costs
Transit Mgr. FT	1	41,287.50	19,801.50	61,089.00
Transit Mgr. PT				
Bookkeeper				
Other (Specify) PT - Office Assistant	1	11,000.00	700.00	11,700.00

Total Administrative Costs 72,789.00

2. Building Insurance .00
3. Office Supplies 200.00
4. Postage 0
5. Building Maintenance (Must specify)
- a. 0
- b. 0
- c. 0
- d. 0
6. Utilities 0

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| 7. Contract Services (Specify Name and Reason)*
(You must attach a copy of the contract to the back of this application) | 0 |
| 8. Pre-Employment Drug Testing | 0.00 |
| 9. Other - Total (Must Specify Each Item) | 5313.00 |
| a. Sedgwick Co. Transportation Legal Notices | 317.00 |
| b. Fleet Maintenance Dept. Administrative Charge | 4996.00 |
| 10. Uniforms | 770.00 |
| 11. Agency Audit | .00 |
| 12. TOTAL ADMINISTRATIVE EXPENSES | 84,385.00 |
| 13. List any general comments and explanation of any of the line item costs shown in the budget above. | |
| 14. SECTION 5311/5339 GRANT REQUEST (80% of Line 35) | 67,508.00 |
| 15. LOCAL MATCHING SHARE (20% of Line 35) | 16,877.00 |
| 16. Itemize the sources and amounts of funds to be used as the Local Matching Share . Do not include KDOT grant or project income . If your transit agency is a shared facility (i.e. Aging office, Senior Center, etc...) some costs may not be claimed at 100%. Those administrative costs must be prorated. Documentation of prorated costs must be retained at agency office. | |

Source	Amount
Sedgwick County	16,877.00
 Grand Total Local Matching Share	 16,877.00