

Cost tracking worksheet

This document can be used to help track the types and amounts of costs your organization has related to providing services. For cost reporting purposes, this document should be updated at least monthly over an entire year to understand what is being spent to support people. In addition to tracking costs in this sheet, you should also be saving proof of costs such as receipts and bank statements. Tracking costs in this way is not required but encouraged if you are not tracking your business costs anywhere else. Please see the following sections for directions on how to use this tool.

Directions

To better understand what costs you have for providing services, you will need to track the type and amount of costs you have during the course of year. To do this you will need to fill out the cost tracking sheet regularly or as costs occur. Best practice would be to schedule time each month to review any expenses you have had and enter them on the sheet, though more frequent use may be useful for your business.

If your organization does not track costs outside of these materials, DHS suggests tracking costs every year to prepare for when it is your year to report your costs. Cost reporting year is determined by random sampling and therefore provider organizations will not know prior to their reporting year. If costs are being tracked consistently, you will be ready to report when it is your turn.

As you track costs, keep in mind what is considered a PCA/CFSS service cost and what is not. For more information on what is included in these services, refer to the PCA/CFSS Cost Reporting Manual.

