

Cost tracking worksheet

You can use this document to help track the type and amount of costs your organization incurs related to providing services. For cost reporting purposes, you should update this document at least monthly over an entire year to understand what is being spent to support people you serve. In addition to tracking costs in this sheet, you should save proof of costs, such as receipts and bank statements. Tracking costs in this way is not required, but we encourage you to do so if you are not tracking your business costs elsewhere. See the following sections for directions on how to use this tool.

Directions

To better understand your costs to provide 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 and enter them on the sheet, though more frequent use might 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. We select providers at random each year for cost reporting. Provider organizations will not know before their reporting year. If you are tracking costs consistently, you will be ready to report when it is your turn.

As you track costs, keep in mind what is considered a DWRS service cost and what is not. For more information on what is included in these services, please see the [DWRS Cost Reporting Tool Instruction Manual](#).

Cost tracking table example

Below is an example of a cost tracking sheet and some of the cost types you might have. This example aligns with the cost types included in the cost report, but is not meant to fit every business. Your costs might differ from what is listed. For a blank version of this form see [Provider Annual Cost Tracking Sheet \(PDF\)](#).

Provider Annual Cost Tracking Sheet (example)

Year _____

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total cost for year
Payroll expenses (\$)													
Your direct care wages													
Your supervision wages													
Spouse direct care wages													
Direct care staff 1 wages													
Staff 1 withholdings (FUTA, Social Security, etc)													
Payroll expenses (\$)													
Direct care staff 2 wages													
Staff 2 withholdings (FUTA, Social Security, etc.)													
Staff 2 hours													

Payroll expenses (\$)	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total cost for year
Quarterly withholding (UI)													
Your sleep hour wages													
Retirement													
Retirement													
Life insurance													
Life insurance													
Health insurance													
Contract employee cost (ex. 1099)													

Client programing expenses (expenses to cover costs for people in your home)	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total cost for year
Costs to access community													
Supplies and equipment for programing													
Participation costs for staff													
Reinforcers													

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total cost for year
Vehicle-related expenses													
Financing costs (lease, loan payment)													
Vehicle insurance													
Vehicle license/registration													
Fuel													
Miles driven													
Public transportation costs													
Repairs and maintenance													
Other vehicle costs													
Reimbursed mileage for staff													

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total cost for year
General & Administrative													
Accounting and bookkeeping-yearly taxes													
Other professional service fees/Consulting costs													
Licensing fees													
Bank fees/charges													
Interest expenses													
Non mileage related travel expenses (ex. airfare)													
Dues and subscriptions													
Annual meetings and business conferences													
Continuing training and education (non-wage costs)													
Office supplies expenses													

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total cost for year
General & Administrative													
Insurance premiums (non-payroll-related)													
Postage and communications													
Medical supplies (generic)													
Software/software licensing													
Technology hardware													
Telecommunications (cell phones)													

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total cost for year
Total cost for the home													
Total													