

**Directions for Completing the 732a-ADS Daily Cost Computation Worksheet (Daily Rate Sheet)**

**If using the 732a-ADS from the web site, the formulas should be in place to calculate the figures entered into the spreadsheet by the program.**

This sheet is used to capture a program's expenses and to calculate a program's daily rate (what it costs the program to offer the service per day).

**Adult Day Services Program:** Enter the name of the program here.

**County:** Enter the County where the program is located here.

**Budget Period:** Enter the beginning of the time frame that this budget covers here **through** the end of the time frame that this budget covers here.

For Example: *July 1, 2012 through June 30, 2013*

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**Projected Line Item Expenses**

**This worksheet indicates that the program should not include any client transportation costs such as drivers, fuel, vehicle maintenance, etc. The program's transportation costs will be captured on the 732a-ADS Client Transportation Worksheet (Daily Rate Sheet).**

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**Staff Salary**

This section is to record staff salaries. Programs may separate the staff salaries into positions or may record a total of what all the staff salaries add up to in one figure.

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**A. Subtotal, Staff Salary**

If using computerized or on-line version of the form, this figure will calculate automatically using the formula in the Excel Spreadsheet. If not, then add together the Staff Salaries if separated into positions and enter that figure here or if all staff salaries are added and entered into the spreadsheet as one figure, enter that figure here.

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**Fringe Benefits**

This section records the cost the program incurs for its employees other than salaries. Enter the figures for each line item in the area next to the line item. Examples would be health insurance, educational expenses, etc.

## **B. Subtotal, Fringe Benefits**

If using computerized or on-line version of the form, this figure will calculate automatically using the formula in the Excel Spreadsheet. If not, then add items 1-9 under the Fringe Benefits section together and enter that figure here.

### **Staff Travel**

This section records the cost the program incurs for its employees to travel related to their working for the program. The type of travel that should be included here would be for example, the costs associated with a staff member attending training or a conference related to their job at the program.

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## **C. Subtotal, Staff Travel**

If using computerized or on-line version of the form, this figure will calculate automatically using the formula in the Excel Spreadsheet. If not, then add together items 1-4 under the Staff Travel section and enter that figure here.

### **Other Operating Expenses**

This section records the other expenses the program incurs in order to operate the program on a daily basis. Such as: (Rent, insurance, copying costs, etc.)

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## **D. Subtotal, Other Operating Expenses**

If using on-line version of the form, this figure will calculate automatically using the formula in the Excel Spreadsheet. If not, then add items 1-18 under the Other Operating Expenses section together and enter that figure here.

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## **E. Grand Total, Expenses**

If using on-line version of the form, this figure will calculate automatically using the formula in the Excel Spreadsheet. If not, then add Sections A, B, C and D together and enter that figure here.

## **F. Total Projected Services Days**

The figure that the program needs to enter here refers to the number of days the program anticipates that the program will open and providing care to participants for the period of time the budget covers. For a twelve-month period, most programs average between 245 and 250 days that the program will be open and providing care to participants. Whatever the number of projected service days a program enters in this space, the program should not include days that the program anticipates the program will be closed (e.g., if a program is open and cares for participants Monday through Friday, then the program would not include Saturday and Sunday in the figure entered in this space because the program is not open and

caring for participants on Saturdays and Sundays or holidays that fall on days that the program is usually open and caring for participants).

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### **G. Projected Average Daily Participation**

The figure that the program needs to enter here refers to the average number of participants that attend the program when the program is open and caring for participants. The program can determine what this figure should be for the program by reviewing attendance sheets from several previous months and adding together the number of participants that attended the program each day and then dividing the number of participants by the number of days in each month that the program was open and providing care to participants. Enter this figure here.

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### **H. Daily Cost Per Client (E divided by F, divided by G)**

This calculation indicates how much it costs the program to operate the program for each participant on a daily basis.

If using computerized or on-line version of the form, this figure will calculate automatically using the formula in the Excel Spreadsheet. If not, then divide the figure entered in Section E by the figure entered in Section F and then divide this first figure by the figure entered into Section G. Enter the final figure here.

For example:

- \$150,000 (E- Grand Total, Expenses)
  - divided by
- 250 (F- Total Projected Service days) = \$600
  - divided by
- 16 (G- Projected Average Daily Participation) = \$37.50 (H- Daily Cost Per Client)

**Directions for Completing the 732a-ADS Client Transportation Worksheet (Daily Rate Sheet)**

**If using the 732a-ADS from the web site, the formulas should be in place to calculate the figures entered into the spreadsheet by the program.**

This sheet is used to capture a program's expenses for transportation and to calculate the cost of round trip transportation per client (what it costs the program to offer transportation to and from the program per client).

**Adult Day Services Program:** Enter the name of the program here.

**County:** Enter the County where the program is located here.

**Budget Period:** Enter the beginning of the time frame that this budget covers here **through** the end of the time frame that this budget covers here.

For Example: *June 30, 2012 through July 1, 2013*

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**A. Total Projected Client Transportation Costs**

This section is to record the program's costs associated with transportation. This figure should be a combination of fuel, vehicle maintenance, driver salaries if the program provides transportation directly as the Daily Cost Computation Worksheet indicates that the program should not include any client transportation costs such as drivers, fuel, vehicle maintenance, etc.

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**B. Total Projected Service Days**

The figure that the program needs to enter here refers to the number of days the program anticipates that the program will open and providing care to participants for the period of time the budget covers. For a twelve-month period, most programs average between 245 and 250 days that the program will be open and providing care to participants. Whatever the number of projected service days a program enters in this space, the program should not include days that the program anticipates the program will be closed (e.g., if a program is open and cares for participants Monday through Friday, then the program would not include Saturday and Sunday in the figure entered in this space because the program is not open and caring for participants on Saturdays and Sundays or holidays that fall on days that the program is usually open and caring for participants).

**C. Average Daily Participation Utilizing Transportation**

This figure records the average number of participants that use transportation that attend the program on a daily basis. Enter this figure here.

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**D. Average Daily Cost of Round Trip Per Client (A divided by B, divided by C)**

If using computerized or on-line version of the form, this figure will calculate automatically using the formula in the Excel Spreadsheet. If not, then divide Section A by Section B and then divide the first figure by Section C. Enter the final figure here.

For example:

- \$100,000 (A- total projected client transportation costs)
  - divided by
- 250 (B- total projected service days) = \$400
  - divided by
- 16 (C- projected average daily participation utilizing transportation) = \$25.00 (D- which is the average daily cost of round trip per client)