

Act 467 Administrative Expense Form for Fiscal Year 2025-2025 Line-Item Appropriation

Entity Name	
CEA #	
Line-Item Appropriation Amount	

Act 467 of the 2025 Regular Session requires each non-governmental entity (NGO) to "provide an itemized report of the nongovernmental entity's administrative expenses associated with the distribution and utilization of state appropriated funds." To comply with this new requirement, please upload this completed form as an attachment in the entity's Department of Treasury online portal account. A separate form must be completed and uploaded for each line-item.

- **Using the project budget in your entity's CEA**, please enter the administrative expenses that will be paid for with dollars from the entity's line-item appropriation for each category below and what this amount totals in the final line.
- If no dollars from the entity's line-item appropriation will be spent in a category below, please enter "0" in that category.

Personnel Costs: Salaries and benefits for executives, human resources staff, administrative assistants, or other indirect labor that will be paid for with dollars from the line-item appropriation. This amount will include any salaries, related benefits, or both, included the project budget in your entity's CEA.	
Amount:	
Office Expenses: Costs for office supplies, stationery, software, and equipment needed for administrative tasks that will be paid for with dollars from the line-item appropriation.	
Amount:	
Building Occupancy: Rent or lease payments for office space, along with utilities like electricity, water, and internet that will be paid for with dollars from the line-item appropriation.	
Amount:	
Insurance: Premiums: Those for general liability, property, and other business insurance policies that will be paid for with dollars from the line-item appropriation.	
Amount:	
Professional Fees: Fees for accounting, legal, and audit services that will be paid for with dollars from the line-item appropriation.	
Amount:	
IT Costs: Expenses for computers, software, and other technology that will be paid for with dollars from the line-item appropriation.	
Amount:	
Maintenance and Repairs: Costs to maintain the office facilities and equipment that will be paid for with dollars from the line-item appropriation.	
Amount:	

Administrative Expenses Above Total:	
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