

BUDGET CALCULATION WORKSHEET GUIDE

The purpose of the excel worksheets is to account for all categories of expenses which are anticipated for each fiscal year and allocated to this State-contracted bus service.

Instructions:

1. Review each category of expenses listed below.
2. Calculate and insert the expense amount in the EXCEL worksheet for the stated fiscal year.
3. For any expenses not listed on the yearly worksheet, include in the Other Expenses tab for that specific fiscal year.

1. **LABOR** - The average costs of all divisions of labor which are expended in the subject bus service during the operating days of the Fiscal Year.
 - a. Driver wages ($\$0.00/\text{hr} \times \text{hrs} \times \text{Operating days}$) = $\$0.00$
 - b. Mechanic wages ($\$0.00/\text{hr} \times \text{hrs} \times \text{Operating days}$) = $\$0.00$
 - c. Bus cleaner wages ($\$0.00/\text{hr} \times \text{hrs} \times \text{Operating days}$) = $\$0.00$
 - d. Administrative wages, including fare accounting, preparation of monthly invoices and required reporting documentation associated with the project, including the National Transit Database (NTD) report.
 - e. Driver Training ($\$0.00/\text{hr} \times \text{hrs} \times \text{no. of trainings}$) = $\$0.00$
 - f. **TOTAL ANTICIPATED COSTS FOR LABOR** (items 1a. through 1e.) = $\$0.00$
2. **MANAGEMENT COSTS** - Allocated for the subject bus project.
 - a. Dispatch (0% of $\$0.0/\text{hr}$ salary) = $\$0.00$
 - b. Dispatch Supervisor (0% of $\$0.0/\text{hr}$ salary) = $\$0.00$
 - c. Road Supervisor (0% of $\$0.0/\text{hr}$ salary) = $\$$
 - d. Safety/Training Personnel (0% of $\$0.0/\text{hr}$ salary) = $\$0.00$
 - e. Management (0% of $\$0.0/\text{hr}$ salary) = $\$0.00$
 - f. **TOTAL ANTICIPATED MANAGEMENT COSTS** (items 2a. through 2e.) = $\$0.00$
3. **FRINGE BENEFITS** - The cost of all fringe benefits allotted to all employees engaged in the provision of the subject bus service over the total operating days.
 - a. Health Insurance ($\$/\text{mo} \times \text{mos} \times \text{no. of Empls.}$) = $\$0.00$
 - b. Others (Please specify for ex. 401K company fees & match) = $\$0.00$
 - c. **TOTAL ANTICIPATED COSTS FOR FRINGE BENEFITS** (items 3a. through 3b.) = $\$0.00$
4. **TOTAL OF LABOR COSTS** (Combination of Items 1,2,and 3) = $\$0.00$
5. **MANAGEMENT FEE – (Total markup profit)**
 - i.e. TOTAL OF LABOR COSTS \times 0% = $\$0.00$
6. **MATERIALS** - Allocated for express service only.
 - a. Fuel – exclude state tax: ($\$/\text{gal} \times \text{gal}/\text{mo} \times \#$ of mos) = $\$0.00$
 - b. Lubricants: = $\$/\text{year}$
 - c. Tires (cost/tires \times no. of tires \times no. of buses) = $\$0.00$

- d. Brakes = \$/year
 - e. Preventative Maintenance parts & repair = \$/year
 - f. Cleaning Supplies = \$/year
 - g. **TOTAL ANTICIPATED COSTS FOR MATERIALS** (items 6a. through 6f.)=
\$0.00
7. **OTHER EXPENSES** - Indicate by type
- a. Vehicle Storage - if not state-owned property ($\$ \text{ Cost/mo} \times \# \text{ of mos}$) = \$0.00
 - b. **TOTAL ANTICIPATED OTHER EXPENSES** (item 6a.)= \$0.00
8. **INSURANCE** – Allocated for express service only ($0\% \times \text{premium/mos} \times \text{mos}$) =
\$0.00
9. **TAXES** – (% of Property & Equipment tax) = \$0.00
10. **TOTAL ANTICIPATED ITEM COSTS** (Items 1 through 9) = \$0.00
11. **TOTAL OPERATING HOURS** – (Daily operating hours \times operating days) = 0
12. **ESTIMATED HOURLY RATE** - Divide costs in Item 10 by hours in Item 11 =
\$0.00