

## Daily Cost Report Worksheet Instructions

### Purpose:

The Finance Cost Report is to help with tracking the daily costs of an incident. The report will assist in keeping executives informed of the running cost of an incident.

**Step 1:** Open up the file and immediately click File, Save As and rename the sheet to something beneficial to the Finance Section and in a location anyone in the Finance Section can access. (Ex. HiddenPines\_CostReport\_10192015\_Sheet1)

**Step 2:** Rename the box "Reporting Jurisdiction Name" to your jurisdiction's name.

**Step 3:** Rename the box "Incident Name" to the name of the incident you are tracking costs for. (Ex. Hidden Pines Fire, Jan 2015 Ice Storm, etc.)

**Step 4:** Begin to enter the costs on the report. You can add rows for additional dates as needed.

To add additional rows for more dates, before entering any information in Row 15, click on the number 15 and hold the mouse down and drag it down to select multiple rows. When you have selected enough additional rows, right click and select insert.

Go to Cell H15 and copy the cell (Ctrl-C). Highlight the cells in Column C for the new rows and paste (Ctrl-V) the information into those cells.

Go to Cell K15 and copy the cell (Ctrl-C). Highlight the cells in Column E for the new rows and paste (Ctrl-V) the information into those cells.

### Daily Burn Rate Section:

Labor – this is for your employees cost only (not volunteers or mutual aid resources). If you are using the Daily Personnel Sheet, this is the total of Box 16. You will find a total at the bottom of that column on each page.

Equipment – this is for jurisdiction owned equipment cost only (not donated resources or mutual aid). If you are using the Daily Personnel Sheet, this is the total of Box 16. You will find a total at the bottom of that column on each page.

Supplies – this is for any purchases made during the incident to include credit cards and purchase order procurement activities.

Leases – this is for any lease information if you have to lease shelter space, lease an Incident Command Post or other type of facility.

Contracts – this is for contract related purchases. This is usually service related such as equipment rental, equipment repair or pre-incident contracts utilized during the incident. (ex. Port-a-Potty rental, heavy equipment rental, etc.)

Other – is for any other item not able to categorize.

**Cost Share Section:**

Donated Resources – This is for any equipment being donated for the jurisdiction to utilize. If you are using the Volunteer Spreadsheet, this is the total of Box 19. You will find a total at the bottom of that column on each page.

Volunteer Costs -- This is for all volunteers reporting and working for the jurisdiction to assist with response operations. (Ex. Shelter Volunteers, debris removal volunteers, etc.) If you are using the Volunteer Spreadsheet, this is the total of Box 18. You will find a total at the bottom of that column on each page.