The following is a matrix that the individual responsible for reconciliation can customize to identify which required partner incurred each shared cost item in the local one-stop operating budget and the actual cost incurred.

| **PROGRAM YEAR:** | **PY 20\_\_** | **RECONCILIATION PERIOD:** | **6/30/20\_\_ – 12/31/20\_\_** |
| --- | --- | --- | --- |

| **Examples of Line Items**  **in the One-stop Operating Budget** | **Required Partner(s) Incurring This Cost** | **Budgeted Cost for This Reconciliation Period** | **Actual Cost at End of Reconciliation Period** | **Difference** |
| --- | --- | --- | --- | --- |
| **Infrastructure Costs (Examples)** |  |  |  |  |
| **Facilities Costs** |  |  |  |  |
| Lease Cost |  | $ | $ | $ |
| Property and casualty insurance |  | $ | $ | $ |
| Security services |  | $ | $ | $ |
| Cleaning services |  | $ | $ | $ |
| Utilities |  | $ | $ | $ |
| **Technology Costs** |  |  |  |  |
| Telecommunications / internet |  | $ | $ | $ |
| Equipment and technology |  | $ | $ | $ |
| Assistive technology |  | $ | $ | $ |
| Equipment rental (copier/fax) |  | $ | $ | $ |
| **Common Identifier Marketing Costs** |  |  |  |  |
| Signage |  | $ | $ | $ |
| **Other Shared Infrastructure Costs** |  |  |  |  |
| Other |  | $ | $ | $ |
| Other |  | $ | $ | $ |
| **Shared Delivery System Costs (Examples)** |  |  |  |  |
| **Costs Related to Board Functions** |  |  |  |  |
| Staffing, salary, benefits |  | $ | $ | $ |
| Board meeting costs |  | $ | $ | $ |
| Audit costs of incorporated board |  | $ | $ | $ |
| Errors and omissions insurance |  | $ | $ | $ |
| Costs of strategic data gathering |  | $ | $ | $ |
| **Costs to Promote Service Integration** |  |  |  |  |
| Joint staff training |  | $ | $ | $ |
| Customer satisfaction survey |  | $ | $ | $ |
| Business services |  | $ | $ | $ |
| One-stop center reception |  | $ | $ | $ |
| Resource room materials |  | $ | $ | $ |
| Dues and subscriptions |  | $ | $ | $ |
| **Other Shared Delivery System Costs** |  |  |  |  |
| Other |  | $ | $ | $ |
| Other |  | $ | $ | $ |