



Shared Expense Allocation Template

- 1 Modify Staff names, Class/Program codes, and Shared Expense Account names to match your organization
- 2 Enter staff hours worked per program area in the yellow cells (see totals from timesheets).
- 3 Enter total shared costs for each account for the time period in the green cells (see P&L by class).
- 4 This is your final product. Use these numbers for your journal entries to re-allocate expenses from your shared class to the appropriate program class.

Class Codes/Programs	Class 100	Class 200	Class 300	Class 400	Class 500	Class 950	Class 960	Class 800	Class 900	TOTAL	Error Checking Colour		
Staff Name	#hrs worked	#hrs worked	#hrs worked	#hrs worked	#hrs worked	#hrs worked	#hrs worked	#hrs worked	#hrs worked				
staff 1										0.00			
staff 2										0.00			
staff 3										0.00			
staff 4										0.00			
staff 5										0.00			
staff 6										0.00			
staff 7										0.00			
staff 8										0.00			
staff 9										0.00			
staff 10										0.00			
staff 11										0.00			
Sum	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
Percentage used for Allocation	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
Shared Expense Accounts	Class 100	Class 200	Class 300	Class 400	Class 500	Class 950	Class 960	Class 800	Class 900	Sum	Account Total	name	
Shared 1	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		Shared 1	#DIV/0!
Shared 2	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		Shared 2	#DIV/0!
Shared 3	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		Shared 3	#DIV/0!
Shared 4	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		Shared 4	#DIV/0!
Shared 5	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		Shared 5	#DIV/0!
Shared 6	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		Shared 6	#DIV/0!
Shared 7	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		Shared 7	#DIV/0!
Shared 8	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		Shared 8	#DIV/0!
Shared 9	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		Shared 9	#DIV/0!
Shared 10	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		Shared 10	#DIV/0!
Shared 11	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		Shared 11	#DIV/0!
Shared 12	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		Shared 12	#DIV/0!
Shared 13	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		Shared 13	#DIV/0!
Shared 14	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		Shared 14	#DIV/0!
Shared 15	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		Shared 15	#DIV/0!
										0.00	Total Expenses to be allocated		