

Sample Allocation of Salaries and Wages

Note: The salaries and allocations reflected in this sample are for illustrative purposes only.

Allocation of Salaries and Wages January 1, 20XX to December 31, 20XX

Position Title	Annual Salary	Indirect	Direct					Totals
			Federal Awards	Private Found.	Visitor Services	Member Services	Fund Raising	
EXECUTIVE DIRECTOR	\$163,000	90%					10%	100%
ADMINISTRATIVE ASST.	\$69,000	100%						100%
CHIEF FINANCIAL OFFICER	\$145,000	100%						100%
DIR., GRANTS & CONTRACTS	\$101,000	100%						100%
DIR., RESEARCH	\$125,000	50%	30%	20%				100%
DIR., HUMAN RESOURCES	\$110,000	100%						100%
DIR., COMMUNICATIONS	\$105,000	70%			10%	10%	10%	100%
DIR., PUBLIC RELATIONS	\$99,000	60%			10%	10%	20%	100%
DIR., STATISTICAL ANALYSIS	\$113,000	40%	30%	30%				100%
DIR., MEMBER ENGAGEMENT	\$105,000	60%			5%	25%	10%	100%
ACCOUNTANT I	\$55,000	100%						100%
ACCOUNTANT II	\$50,000	100%						100%
PAYROLL CLERK*	\$24,000	100%						100%
CUSTODIAN	\$36,000	100%						100%
TOTAL SALARIES:	\$1,300,000							

*Represents an employee who worked less than a 12-month period