

The below table indicates a summary of billable time from PCSAR's contracted Administrator directly related to the costs of putting on the SAR Basics Course.

Date Range	Time (hours)	Administration for SAR Basics
Jan 1-31 2020	8.25	SAR Basics - Booking venue and registration of participants
Feb 1-29 2020	6	SAR Basics - admin assistance for course (food, logistics, communicaitons)
March 1-31, 2020	2.5	SAR Basics - financial follow-up (payments to instructors, caterers, etc.)
April 1-30, 2020	1	SAR Basics - financial follow-up (payments to instructors, caterers, etc.)
May 1-31, 2020	1	SAR Basics - financial follow-up (payments to instructors, caterers, etc.)
Total Time	18.75	Admin Time is billed at \$25/hour
Total Cost	\$468.75	