

Budget Report Instructions

Note: A sample budget report has been included in this packet.

First report to be submitted:

1. For the first report the **Program Name, Federal Tax ID Number, Reporting Period, Original Budget, and Beginning Balance** have been filled in for you.
2. List all expenditures of **ADFP Funds** for the reporting period in the first column.
3. List all expenditures of **Matching Funds** (cash) for the reporting period in the second column.
4. List the dollar value for all expenditures of **In-Kind** funds for the reporting period in the third column.
5. At the bottom of each column indicate the total expenditures for each.
6. Subtract the **Total Expenditures** from the **Beginning Balance** for each column and place that figure in the **Current Balance** at the bottom of each column.
7. Going across the page horizontally, place the total expenditures for each category in the next to last column labeled, **Total Expenditures**.
8. Subtract the **Total Expenditures** from the **Beginning Balance** for each row and place that figure in the **Current Balance** column at the end of each row.
9. The grantee's finance person (as indicated on the **Signature Card**) should sign and date the report.

Subsequent budget reports to be submitted: (copies of form may be made as needed)

1. For all remaining budget reports to be submitted you will need to fill in the **Program Name, Federal Tax ID Number, Reporting Period, and Original Budget.** *(Please refer to the **General Instructions** Section for reporting periods.)*
2. In the **Beginning Balance** column record the figures you placed in the **Current Balance** column of the LAST report submitted.
3. Place the **Beginning Balance** for each type of funding in the box at the top of each of the three funding categories. These numbers should be transferred from the **Current Balance** by category of the LAST report submitted.
4. List all expenditures of **ADFP Funds** for the reporting period in the first column.
5. List all expenditures of **Matching Funds** (cash) for the reporting period in the second column.
6. List the dollar value for all expenditures of **In-Kind** funds for the reporting period in the third column.
7. At the bottom of each column indicate the **Total Expenditures** for each.
8. Subtract the **Total Expenditures** from the **Beginning Balance** for each column and place that figure in the **Current Balance** at the bottom of each column.
9. Going across the page horizontally, place the total expenditures for each category in the next to last column labeled, **Total Expenditures.**
10. Subtract the **Total Expenditures** from the **Beginning Balance** for each row and place that figure in the **Current Balance** column at the end of each row.
11. The grantee's finance person (as indicated on the **Signature Card**) should sign and date the report.