

Budget Report Instructions

List all ADFP expenditures for this reporting period only. If no expenses have been incurred, please indicate such. Funds, up to 10%, can be moved within the approved line items without prior approval. Any amount above 10% will require prior approval of the Budget Manager. No new line items will be allowed without prior approval of the Project Administrator and the Budget Manager. *(Copies of form may be made as needed.)*

A sample Budget Report is included in your packet.

Instructions:

1. Fill in the **Program Name, Reporting Period, Project Number, and Contract Number.** *(Please refer to the **General Instructions** Section for reporting periods.)*
2. For the first report--In the **Beginning Balance** column record the figures you placed in the ADFP Funds column of the budget included with your contract.
3. For subsequent reports--In the **Beginning Balance** column record the figures you placed in the **Current Balance** column of the LAST report submitted.
4. List all expenditures of **ADFP Funds** for the reporting period in the second column. If no expenditures occurred during the reporting period, place zeros in the **ADFP Funds Spent** column and carry the beginning balance figures over to the **Current Balance** column.
5. To obtain the numbers for the **Current Balance** column (the third column) subtract the ADFP Funds Spent from the **Beginning Balance** for each line item.
Example: Beginning Balance for Office Supplies was \$500. \$200 of ADFP funds were spent. Current Balance would be \$300.
6. At the bottom of the first and third columns indicate the **Current Balance**. For the ADFP Funds Spent column, you will need to fill in the **Total Expenditures** line.
7. Subtract the **Total Expenditures** from the **Beginning Balance** and you should get the same figure as is in the **Current Balance** column. This method allows you to check for errors.
8. For the **Matching Funds Report** section you will need to identify the **Source of Funding, Amount of Match**, whether it is a cash or in-kind match [use "C" for cash and "IK" for in-kind], **Cost per unit** [as applicable], **Description of Expenditures**, and any **Notes** of explanation needed. You will need to attach supporting documentation verifying each match item. If you have questions concerning the types of documentation required, please refer to our website for more details.
9. The grantee's finance person (as indicated on the **Signature Card**) should sign and date the report.