

# First 5 San Benito Children & Families Commission Expenditure Report

Program Name:

Quarter (Check One)

Agency Name:

First     Second     Third     Fourth

**INSTRUCTIONS:**

The following information is required from the Grantee for each Expenditure Report. Please read all Documentation Procedures before preparing the Expenditure Report (Attachment D2).

Detailed backup documentation needs to accompany expenditure reports. Acceptable expenditure documentation includes, bank statements, a check register showing amounts of each check and budget classification of the expenditure, journal entries or accounting spreadsheets which show check numbers, amounts and budget classifications, etc.

A clear audit trail must be maintained for each source of funding. Receipts, expenditures and disbursements must be individually accounted for from each source of funds.

**ASSURANCES:**

- 1) Grantee assures that grant funds made available under the First 5 San Benito Children and Families Commission will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would be made available for other similar activities.
- 2) Grantee understands that although an effort will be made to continue the funding of projects of proven effectiveness or with a record of proven success, each project must stand on its own merit each year. No project will be guaranteed continued funding. NOTE: Projects/programs must re-apply annually for funding.
- 3) Provider also understands and agrees: 1) that funds received are to be expended only for the purpose and activities covered by the applicant's approved application and budget, and 2) that the grant may be terminated at any time if the applicant fails to comply with the provisions of the First 5 San Benito Children and Families Commission.

**CERTIFICATION:**

**I certify that I have read and reviewed the above instructions and assurances and will comply with all provisions of the First 5 San Benito Children and Families Commission and all other applicable federal and state laws.**

\_\_\_\_\_  
Signature of Authorizing Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

## First 5 San Benito Children & Families Commission Expenditure Report

Program Name:	Quarter (Check One)
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Agency Name:	<input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth
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Budget Category	Contract Funding Level	1st Qtr Expenses	2nd Qtr Expenses	3rd Qtr Expenses	4th Qtr Expenses	Variance (Balance)
<b>I. Personnel (list each)</b>						
Position Title						-
						-
						-
						-
						-
Benefits		-				-
						-
<b>Sub-Total Personnel</b>	-	-	-	-	-	-
<b>II. Administrative Expenses</b>						
Rent & Utilities						-
Office Supplies & Materials						-
Telephone & Communication						-
Postage/Mailing						-
Printing/Copying						-
Equipment Purchase						-
Other (list all)						-
						-
<b>Sub-Total Administrative</b>	-	-	-	-	-	-
<b>III. Program Expenses</b>						
Travel						-
Training/Conferences						-
Consultants						-
Subcontractors (list all)						-
						-
Program Materials & Supplies						-
Other (list all)						-
						-
						-
<b>Sub-Total Program</b>	-	-	-	-	-	-
<b>IV. Capital Expenditures</b>						
						-
						-
						-
						-
<b>Sub-Total Capital</b>	-	-	-	-	-	-
<b>V. Indirect Costs</b>						
Cannot Exceed 7% of Personnel						-
<b>TOTALS</b>	-	-	-	-	-	-