Financial Report

Project Director: _____ Grant number: _____

Signature: _____ Date: _____

Organization: _____

Project Title: _____

JOURNAL FOR EXPENDITURE OF FHC FUNDS INSTRUCTIONS

All grantees are required to submit a financial report to FHC detailing how grant funds were spent as well as document their cost share. Grantees must submit a final financial report with their final cash request within 60 days of close of grant period.

For all entries, please indicate the date, payment method (cash, check, credit card or other), the payee with a brief description of the goods and/or services received, and the total paid. If paying by check, you must include the check number.

Documentation including receipts and other financial records must be kept by grantee for potential audit for a period of at least five years after the grant closes. A copy of the organization's own financial journal may be attached as a support document.

The Journal for Expenditure of FHC Funds is page two of this document.

SPONSOR COST SHARE JOURNAL INSTRUCTIONS

All grant funds must be matched at a minimum with an equal amount of cash and/or in-kind services. Use the sponsor cost share journal to record any cash expenditures for program implementation that were not covered by FHC funds. The cost share journal should also include any In-kind goods and/or services received. In-kind cost share may include time spent on the project by the project director, organization staff, or volunteers (based on current salary or an estimated hourly rate), as well as any donated goods and/or services such as facility rental, travel costs, supplies, duplication, food, and mailing expenses.

Separate documentation / validation of all cost share items listed must be maintained by grantee for potential audit for a period of at least five years after the grant closes.

The Sponsor Cost Share Journal is page three of this document.

JOURNAL FOR EXPENDITURE OF FHC FUNDS

Date	Payment Method	Payee / Short Description	Cash Amount

Total must equal FHC award amount.

SPONSOR COST SHARE JOURNAL

Date	Payment Method or in-kind	Payee/Short Description	Cash Amount	In-kind Amount