# FINANCIAL REPORT - PrimeTime

Sponsoring Organization: _____ Grant/Contract number: _____

Program location(s)/date(s): _____

Project Director: _____ _____

Printed name Signature Date

**Financial Report Instructions:**

**Expenditure of FHC Funds:** 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, please include a check number. **Report must total the grant or contract amount awarded by FHC.**

**Cost Share Journal:** Record any cash expenditures for program implementation that were NOT covered by FHC funds. The cost share should also include any in-kind goods and/or services received (i.e. facility rental, travel costs, supplies, duplication, food, and mailing expenses) as well as the value of time spent on the project by the project director, organization staff, or volunteers based on current salary or an estimated hourly rate.

Documentation including receipts and validation of all cost share items must be kept by sponsoring organization for potential audit for a period of at least three years after the program ends. A copy of the organization's own financial journal may be attached as a support document.

## EXPENDITURE OF FHC FUNDS

| Date | Payment Method | Payee / Short Description | Cash Amount |
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## COST SHARE JOURNAL

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