

KIDS Consortium: Budget and Financial Reporting Instructions 2009-2010

Organizational Information

School District: Insert the legal name of School District.

Date Prepared: Insert date the report is prepared.

Fiscal Information:

Column A

This is your budget for the year. This column (and column F - Proposed Grantee Match) must be completed and submitted to your KIDS Education Consultant by December 11, 2009.

Column B

The line item amounts should reflect the ACTUAL grant funds expended by February 28, 2010. Complete this column (along with Column G about match) and submit to your KIDS Education Consultant with the mid-year progress report due by April 1, 2010. Upon receipt and approval of the progress report and this expense form, KIDS Consortium will send a reimbursement check to the school district for the amount spent from September 1, 2009 through February 28, 2010.

Column C

This column should accurately reflect grant award balances by line item after the mid-year report (Column A minus Column B).

Column D

The line item amounts should reflect the ACTUAL grant funds expended since the submission of your mid-year budget report. Upon receipt and approval of the final progress report and this expense form, KIDS Consortium will send a reimbursement check to the school district for the amount spent from March 1, 2010 through August 31, 2010. **Please note that KIDS Consortium may withhold 10% of total grant funds for the year if all reports and evaluation surveys are not submitted as required in the Grant Agreement/Rider A.**

Column E

The line amounts should reflect the TOTAL grant expenses for the year - the sum of the mid-year and final reports (Column B + Column D).

Column F

This is your proposed match for the year. Matching funds can include cash or in-kind contributions (i.e. salaries for teachers involved in service-learning through the grant). The value of direct community service performed by volunteers may not be calculated in this match; however, the school district **may** include the value of volunteer services contributed to the school district for organizational functions such as accounting, audit, staff training and programs.

Column G

The line item amounts should reflect the ACTUAL match expended by February 28, 2010.

Column H

This column should accurately reflect the grantee match balances by line item after the mid-year report (Column F minus Column G).

Column I

The line item amounts should reflect the ACTUAL grantee match expended since the submission of your mid-year expense report.

Column J

The line amounts should reflect the TOTAL grantee match for the year - the sum of the mid-year and final reports (Column G + Column I).

Carry over into 2010-2011

The line amount reflects any grant funds to be carried over into your 2010-2011 budget.

Certification

Sign and date the form and submit it to your KIDS Education Consultant for approval.

Note: Calculations have been pre-programmed.