

Grant Budget Reconciliation Instructions

Line #	Instructions
A	Recipient's name and mailing address
B	Employer federal identification number
C	Telephone/email of the preparer
D	1 Grant funds received from CWC
	2 A separate schedule should be attached; itemizing all other grants received under the project
	3 Cash and non-cash donations received under the project
	4 Total of all project funding
E	5 All wages and fringe benefits paid under the project to school/organization staff: List personnel
	6 All professional consultants paid under the project [i.e. web designers, presenters etc.]
	7 All equipment purchases over \$500. Attach list of equipment and costs
	8 All services paid under the project (copying, printing, videotaping, etc.)
	9 All telephone and postage expenses
	10 All equipment costing less than \$500, and program/office supplies
	11 All travel expenses incurred under the project (train fare, bus rental, mileage at IRS rate: .4 \$.55 (2009) List person traveling; date; destination; mileage
	12 Grant administration (must not exceed 15% of project cost)
	13 Itemize expenses that do not fall under the above categories. (Food and meals are not fundable.)
	14 Total CWC and non-CWC funded-expenses
	15 Grand total of all project expenses (combined line 14)
F	Balance of funds remaining under this project (to be returned to CWC)
G	Authorized signature (should be the same as the contract signatory), name, date and title

Supporting documentation must accompany the reconciliation. Documentation consists of invoices, vouchers or agreement letters showing materials or services were purchased; (Purchase Orders (POs) are not valid documentation); PLUS copies of canceled checks, money orders, cash receipts and/or credit card statements showing that materials, services, etc. have actually been received and paid for.

Organize documentation by expense category (ie: clip all equipment receipts together; all supply receipts together, etc.) and submit with Final Report narrative and Budget Reconciliation Form.