

Program/Project Financial Report

Council on Library and Information Resources Cataloging Hidden Special Collections and Archives Program Financial Reporting Template

To be completed and signed by the financial officer responsible for project funds, then uploaded into the Hidden Collections Annual Report Form.

Organization: Lorem Ipsum University

Award period: 01/01/2013 -- 01/01/2015
Report period: 01/01/2014 -- 01/01/2015

NOTE: Everything in this document must be explained within your narrative report in the section titled Financial Narrative. All numbers cited in the Financial Narrative must exactly match those in this document. All numbers in the Budget columns of the Expenditures table must match the numbers listed in your original application.

Income
Grant amount: \$329,000.00
Interest credited to date: \$620.00
Total Income: \$329,620.00

← This entire document refers to grant funds only. Cost sharing funds should not be included.

← If no interest has been credited, send CLIR a letter explaining why interest is not being earned on the grant. You only need to submit this letter once. Interest earned should be included in the Expenditures table below.

Expenditures

Categories	Current Period			Total Project		
	Budget	Actual Expenses	Variance <i>(must be explained in the annual report form)</i>	Budget	Cumulative Expenditures	Balance
Salaries and Wages	\$126,374	\$119,784	\$6,590	\$272,000	\$269,723	\$2,277
Fringe Benefits	\$23,894	\$29,123	-\$5,229	\$50,000	\$51,397	-\$1,397
Consultant and Training Fees	\$3,000	\$3,000	\$0	\$4,000	\$4,000	\$0
Supplies and Materials	\$1,620	\$1,620	\$0	\$2,620	\$2,500	\$0
Services	\$500	\$500	\$0	\$500	\$500	\$0
Other Costs	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$155,388	\$154,027	\$1,361	\$329,620	\$328,120	\$1,500

Budget and actual expenses for current Report Period only. (In this case, 01/01/2014-01/01/2015)

Balance
Total Income: 329,620.00
Cumulative Expenditures: 328,120.00
Total Balance: 1,500.00

← --Total Project Budget will match the Grant Amount plus Interest. In this case, it is \$329,620.
← --Cumulative Expenditures consists of all grant funds spent to date. It will be the same as the total under the Actual Expenses column under Current Period if this is your first report.

If this is your final report, the Total Balance is the amount that must be refunded to Mellon. Mellon expects to receive all remaining funds, including all unspent interest. Interest spent toward the project should be included in the table above, added to whichever line items it supplemented.

I certify that to the best of my knowledge all expenditures are for appropriate purposes and in accordance with the approved budget.



Johannes Factotum, Lorem Ipsum Grant Manager

Signature, Name, Title

12/23/2014

Date

jfactotum@loremipsum.edu
email address