

## CASH REQUEST

Grantee	Grant Number
Address	Request Number
	-
	Grant Period
City, State, Zip Code	Grant Amount

1. Starting Available Balance: \$ \_\_\_\_\_  
(Ending Available Balance, Line 6, from last cash request.)  
(For Cash Request #1, line is equal to Grant Amount.)
  
2. Total Cash Disbursement through \_\_\_\_\_ (date): \$ \_\_\_\_\_  
(Does not include accruals.)
  
3. Projections through \_\_\_\_\_ (date): \$ \_\_\_\_\_  
(Optional: Estimated cash needs for period not to exceed  
45 days from date on Line 2; may include accruals.)
  
4. Payments Previously Requested: \$ \_\_\_\_\_
  
5. Payment Now Requested: \$ \_\_\_\_\_  
(Line 2 plus Line 3 minus Line 4.)
  
6. Ending Available Balance: \$ \_\_\_\_\_  
(Line 1 minus Line 5. This total will be carried forward as  
the Starting Available Balance for the next Cash Request.)

*Amounts reported on this cash request constitute authorized and actual costs incurred by the Grantee in accordance with the terms of the grant.*

Authorized Signature	Title
Phone	Date

**(Original copy must be sent to VT Department of Labor, Attn: Rhonda Hopkins or Greg Voorheis, P.O. Box 488, Montpelier, VT 05601-0488. Keep a copy for your records.)**

## CASH REQUEST INSTRUCTIONS

<b>Due Date</b>	May be submitted at the convenience of the grantee.
<b>Grantee</b>	The name of the organization receiving funds.
<b>Address</b>	The address to which payments should be mailed.
<b>Grant Number</b>	This number is found on the grant document.
<b>Request Number</b>	Will begin with one (1) and increase in numerical sequence.
<b>Grant Period</b>	The period for which the grant was negotiated.
<b>Grant Amount</b>	The total amount of funds negotiated for the grant. <i>(This may change if the grant is modified.)</i>
<b>Line 1</b>	Starting available balance for initial cash request will equal that of the "Grant Amount." For succeeding requests, this will be the amount on Line 6 from the previous cash request. If grant amount is modified, include the full amount and recalculate starting available balance.
<b>Line 2</b>	Actual cash disbursed through date indicated by the organization receiving funds. Fill in the date through which you are reporting. Does not include accruals.
<b>Line 3</b>	<i>(Optional)</i> Estimated cash needs for an additional 45 days from the date on Line 2. Accruals may be included. Fill in the date through which you are projecting.
<b>Line 4</b>	Total of all funds previously requested. <i>(This will include funds requested and not yet received.)</i>
<b>Line 5</b>	Line 2 plus Line 3 minus Line 4. <i>(Disbursement plus Projections minus Payments Previously Requested.)</i>
<b>Line 6</b>	The amount of funds still available to the organization. <i>(The difference between Line 1 and Line 5.)</i>
<b>Authorized Signature</b>	Please refer to the grant document for the authorized individual.

## DEFINITIONS

<b>Cash Disbursement</b>	Cash payment, funds paid out.
<b>Accrual</b>	Actual or estimated cost of goods or services received for a given period of time. <b>EXAMPLE:</b> A telephone bill for 3/1/96 – 3/31/96 which is not paid until April 1996 is recognized as a March cost under an accrual accounting system and an April cost under a cash accounting system. <b><i>(This grant operates under an accrual accounting system.)</i></b>
<b>Expenditures</b>	Cash Disbursements plus Accruals. <b>EXAMPLE:</b> > 1 <sup>st</sup> quarter expenditures = cash disbursements + 1 <sup>st</sup> quarter accruals. > 2 <sup>nd</sup> quarter expenditures = reversal of prior quarter accruals + cash disbursements + 2 <sup>nd</sup> quarter accruals. > subsequent quarters = same as 2 <sup>nd</sup> quarter.