

QUARTERLY FINANCIAL STATEMENT

Due: January 15, April 15, July 15, October 15

Grantee

Address

City, State, Zip

Grant Number

_____ / ____ / ____ to ____ / ____ / ____

Quarterly Report Period

_____ / ____ / ____ to ____ / ____ / ____

Grant Period

		A	B	C
BUDGET LINE ITEM		Budget	Report Period Expenditures	Year-to-Date Expenditures
Personnel	1			
Fringe Benefits	2			
Travel	3			
Equipment	4			
Supplies	5			
Contractual	6			
Other	7			
Indirect	8			
TOTAL EXPENDITURES	9			

Amounts reported on this Quarterly Financial Statement constitute authorized and actual costs (includes cash disbursements and accruals) incurred by the Grantee in accordance with the terms of the grant.

Authorized Signature

Title

Phone Number

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.)

QUARTERLY FINANCIAL STATEMENT INSTRUCTIONS

Due Date This form is due no later than 15 days after the end of the quarter.
January 1 – March 31: Due April 15
April 1 – June 30: Due July 15
July 1 – September 30: Due October 15
October 1 – December 31: Due January 15.

Grantee The name of the organization receiving funds.

Address The address of the grantee as it appears in the grant document.

Grant Number Found on the grant document.

Quarterly Report Period The period for which the form is being filed.
(Example: 01/01/00 – 03/31/00.)

Grant Period The period for which the grant was negotiated.

Expenditures Are equal to cash disbursements plus accruals.

COLUMN A – Budget

Enter by line item the budgeted amount as negotiated in your grant document.

COLUMN B – Report Period Expenditures

Enter by line item the expenditures for the quarter being reported.

COLUMN C – Year-to-Date Expenditures

Enter by line item the cumulative expenditures from the beginning grant date to the end of the current report period.

Total Expenditures The sum of lines 1 through 8 of each column.

Authorized Signature The individual authorized to sign the Quarterly Financial Statement will be found in Document C of your grant on the page titled “Authorization and Certification Form.”