

**Directions for Financial Report for previous grant:**

- Please provide a Line item Budget to Actuals Report with variance amount. This should be based on the budget you provided with your last grant request.
- Please provide an explanation of variances.
- Please list major resources of funding.

**EXAMPLE**

<b>Grantee</b>	ABC Foundation
<b>Project Name or General Support</b>	General Support
<b>Grant Amount</b>	\$10,000
<b>Grant Term</b>	May 2014 – May 2015
<b>Financial report date</b>	Financials as of March 31, 2015
<b>Budget Fiscal Year</b>	July 1, 2014 - June 30, 2015

<b>Line Item Description</b>	<b>FY Budget</b>	<b>Actuals</b>	<b>Variance</b>
<b>Income</b>			
Foundations	\$1,000,000	\$995,000	\$5,000
Corporations	\$200,000	\$125,000	\$75,000
Contracts	\$500,000	\$450,000	\$50,000
<b>Total Income</b>	<b>\$1,700,000</b>	<b>\$1,570,000</b>	<b>\$130,000</b>
<b>Expenses</b>			
Salaries	\$1,000,000	\$975,000	\$25,000
Travel	\$75,000	\$95,000	(\$20,000)
<b>Total Expenses</b>	<b>\$1,075,000</b>	<b>\$1,070,000</b>	<b>\$5,000</b>

**Explanation of Variances** (exceeds both \$1,000 and 10% of line item)

<b>Line item Description</b>	<b>Variance Amount</b>	<b>Explanation</b>
Income - Corporations	\$75,000	Fewer than planned corporations provided funding.
Income - Contracts	\$50,000	Contracts progressed more slowly than anticipated
Travel	\$20,000	Higher than anticipated programmatic travel needed

<b>List of Resources of Funding (&gt;\$5,000) for Fiscal Year</b>	<b>Amount</b>
SF Mayor's Office of Housing	\$100,000
Barry Foundation	\$50,000
Good Bank	\$25,000