

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

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

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

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

Line item Description	Variance Amount	Explanation
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

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