Grant financial report: After-School Program Grant

Example Foundation · $60,000 · 12-month grant period · Reporting through month 6 (50% of the period used) · Illustrative sample

Budget line	Budget	Spent to date	Remaining	% spent	Gap vs pace (points)	Explanation
Program staff salaries	$36,000	$18,000	$18,000	50%	0	On pace
Payroll taxes and benefits	$7,200	$3,600	$3,600	50%	0	On pace
Program supplies	$6,000	$4,900	$1,100	82%	+32	Bought the year's curriculum kits in month 1.
Participant transportation	$4,800	$1,100	$3,700	23%	-27	Field trips are scheduled for the fall term.
Evaluation consultant	$1,200	$0	$1,200	0%	-50	Evaluation starts in month 9, as planned.
Administration (approved by the funder)	$4,800	$2,400	$2,400	50%	0	On pace
Total	**$60,000**	**$30,000**	**$30,000**	**50%**	**0**	**On pace overall**

HOW TO READ IT

Each line's % spent is compared with the share of the grant period used. Lines more than 15 points away (shaded) get one sentence of explanation.

CLOSE-OUT PREVIEW

Unspent today: $30,000. Funder's line for returning leftover money in this sample: the lower of $25,000 or 10% of the grant = $6,000. Final decision follows the grant agreement.

WHERE THE NUMBERS COME FROM

Monthly spending per budget line from the books, filtered by the grant's class. Budget lines copied exactly from the approved grant budget.