FINAL EXPENDITURE REPORT FORM

Directions:

Use this form to report on your project's expenditures. If you choose to reproduce this form in Excel, please use this format and remember the signatures! Refer to your approved budget and list line items individually within budget categories [e.g. under Personnel: Project Director (hrs x $/hr)].

PLEASE NOTE: No expenditure of grant funds may be made on an item not included in the approved budget. Cost-sharing requirements (applicable to non-profit grantees) cannot be met with funds of federal origin. Supporting documentation (see enclosed In-Kind Service Form) must be signed from each source of in-kind contribution listed in your budget.

Final Project Budget:

BUDGET CATEGORIES & LINE ITEMS	RICH $ AWARDED	RICH $ SPENT	LOCAL CASH MATCH	LOCAL IN-KIND MATCH	TOTALS
FINAL TOTALS					

We certify that the information provided on this Final Expenditure Report is true and correct and that all expenditures were incurred solely for the purposes of the RICH grant during the grant period and in accordance with the agreed conditions of the grant award.

_____ _____

Project Director Date

_____ _____

Authorizing Official/Financial Officer Date