

This is a sample financial report. Please follow these guidelines and amend line items where necessary.

FINANCIAL REPORT

Organization:
Grant Number: G - XXXX - XXXXX
Total grant period: (e.g. 3/1/01 - 2/28/02)
Report period: (e.g. March through December 2001)

| | <u>Entire Project Budget</u> Revenue and Expenditures (As presented in original budget) | <u>Entire Project Actual</u> Revenue and Expenditures To Date | Energy Foundation funded <u>Actual</u> Revenue and Expenditures To Date |
|---|--|--|--|
| REVENUE Energy Foundation Other Funders (list names) | | | |
| TOTAL REVENUE | \$0.00 | \$0.00 | \$0.00 |
| EXPENSES | | | |
| Personnel Salaries and Wages: What percent of whose time Employee benefits, plans | | | |
| Consulting Fees: How much time at what cost | | | |
| Conferences, Workshops, Seminars, and Meetings: | | | |
| Travel: | | | |
| Printing and Publications: | | | |
| Administrative Expenses: Office Supplies, Materials Communication, Telephones, Fax, Email, Internet Postage, Shipping Accounting and Legal Fees Banking Fees and Interest Other (Named) | | | |
| Overhead: | | | |
| Occupancy, Rent: | | | |
| TOTAL EXPENSES | \$0.00 | \$0.00 | \$0.00 |

No Energy Foundation funds were used for lobbying purposes

Signature:

Date:
