

# STUART FOUNDATION

## Financial Report Instructions

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**For Final Reports: If grant funds are not fully expended, please contact your Partnership Manager before submitting a narrative or financial report.**

### BUDGET FORMS

To complete your Financial Report, please provide the following:

- Financial Report on Project and Grant Expenditures. See below for details and a Format Sample with notes.

### GRANT FINANCIAL REPORT INSTRUCTIONS

Please use the project budget included with your Grant Agreement or a project budget which has subsequently been amended and approved by the Foundation. We realize that minor modifications are often made as projects progress; it is not necessary to request prior approval for such changes. Please contact your Partnership Manager if you have any questions.

**For organizations which submitted a budget on the Foundation's form:** Please use the Microsoft Excel report spreadsheet provided by the Foundation.

**For organizations which submitted a budget in their format:** Please provide a report that includes the following:

- Information in the Sample Header
- For Expenses: A report that has the columns listed on the spreadsheet. These are:
  - I. Approved Total Project Budget
  - II. Approved Stuart Funds Budget
  - III. Total Project Expenditures to Date
  - IV. Stuart Funds Expended to Date

***Note: If the project budget did not have Stuart Foundation funds allocated to particular line items as the grant was for overall project support, it is not necessary to provide figures for Columns II and IV. The Grand Total Expenses for each column will suffice.***

- For Income: Please provide secured and pending income.

The instructions on the next page will guide you in preparing the Grant Financial Report. If you have questions or require assistance, please contact your Partnership Manager or the Foundation's Associate, Partner.

### FOR ORGANIZATIONAL GENERAL SUPPORT GRANTS

**It is not necessary to submit the form.** Please send the most recent Statement of Financial Position and Statement of Activities. If the organization's budget has substantially changed since your grant was awarded, please provide the current budget. For a Final Report, state whether the grant funds have been fully expended. If the funds were instrumental in accomplishing any specific activity, please comment.

Interim Grant Financial Report				
Note: The Project Budget should match the budget approved by the Foundation. Please also refer to the "Grant Financial Report Instructions" for more information.				
Grant #				
Organization				
Interim Financial Report Date				
Date				
Date				
Funds				
years				\$0
	Column I	Column II	Column III	Column IV
	Approved Total Project Budget	Approved Stuart Funds Budget	Expenditures to Date	Stuart Funds Expended to Date
<b>EXPENSES</b>				
<b>PERSONNEL</b>				
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Subtotal: Personnel	\$ -	\$ -	\$ -	\$ -
<b>NON-PERSONNEL</b>				
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Subtotal: Non-Personnel	\$ -	\$ -	\$ -	\$ -
<b>GRAND TOTAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -
			<b>Stuart Funds Remaining</b>	\$ -
			Anticipated Balance of Stuart Funds at end of current grant period (Please also see the Interim Financial Report Narrative Section)	\$ -

Insert approved total budget for the approved project, program, or initiative.

Insert the approved budget for Stuart funds.

If your grant is for general support, this column should have no aligned line item budget figures.

The Project Budget Expenses should match the approved budget (in Grant Agreement or approved revision). Align all expenses in this column with those in approved budget.

Provide total expenditures to date covering the reporting period listed at the top of the form.

Provide total expenditures to date for Stuart funds.

Use this cell to estimate any unspent balance of Stuart funds at the end of the grant period. Please be sure to cover the circumstances of these unspent funds in the financial report narrative.

INCOME SOURCES		INCOME
<b>SECURED INCOME</b>		
Stuart Foundation Grant		
	\$	
	\$	-
	\$	
Subtotal: Secured Income	\$	
<b>PENDING INCOME</b>		
	\$	
	\$	
	\$	
Subtotal: Pending Income	\$	
<b>TOTAL INCOME</b>	\$	-

Use this section to update your sources of secured income.

Use this section to list prospective sources still expected. Also provide an update of your fundraising plan in the report narrative.