

Catskill Watershed Corporation (CWC)
Public Education Program
Grant Budget Reconciliation, Round 20

A Recipient's Name and Address

B Preparer's Email

C Telephone Number

D Revenue

1 CWC Grant

1

2 Other grants (attach a list)

2

3 Cash/in-kind donations

3

4 **Total Project Income** (ADD lines 1,2,3)

4

E Expenditures

CWC Grant

In-kind and other grants

5 Personnel

5

5

6 Consulting

6

6

7 Equipment (items costing over \$500 each)

7

7

8 Services

8

8

9 Communication

9

9

10 Supplies (items costing under \$500 each)

10

10

11 Travel

11

11

12 Grant Administration

12

12

13 Miscellaneous expenses (attach a list)

13

13

14 **Project Expenses** (ADD lines 5 through 13)

14

14

15 **TOTAL: Combined Line 14 totals**

15

F Balance Remaining (SUBTRACT line 15 from line 4)

F

G

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete.

**Please
Sign
Here**

Signature of Officer

Date

Type or Print name and title

Note: All remaining funds shall be remitted to CWC upon completion of the project.

Grant Budget Reconciliation Instructions

- | Line # | Instructions |
|--------|---|
| A | Recipient's name and mailing address |
| B | Email of person preparing this form |
| C | Telephone number of the preparer |
| D | 1 Grant funds received from CWC |
| | 2 Attach a separate list itemizing all other grants received for the project |
| | 3 Cash donations and labor/services donated for the project |
| | 4 Total of all project funding |
| E | 5 All wages and fringe benefits paid under the project to school/organization staff: List personnel |
| | 6 All professional consultants paid under the project [i.e. web designers, presenters etc.] |
| | 7 All equipment purchases over \$500. Attach list of equipment and costs |
| | 8 All services paid under the project (copying, printing, videotaping, venue fees etc) |
| | 9 All telephone and postage expenses |
| | 10 All materials costing less than \$500, and program/office supplies |
| | 11 All travel expenses incurred under the project (train fare, bus rental, mileage at IRS rate: .535/mi 2017) |
| | List person traveling; date; destination; mileage |
| | 12 Grant administration (must not exceed 15% of project cost) |
| | 13 Itemize expenses that do not fall under the above categories. (Food and meals are not fundable.) |
| | 14 Total CWC and non-CWC funded-expenses |
| | 15 Grand total of all project expenses (combined line 14) |
| F | Balance of funds remaining under this project, if any (to be returned to CWC) |
| G | Authorized signature (should be the same as the contract signatory), name, date and title |

Supporting documentation must accompany the reconciliation. Documentation consists of invoices, vouchers or agreement letters showing materials or services were purchased; (Purchase Orders (POs) are not valid documentation); PLUS copies of canceled checks, money orders, cash receipts and/or credit card statements showing that materials, services, etc. have actually been received and paid for.

Organize documentation by expense category (ie: clip all equipment receipts together; all supply receipts together, etc.) and submit with Final Report narrative and Budget Reconciliation Form.