

**Instructions for completing the Financial Reporting Forms
(Pre-Development Program)**

Document the details of your expenditures on the "Details of Expenditures for the Finance Fund's Grant "

(page 1). To complete this form, please do the following:

Column 1, list each of the Eligible Activities as listed in your grant budget.

Column 2, list the name for each payee in that eligible activity.

Column 3, list the documentation enclosed, i.e., an Invoice or Letter **and/or** a Check or Receipt.

Column 4, list the dollar amount expended.

Column 5, list the check number attached to match the expenditures. A sample is attached.

<u>Eligible Activities</u>	<u>Payee</u>	<u>Documentation</u>	<u>Amount</u>	<u>Check Number</u>
Architectural	Name	Invoice and check	Dollars	XXXX
"	Name	Invoice and receipt	Dollars	XXXX
Legal research	Name	Invoice and check	Dollars	XXXX

Then submit a summary of each eligible activity that you are accounting for in *Expended for Period* on the Financial Reporting Form (Page 4). Be sure to complete the other columns.

Financial Reporting Form
(Pre-Development Grant Program)

Agreement #: _____
 Grantee: _____

Report Date: _____
 Period Dates: _____

Eligible Activities	Total Budget	Previously Expended	Expended for Period	Total Expended	Budget Match\$\$	Previously Expended	Expended for Period	Total Expended
Architectural/Site Plans								
Legal Research								
Engineering Drawings								
Accounting								
Syndication Fees								
Business Plan								
Market Studies								
Marketing								
Rehabilitation Specifications								
Environmental Review								
Feasibility Studies								
Appraisal Fees								
Real Estate Options								
Zoning Fees								
Permit Fees								
General Project Development/Management								
Planning								
TOTAL COST								

Appropriate documentation may include but not be limited to: invoices, vouchers, payroll receipts, notarized lien waivers and/or other data, as appropriate, evidencing expenditures or encumbrance. Cancelled checks used as documentation must be accompanied by an invoice or voucher. All documentation must correspond to approved eligible activities listed in the budget.