

SAMPLE MONTHLY FINANCIAL REPORT

ORGANIZATION: AGENCY A

SERVICES: EMPLOYMENT READINESS WORKSHOPS AND JOB RETENTION

CONTRACT PERIOD: May 1, 2010 – September 30, 2010

CONTRACT AMOUNT: \$696,243

REPORT MONTH: _____

<u>BUDGET CATEGORY</u>	<u>ACCOUNT NUMBER</u>	<u>APPROVED BUDGET</u>	<u>CURRENT EXPENSES</u>	<u>EXPENSES TO DATE</u>	<u>BUDGET BALANCE</u>
Salaries	0100	\$320,057	\$	\$	\$
Benefits	0150	\$84,817	\$	\$	\$
SUBTOTALS		\$404,874			
Insurance	0200	\$15,802	\$	\$	\$
Communications	0250	\$13,410	\$	\$	\$
Consultant Services	0300	\$1,500	\$	\$	\$
Office Expense	0350	\$22,521	\$	\$	\$
Office Rental	0400	\$54,000	\$	\$	\$
Equipment Rental	0450	\$7,500	\$	\$	\$
Utilities	0500	\$12,000	\$	\$	\$
Travel	0550	\$15,000	\$	\$	\$
Food Supplies	0600	\$7,000	\$	\$	\$
Contracts	0650	\$2,125	\$	\$	\$
Transportation	0700	\$18,000	\$	\$	\$
Program Supplies/Serv	0750	\$32,000	\$	\$	\$
Other (Indirect Costs)	0800	\$90,511	\$	\$	\$
SUBTOTALS		\$291,369	\$	\$	\$
TOTALS		\$696,243			

REPORTED PREPARED BY: _____ DATE: _____

APPROVED FOR PAYMENT: _____ DATE: _____

SAMPLE ACTIVITY REPORT

EMPLOYMENT READINESS WORKSHOPS AND JOB RETENTION SERVICES -ACTIVITY REPORT			
ORGANIZATION:		AGENCY A	
CONTRACT PERIOD:		MAY 1, 2010 - SEPTEMBER 30, 2010	
MONTH:		MAY 2010	
CLASSES REPORTING:			
CLASS No. 1)		23	CLASS No. 2)
LOCATION:		Fresno	24
FACILITATORS:		Bob and Tom	LOCATION:
			Fresno
FACILITATORS:		Bob and Tom	FACILITATORS:
			Susan and Mark
Clients Referred		40	Clients Referred
No-Shows		10	No-Shows
Number to be served		30	Number to be served
Exited		0	Exited
Dropped		0	Dropped
No. of resumes developed		40	No. of resumes developed
Graduates		40	Graduates
No. employed while in workshop		10	No. employed while in workshop
No. employed 45 days after		20	No. employed 45 days after
CLASS No. 3)		25	MONTHLY STATISTICS OVERALL
LOCATION:		Fresno	Clients Referred
FACILITATORS:		Stan and Joe	No-Shows
			Number to be served
Clients Referred		40	Exited
No-Shows		5	Dropped
Number to be served		35	No. of resumes developed
Exited		2	Total Graduates
Dropped		2	No. employed while in workshop
No. of resumes developed		31	No. employed 45 days after
Graduates		31	Outreach Activities
No. employed while in workshop		10	
No. employed 45 days after		15	
YEAR-TO-DATE			
Clients Referred		120	Total Graduates
No-Shows		25	Total Employed
Number to be served		95	Total in Job Retention
Exited		2	Outreach Activities
Dropped		4	
No. of resumes developed		109	
ADDITIONAL COMMENTS:			
PREPARED BY: Supervisor			
DATE:			