

SAMPLE MONTHLY FINANCIAL REPORT

ORGANIZATION: AGENCY A

SERVICES: XXXXXXXXXX

CONTRACT PERIOD: July 1, 2010 – June 30, 2011

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			
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Insurance	0200	\$15,802	\$	\$	\$
Communications	0250	\$13,410	\$	\$	\$
Office Expense	0300	\$76,521	\$	\$	\$
Equipment Rental	0350	\$7,500	\$	\$	\$
Utilities	0400	\$12,000	\$	\$	\$
Contracts	0450	\$3,625	\$	\$	\$
Transportation	0500	\$33,000	\$	\$	\$
Program Supplies/Serv	0550	\$32,000	\$	\$	\$
Other (Indirect Costs)	0600	\$97,511	\$	\$	\$
SUBTOTALS		\$291,369	\$	\$	\$
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TOTALS		\$696,243			

REPORTED PREPARED BY: _____ DATE: _____

APPROVED FOR PAYMENT: _____ DATE: _____

SAMPLE ACTIVITY REPORT

-ACTIVITY REPORT			
ORGANIZATION:		AGENCY A	
CONTRACT PERIOD:		July 1, 2010 – June 30, 2011	
MONTH:		July 2010	
CLASSES REPORTING:			
CLASS No. 1)	23	CLASS No. 2)	24
LOCATION:	Reedley	LOCATION:	Selma
FACILITATORS:	Bob and Tom	FACILITATORS:	Susan and Mark
Clients Referred	40	Clients Referred	40
No-Shows	10	No-Shows	10
Number to be served	30	Number to be served	30
Exited	0	Exited	0
Dropped	0	Dropped	2
No. of resumes developed	40	No. of resumes developed	38
Graduates	40	Graduates	38
No. employed while in workshop	10	No. employed while in workshop	20
No. employed 45 days after	20	No. employed 45 days after	10
CLASS No. 3)	25	MONTHLY STATISTICS OVERALL	
LOCATION:	Coalinga	Clients Referred	120
FACILITATORS:	Stan and Joe	No-Shows	25
Clients Referred	40	Number to be served	95
No-Shows	5	Exited	2
Number to be served	35	Dropped	4
Exited	2	No. of resumes developed	109
Dropped	2	Total Graduates	109
No. of resumes developed	31	No. employed while in workshop	40
Graduates	31	No. employed 45 days after	45
No. employed while in workshop	10	Outreach Activities	2
No. employed 45 days after	15	YEAR-TO-DATE	
Clients Referred	120	Total Graduates	109
No-Shows	25	Total Employed	85
Number to be served	95	Total in Job Retention	85
Exited	2	Outreach Activities	2
Dropped	4		
No. of resumes developed	109		
ADDITIONAL COMMENTS:			
PREPARED BY: Supervisor Name			
DATE: 12/5/09			