***Approved Project Budget* Tab**

1. Enter the project file number, grantee organization name and project title at the bottom of the sheet. The project file number, in the format of FY20XX-XXX, can be found in section 2 of the Grantee Agreement.
2. Enter budget categories consistent with those submitted with the grant application.
3. Enter the names of funding sources that are contributing dollars for the project in the cells labeled “Name of funding source #.
4. Enter the total cost for each line item in the column labeled “Total project budget”.
5. Based on special conditions outlined in the Grantee Agreement, allocate dollars awarded by Golden LEAF to the appropriate line item(s) in the column labeled “Golden LEAF”. The total in this column **should not exceed** the dollar amount awarded for the project by the Golden LEAF Board of Directors.
6. Allocate dollars from other funding sources for the project under the correct column (funding source) and for the appropriate line item(s).
7. Once Golden LEAF has approved the budget, enter the date of that approval at the bottom of the sheet.

**NOTE:**

* This page should be updated to show any subsequent Golden LEAF budget revisions **that have been approved by Golden LEAF**. Change the Golden LEAF budget and the “Budget Approval Date” to reflect the most current budget approved by Golden LEAF and the date of that approval.
* Inform Golden LEAF of changes in the overall project budget and/or changes in contributions from other funding sources.

***Golden LEAF Expense Tracking* Tab**

1. Enter information as printed on invoices, receipts, payroll data, etc. for **expenditures allocated to the Golden LEAF grant ONLY**. Columns A-E will show information provided by those invoices, receipts, etc.
2. Enter the total expenditure or part of the expenditure under the appropriate budget column heading (lavender section). **Enter only the amounts to be paid with Golden LEAF grant dollars**.
3. Record payment information for each transaction under the column headings in yellow. For credit card payments, the payment date is the date the credit card bill was paid, *not* the date the expense was charged to the credit card.
4. In the final column of the table, provide a brief description of the expense, e.g. “CNC lathe” or “Consultant”. Also use this space also to explain if part of an expense is being paid by another funding source, if it’s a partial payment toward an invoice, etc.

**NOTE:**

* It is understood that the invoice total or payment total may exceed the dollar amount allocated to Golden LEAF, as may occur when more than one funder pays for part of the invoice or when a payment to a single vendor includes several invoices.

***Progress Report Financials* Tab**

1. Because the complete workbook should accompany interim progress reports to Golden LEAF, the date “For reporting period ending” should be the date corresponding to interim or final progress report date.
2. For each of the funding sources other than Golden LEAF, enter expenditures made, per line item, within the appropriate funder’s column. Golden LEAF expenditures should have automatically populated from the expense tracking worksheet.

For technical issues and questions regarding these forms, please contact Terri Bryant Adou-Dy at tbryant@goldenleaf.org or 252-442-7474 (888-684-8404 toll-free).