

COMMUNITY BENEFIT BOARD INITIATIVE

Quarterly Report – Financial Report Template

Organization Name						
Grant Reporting Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Final	
Expenses: Complete the column for the quarter you are reporting on and the final “Year to Date” column with year to date totals.						
	Budgeted Full Year	Quarter 1 7/1 – 9/30	Quarter 2 10/1 – 12/31	Quarter 3 1/1 – 3/31	Quarter 4 4/1 – 6/30	Year to Date
Salaries & Wages						
Consultants/Professional Fees						
Travel						
Equipment						
Supplies						
Printing & Copying						
Telephone, Fax, Internet						
Rent						
Utilities						
Maintenance						
Program Evaluation						
Other: (specify)						
Other: (specify)						
Other: (specify)						
Other: (specify)						

Totals						