

## COMMUNITY BENEFIT BOARD INITIATIVE

### Quarterly Report – Financial Report Template

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

