



Office of the Texas Governor
Compliance & Monitoring

Creating Grant Budgets & Required Ledgers Using QuickBooks

OOG Guidance Document

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Learning Objectives

- ❑ Understand OOG recommendations on how to meet Financial Reporting Requirements for organization using QuickBooks Accounting Software (QB)

- ❑ Create and use reports for submitting Financial Status Reports (FSR):
 - Grant Ledger
 - Cash-Match Ledger
 - In-Kind Match Ledger

- ❑ Create and use reports for analyzing your grant(s)
 - Grant budgets
 - Budget-vs.-Actual
 - Summary reports



Recommendations

to help your organization comply with OOG Financial Reporting Requirements

- Now that your organization has received funding through the OOG, the next step is to ensure you have a system for tracking and reporting grant-related expenditures.
- If your organization uses QuickBooks Accounting Software (QB), consider using “Class Tracking” to:
 - Create and analyze grant budget(s)
 - Create & memorize OOG required reports:
 - Grant Ledger
 - Cash-Match Ledger
 - In-Kind Match Ledger (optional)



The Grant Ledger (GL)

- The Grant Ledger is required of all grantees receiving OOG funds.
- The Grant Ledger is similar to your General Ledger but only includes grant-related transactions.
- The Grant Ledger is a useful tool when creating & reconciling the Financial Status Report (FSR).

The screenshot displays the 'Grant Ledger' application window. The title bar reads 'Grant Ledger'. The menu bar includes 'Customize Report', 'Share Template', 'Memorize', 'Print', 'E-mail', 'Excel', 'Hide Header', and 'Refresh'. The status bar shows 'Dates Custom', 'From 10/01/2017', 'To 01/31/2018', and 'Sort By Date'. The main content area shows a report for 'Do-Right Grantee' titled 'Grant Ledger - OOG Grant 2995102' for the period 'October 2017 through January 2018'. The report is organized into sections: Ordinary Income/Expense, Income, Direct Public Support, Federal & State grants, Total Direct Public Support, Total Income, Gross Profit, Expense, Indirect Costs, Personnel Expenses, Wages & Salary, Fringe Benefits, FICA Expense, and Health Insurance. Each section contains a table of transactions with columns for Type, Date, Num, Name, Memo, Class, and Amount.

Type	Date	Num	Name	Memo	Class	Amount
Ordinary Income/Expense						
Income						
Direct Public Support						
Federal & State grants						
Invoice	10/31/2017	1	Office of the Go...	FSR OCT 2017	OOG-2995102	10,548.85
Invoice	11/30/2017	2	Office of the Go...	FSR for the month ...	OOG-2995102	9,154.72
Invoice	12/31/2017	3	Office of the Go...	FSR for the month ...	OOG-2995102	9,969.74
Invoice	01/31/2018	4	Office of the Go...	FSR for the month ...	OOG-2995102	9,155.07
Total Federal & State grants						38,819.38
Total Direct Public Support						38,819.38
Total Income						38,819.38
Gross Profit						38,819.38
Expense						
Indirect Costs						
General Journal	10/31/2017			Indirect Cost OOG	OOG-2995102	976.85
Total Indirect Costs						976.85
Personnel Expenses						
Wages & Salary						
General Journal	10/30/2017		Employee 1	Clinical Dir OOG 20%	OOG-2995102	766.67
General Journal	10/31/2017		Employee 2	Advocate II - OOG ...	OOG-2995102	2,333.33
General Journal	10/31/2017		Employee 3	Advocate I 100%	OOG-2995102	3,166.67
General Journal	11/30/2017		Employee 1	Clinical Dir OOG 20%	OOG-2995102	766.67
General Journal	11/30/2017		Employee 2	Advocate II - OOG ...	OOG-2995102	2,333.33
General Journal	11/30/2017		Employee 3	Advocate I 100%	OOG-2995102	3,166.67
General Journal	12/31/2017		Employee 1	Clinical Dir OOG 20%	OOG-2995102	766.67
General Journal	12/31/2017		Employee 2	Advocate II - OOG ...	OOG-2995102	2,333.33
General Journal	12/31/2017		Employee 3	Advocate I 100%	OOG-2995102	3,166.67
General Journal	01/31/2018		Employee 1	Clinical Dir OOG 20%	OOG-2995102	766.67
General Journal	01/31/2018		Employee 2	Advocate II - OOG ...	OOG-2995102	2,333.33
General Journal	01/31/2018		Employee 3	Advocate I 100%	OOG-2995102	3,166.67
Total Wages & Salary						25,066.88
Fringe Benefits						
FICA Expense						
General Journal	10/30/2017		Employee 1	Clinical Dir OOG 20%	OOG-2995102	58.65
General Journal	10/31/2017		Employee 2	Advocate II - OOG ...	OOG-2995102	178.50
General Journal	10/31/2017		Employee 3	Advocate I 100%	OOG-2995102	242.25
General Journal	11/30/2017		Employee 1	Clinical Dir OOG 20%	OOG-2995102	58.65
General Journal	11/30/2017		Employee 2	Advocate II - OOG ...	OOG-2995102	178.50
General Journal	11/30/2017		Employee 3	Advocate I 100%	OOG-2995102	242.25
General Journal	12/31/2017		Employee 1	Clinical Dir OOG 20%	OOG-2995102	58.65
General Journal	12/31/2017		Employee 2	Advocate II - OOG ...	OOG-2995102	178.50
General Journal	12/31/2017		Employee 3	Advocate I 100%	OOG-2995102	242.25
General Journal	01/31/2018		Employee 1	Clinical Dir OOG 20%	OOG-2995102	58.65
General Journal	01/31/2018		Employee 2	Advocate II - OOG ...	OOG-2995102	178.50
General Journal	01/31/2018		Employee 3	Advocate I 100%	OOG-2995102	242.25
Total FICA Expense						1,917.60
Health Insurance						



The Cash-Match Ledger (CML)

- The Cash-Match Ledger (CML) is required of grantees recording cash match expenses to their grant.
- The same level of detail is required on the CML as the GL.
- The CML can be used to help reconcile cash-match transactions in the accounting software to the cash-match reported on the FSR.
- Revenue recorded in the CML can include re-allocation entries from other revenue accounts and classes. (Optional)

Type	Date	Num.	Name	Memo	Class	Amount
General Journal	10/31/2017	8	Foundation XYZ	Allocate cash match for OOG Gra...	CM-00G5102	767.12
General Journal	11/30/2017	8	Foundation XYZ	Allocate cash match for OOG Gra...	CM-00G5102	767.12
General Journal	12/31/2017	9	Foundation XYZ	Allocate cash match for OOG Gra...	CM-00G5102	767.12
General Journal	01/31/2018	10	Foundation XYZ	Allocate cash match for OOG Gra...	CM-00G5102	767.12
Total Individ. Business Contributions						3,088.48
Total Direct Public Support						3,088.48
Total Income						3,088.48
Gross Profit						3,088.48
Expense						
Personnel Expenses						
Wages & Salary						
General Journal	10/31/2017		Employee 2	Advocate II - cash match 20%	CM-00G5102	583.33
General Journal	11/30/2017		Employee 2	Advocate II - cash match 20%	CM-00G5102	583.33
General Journal	12/31/2017		Employee 2	Advocate II - cash match 20%	CM-00G5102	583.33
General Journal	01/31/2018		Employee 2	Advocate II - cash match 20%	CM-00G5102	583.33
Total Wages & Salary						2,333.32
Fringe Benefits						
FICA Expense						
General Journal	10/31/2017		Employee 2	Advocate II - cash match 20%	CM-00G5102	44.62
General Journal	11/30/2017		Employee 2	Advocate II - cash match 20%	CM-00G5102	44.62
General Journal	12/31/2017		Employee 2	Advocate II - cash match 20%	CM-00G5102	44.62
General Journal	01/31/2018		Employee 2	Advocate II - cash match 20%	CM-00G5102	44.62
Total FICA Expense						178.48
Health Insurance						
General Journal	10/31/2017		Employee 2	Advocate II - cash match 20%	CM-00G5102	110.00
General Journal	11/30/2017		Employee 2	Advocate II - cash match 20%	CM-00G5102	110.00
General Journal	12/31/2017		Employee 2	Advocate II - cash match 20%	CM-00G5102	110.00
General Journal	01/31/2018		Employee 2	Advocate II - cash match 20%	CM-00G5102	110.00
Total Health Insurance						440.00
Retirement						
General Journal	10/31/2017		Employee 2	Advocate II - cash match 20%	CM-00G5102	29.17
General Journal	11/30/2017		Employee 2	Advocate II - cash match 20%	CM-00G5102	29.17
General Journal	12/31/2017		Employee 2	Advocate II - cash match 20%	CM-00G5102	29.17
General Journal	01/31/2018		Employee 2	Advocate II - cash match 20%	CM-00G5102	29.17
Total Retirement						116.68
Total Fringe Benefits						735.16
Total Personnel Expenses						3,088.48
Total Expense						3,088.48
Net Ordinary Income						0.00
Net Income						0.00



The In-Kind Match Ledger (IKML)

- The In-Kind Match Ledger (IKML) is an optional report and can help reconcile in-kind transactions in the accounting software to in-kind match reported on the FSR.
- In-kind transactions should include entries to in-kind revenue and in-kind expense(s).
- In-kind transactions may be recorded for donated facilities, goods, and services.

In-Kind Ledger - OOG Grant 2995102
Do-Right Grantee
In-Kind Ledger - OOG Grant 2995102
 October 2017 through January 2018

Type	Date	Name	Memo	Class	Amount
Ordinary Income/Expense					
Income					
In-Kind Revenue					
General Journal	10/31/2017	Volunteer 1	10-2017 Volunteer hours	IK-OOGS102	700.00
General Journal	10/31/2017	Volunteer 1	10-2017 Intern hours	IK-OOGS102	588.00
General Journal	11/30/2017	Volunteer 1	11-2017 Volunteer hours	IK-OOGS102	480.00
General Journal	11/30/2017	Volunteer 1	11-2017 Intern hours	IK-OOGS102	588.00
General Journal	12/31/2017	Volunteer 1	12-2017 Volunteer hours	IK-OOGS102	700.00
General Journal	12/31/2017	Volunteer 1	12-2017 Intern hours	IK-OOGS102	574.00
General Journal	01/31/2018	Volunteer 2	01-2018 Volunteer hours	IK-OOGS102	640.00
General Journal	01/31/2018	Volunteer 2	01-2018 Intern hours	IK-OOGS102	588.00
		Total In-Kind Revenue			4,858.00
		Total Income			4,858.00
		Gross Profit			4,858.00
Expense					
In-Kind Expenses					
In-Kind Volunteers					
General Journal	10/31/2017	Volunteer 1	10-2017 Volunteers (14 ho...	IK-OOGS102	140.00
General Journal	10/31/2017	Volunteer 2	10-2017 Volunteers (26 ho...	IK-OOGS102	260.00
General Journal	10/31/2017	Volunteer 3	10-2017 Volunteers (30 ho...	IK-OOGS102	300.00
General Journal	10/31/2017	Intern 1	10-2017 Intern (21 hours)	IK-OOGS102	294.00
General Journal	10/31/2017	Intern 2	10-2017 Intern (21 hours)	IK-OOGS102	294.00
General Journal	11/30/2017	Volunteer 1	11-2017 Volunteers (10 ho...	IK-OOGS102	100.00
General Journal	11/30/2017	Volunteer 2	11-2017 Volunteers (18 ho...	IK-OOGS102	180.00
General Journal	11/30/2017	Volunteer 3	11-2017 Volunteers (20 ho...	IK-OOGS102	200.00
General Journal	11/30/2017	Intern 1	11-2017 Intern (21 hours)	IK-OOGS102	294.00
General Journal	11/30/2017	Intern 2	11-2017 Intern (21 hours)	IK-OOGS102	294.00
General Journal	12/31/2017	Volunteer 1	12-2017 Volunteers (15 ho...	IK-OOGS102	150.00
General Journal	12/31/2017	Volunteer 2	12-2017 Volunteers (16 ho...	IK-OOGS102	160.00
General Journal	12/31/2017	Volunteer 3	12-2017 Volunteers (18 ho...	IK-OOGS102	180.00
General Journal	12/31/2017	Volunteer 4	12-2017 Volunteers (21 ho...	IK-OOGS102	210.00
General Journal	12/31/2017	Intern 1	12-2017 Intern (20 hours)	IK-OOGS102	280.00
General Journal	12/31/2017	Intern 2	12-2017 Intern (21 hours)	IK-OOGS102	294.00
General Journal	01/31/2018	Volunteer 2	01-2018 Volunteers (21 ho...	IK-OOGS102	210.00
General Journal	01/31/2018	Volunteer 4	01-2018 Volunteers (20 ho...	IK-OOGS102	200.00
General Journal	01/31/2018	Volunteer 5	01-2018 Volunteers (23 ho...	IK-OOGS102	230.00
General Journal	01/31/2018	Intern 3	01-2018 Intern (21 hours)	IK-OOGS102	294.00
General Journal	01/31/2018	Intern 4	01-2018 Intern (21 hours)	IK-OOGS102	294.00
		Total In-Kind Volunteers			4,858.00
		Total In-Kind Expenses			4,858.00
		Total Expense			4,858.00
		Net Ordinary Income			0.00



Use “Class Tracking”

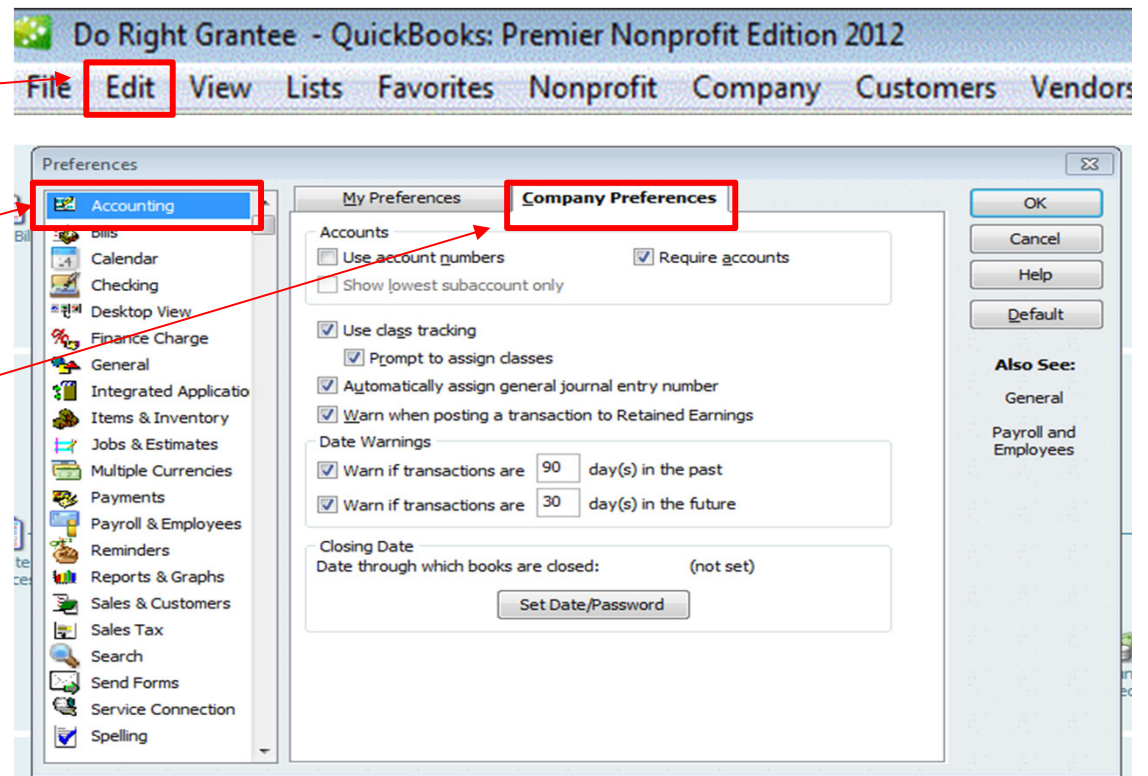
- In QB, “Classes” are used to track account balances by departments, programs, and other meaningful segments of an organization.
- By using the class tracking feature in QB, management can track the associated account balances for each class that is set up.
- When class tracking is turned on, a “Class” field is added to the window(s) where transactions are entered.
- Ledger requirements can be met using classes to record grant-related transactions.



Setting up Class Tracking

If your QB company file was not set up to use classes, you'll need to change the preferences to start using classes.

- In the Main menu, select **Edit > Preferences**.
- On left side menu, scroll to select **Accounting**
- In **Company Preferences** tab, check the box "Use class tracking"
- Click **<OK>** when done



Creating a Class

- In the Main menu, select **Lists** > **Class List**
- If classes have never been used before, the list will be empty
- In **Class** drop-down menu, select **New**
- In the “Class Name” box, add a name for the class (*space is limited so pick a name that makes sense to track*)
- OOG recommends to:
 - Name the class(es) using the OOG + grant # (e.g., OOG-2995102)
 - Create a class for OOG paid expenses
 - Create a class for OOG cash-match*
 - Create a class for OOG in-kind match*
- Click <OK> button when done

*Based on grant budget

The screenshot displays two windows from a software application. The top window, titled 'Class List', contains a table with the following data:

Name
General & Admin
OOG-2995102
CM-OOG5102
IK-OOG5102

Below the table, there are three controls: a dropdown menu labeled 'Class' (highlighted with a red box and a red arrow), a dropdown menu labeled 'Reports', and a checkbox labeled 'Include inactive'. The bottom window, titled 'New Class', has a 'Class Name' text box, a 'Subclass of' dropdown menu, and buttons for 'OK', 'Cancel', and 'Next'. A checkbox labeled 'Class is inactive' is located at the bottom right of this dialog.



Reviewing the Chart of Accounts (COA)

- Compare the grant budget line items to established accounts on your Chart of Accounts (COA)
- Try to mimic account names and sub account names on your COA to those on your grant budget.
- For example, your grant budget may include:
 - Supplies & Direct Operating Expenses (budget category)

- Program Supplies
- Office Supplies
- Printing and Copying
- Internet Service
- Telephone service
- Desktop Computer

Budget Line Items

Name	Type	B...	Attach
• Bank	Bank	-...	
• Accounts Receivable	Accounts Receivable	3...	
• Inventory Asset	Other Current Asset	0...	
• Furniture and Equipment	Fixed Asset	0...	
• Marketable Securities	Other Asset	0...	
• Other Assets	Other Asset	0...	
• Security Deposits Asset	Other Asset	0...	
• Payroll Liabilities	Other Current Liability	0...	
• Other Liabilities	Long Term Liability	0...	
• Opening Balance Equity	Equity	0...	
• Perm. Restricted Net Assets	Equity	0...	
• Temp. Restricted Net Assets	Equity	0...	
• Unrestricted Net Assets	Equity		
• Direct Public Support	Income		
• Corporate Contributions	Income		
• Individ. Business Contributions	Income		
• Federal & State grants	Income		
• In-Kind Revenue	Income		
• Indirect Costs	Expense		
• In-Kind Expenses	Expense		
• Donated Facilities	Expense		
• Donated Services	Expense		
• Donated Goods (Furniture, cloth	Expense		
• Personnel Expenses	Expense		
• Wages & Salary	Expense		
• Fringe Benefits	Expense		
• FICA Expense	Expense		
• Health Insurance	Expense		
• Retirement	Expense		
• Other Fringe	Expense		
• Contract Services	Expense		
• Accounting Fees	Expense		
• Legal Fees	Expense		
• Other Contract Services	Expense		
• Facilities and Equipment	Expense		
• Rent	Expense		
• Utilities	Expense		
• Maintenance	Expense		
• Supplies & Direct Operating	Expense		
• Program Supplies	Expense		
• Office Supplies	Expense		
• Printing and Copying	Expense		
• Internet	Expense		
• Telephone, Telecommunications	Expense		
• Travel	Expense		
• Conference, Registra & Training	Expense		
• Hotel, Meals, other incidentals	Expense		
• Mileage & Car rental	Expense		
• Mileage & Incidentals (Victims)	Expense		
• Other travel	Expense		
• Other Types of Expenses	Expense		
• Insurance - Liability, D and O	Expense		
• Other Costs	Expense		
• Ask My Accountant	Other Expense		

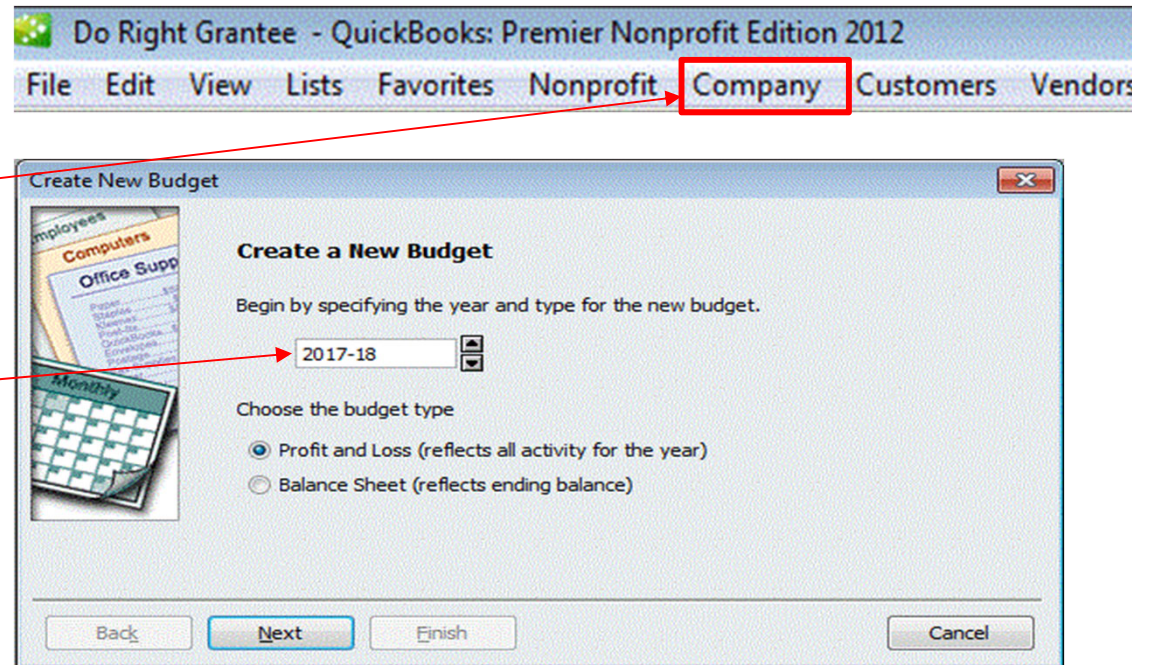
- Create new expense accounts and/or rename existing expense accounts on the COA.



Entering your Grant Budget in QB

Once classes are created, and accounts on your grant budget match accounts on the COA, the next recommended step is to enter your grant budget into QB.

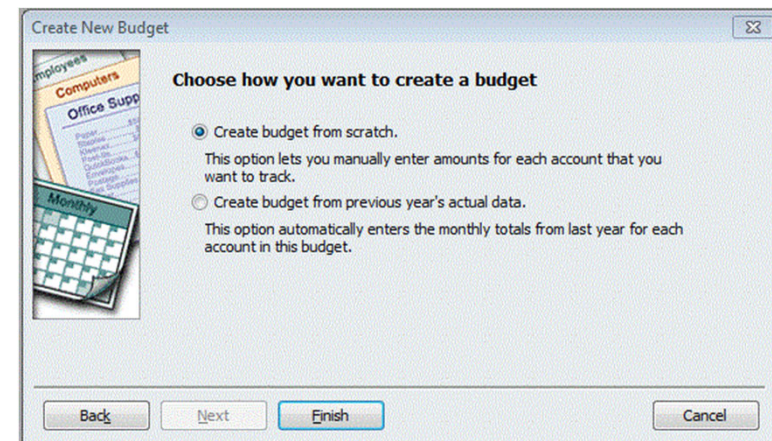
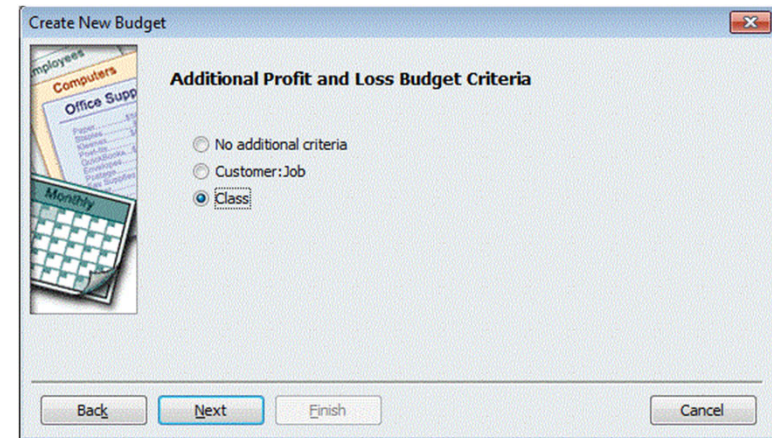
- In the Main menu, select **Company > Planning & Budgeting > Set Up Budgets**
- Select the correct fiscal year (software-generated) and select **Profit & Loss**
- Click **<Next>**



Entering your Grant Budget in QB

(continued)

- In the next window, select “Class” and click <Next>
- In the following window, choose “Create budget from scratch” and click on <Finish>



Entering your Grant Budget in QB

(continued)

- To enter the budget for cash-match and/or in-kind match, use the drop-down menu and select the respective class
- Enter the budget figures per your accepted grant on the first month of the fiscal year.

Set Up Budgets

Budget
FY2017-18 - Profit & Loss by Account and Class

Create New Budget

Current Class
Program X: CM-OOG5102

Account	Annual Total	Oct17	Nov17	Dec17	Jan18	Feb18	Mar18	Apr18	May18	Jun18	Jul18	Aug18	Sep18
Direct Support													
Direct Contributions													
Individ, Business Con...	11,421.00	11,421.00											
Federal & State grants													
OOG Grants													
In-Kind Revenue													
Indirect Costs													
In-Kind Expenses													
Donated Facilities													
In-Kind Volunteers													
Donated Goods (Furni...													
Personnel Expenses													
Wages & Salary	8,100.00	8,100.00											
Fringe Benefits	3,321.00	3,321.00											
Contract Services													
Accounting Fees													
Legal Fees													
Outside Contract Ser...													
Facilities and Equipment													
Equip Rental and Mai...													
Rent													
Utilities													
Operations													
Program Supplies													
Supplies													
Internet													
Printing and Copying													
Telephone, Telecomm...													
Other Types of Expenses													
Insurance - Liability, ...													
Other Costs													
Travel													
Conference, Registra...													
Hotel, Meals, other in...													
Mileage & Car rental													

Copy Across Adjust Row Amounts Clear Save OK Cancel Help



Compare QB Budget to eGrants Budget

- Once budget(s) are entered in QB, run a Budget Overview Report to confirm QB budget agrees to eGrants budget.
- In the Main menu, select **Reports > Budgets & Forecasts > Budget Overview**
- At the next screen, pick the budget year entered <Next>
- Choose “Account by Class” <Next>
- Click <Finish>

Budget Report

This report summarizes your budgeted account balances.

Select the budget to use when generating the budget report:

FY2017-18 - Profit & Loss by Account and Class

Back Next Finish Cancel

Budget Report

Select a report layout for the budget report:

Account by Class
Account by Month
✓ Account by Class
Class by Month

	Class 1	Class 2	Class 3
Sales Income	000.00	000.00	000.00
Misc Income	000.00	000.00	000.00
Rent Expense	000.00	000.00	000.00

Back Next Finish Cancel



Compare QB Budget to eGrants Budget (continued)

- A report with budget amounts will appear on the screen.
- The report will need to be customized in order to:
 - Select desired class(es)
 - Change the date range
 - Change the Margins
 - Change the report title (optional)

	Do-Right Grantee Profit & Loss Budget Overview October 1, 2017 through July 24, 2018				
	General & Admin Oct 1, '17 - Jul 24, 18	OOG-2995102 Oct 1, '17 - Jul 24, 18	CM-OOG5102 Oct 1, '17 - Jul 24, 18	IK-OOG5102 Oct 1, '17 - Jul 24, 18	TOTAL Oct 1, '17 - Jul 24, 18
Ordinary Income/Expense					
Income					
Direct Public Support					
Corporate Contributions	0.00	0.00	0.00	0.00	0.00
Gifts in Kind - Goods	0.00	0.00	0.00	0.00	0.00
Individ, Business Contributions	0.00	0.00	10,470.00	0.00	10,470.00
Federal & State grants	0.00	123,912.00	0.00	0.00	123,912.00
Direct Public Support - Other	0.00	0.00	0.00	0.00	0.00
Total Direct Public Support	0.00	123,912.00	10,470.00	0.00	134,382.00
Indirect Public Support					
United Way, CFC Contributions	0.00	0.00	0.00	0.00	0.00
Indirect Public Support - Other	0.00	0.00	0.00	0.00	0.00
Total Indirect Public Support	0.00	0.00	0.00	0.00	0.00
In-Kind Revenue	0.00	0.00	0.00	13,140.00	13,140.00
Investments					
Interest-Savings, Short-term CD	0.00	0.00	0.00	0.00	0.00
Investments - Other	0.00	0.00	0.00	0.00	0.00
Total Investments	0.00	0.00	0.00	0.00	0.00
Other Types of Income					
Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
Other Types of Income - Other	0.00	0.00	0.00	0.00	0.00
Total Other Types of Income	0.00	0.00	0.00	0.00	0.00
Program Income					
Membership Dues	0.00	0.00	0.00	0.00	0.00
Program Service Fees	0.00	0.00	0.00	0.00	0.00
Program Income - Other	0.00	0.00	0.00	0.00	0.00
Total Program Income	0.00	0.00	0.00	0.00	0.00
Total Income	0.00	123,912.00	10,470.00	13,140.00	147,522.00
Cost of Goods Sold					
Cost of Goods Sold	0.00	0.00	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00	0.00	0.00
Gross Profit	0.00	123,912.00	10,470.00	13,140.00	147,522.00
Expense					
Indirect Costs	0.00	0.00	0.00	0.00	0.00
In-Kind Expenses					
Donated Facilities	0.00	0.00	0.00	1,500.00	1,500.00
Donated Services	0.00	0.00	0.00	11,640.00	11,640.00
Donated Goods (Furniture, cloth)	0.00	0.00	0.00	0.00	0.00
In-Kind Expenses - Other	0.00	0.00	0.00	0.00	0.00
Total In-Kind Expenses	0.00	0.00	0.00	13,140.00	13,140.00
Business Expenses					
Business Registration Fees	0.00	0.00	0.00	0.00	0.00
Business Expenses - Other	0.00	0.00	0.00	0.00	0.00



Create the Grant Budget Overview Report

- On the report ribbon, click on **Customize Report**

Profit & Loss Budget Overview

Customize Report Share Template Memorize Print E-mail Excel Hide Header Collapge Refresh

Dates This Fiscal Year-to-date From 10/01/2017 To 07/24/2018 Columns Class Sort By Default

9:59 AM
07/24/18
Accrual Basis

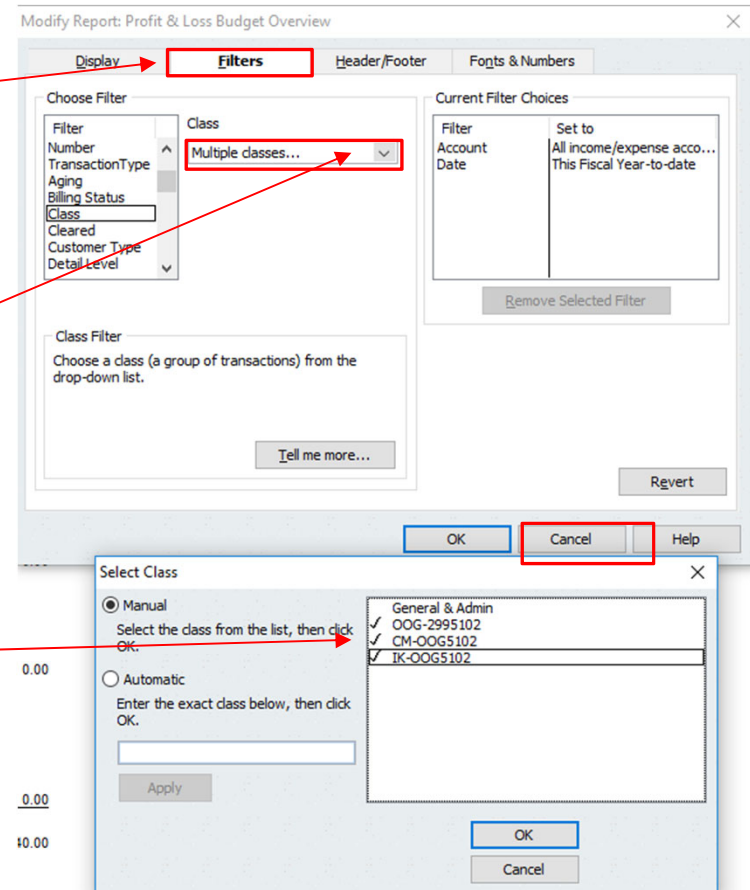
Do-Right Grantee
Profit & Loss Budget Overview
October 1, 2017 through July 24, 2018

	General & Admin	OOG-2995102	CM-OOG5102	IK-OOG5102	TOTAL
Ordinary Income/Expense	Oct 1, '17 - Jul 24, 18	Oct 1, '17 - Jul 24, 18	Oct 1, '17 - Jul 24, 18	Oct 1, '17 - Jul 24, 18	Oct 1, '17 - Jul 24, 18



Create the Grant Budget Overview Report (continued)

- Click on **Filters** tab and scroll down on “Filter” window to select “Class”
- At the “Class” drop down menu, select “Multiple Classes...”
- At “Select Class” window, check the desired class(es) per your grant budget entered in QB
- Click <OK>



Create the Grant Budget Overview Report (continued)

- The desired report now appears on the screen.
- *Optional:* Resize columns by clicking and dragging the diamond shapes (◊)
- Compare the budget totals by class, line item and budget categories to make sure they agree to your grant budget in eGrants.
- See sample report ([Appendix A](#))

Do-Right Grantee
OOG Grant 2995102 Budget Overview
October 2017 through September 2018

	OOG-2995102 ◊ Oct '17 - Sep 18	CM-OOG5102 ◊ Oct '17 - Sep 18	IK-OOG5102 ◊ Oct '17 - Sep 18	TOTAL ◊ Oct '17 - Sep 18
Ordinary Income/Expense				
Income				
Direct Public Support				
Individ, Business Contributions		10,470.00		10,470.00
Federal & State grants	123,912.00			123,912.00
Total Direct Public Support	123,912.00	10,470.00		134,382.00
In-Kind Revenue			13,140.00	13,140.00
Total Income	123,912.00	10,470.00	13,140.00	147,522.00
Gross Profit	123,912.00	10,470.00	13,140.00	147,522.00
Expense				
In-Kind Expenses				
Donated Facilities			1,500.00	1,500.00
Donated Services			11,640.00	11,640.00
Total In-Kind Expenses			13,140.00	13,140.00
Personnel Expenses				
Wages & Salary	75,200.00	7,000.00		82,200.00
Fringe Benefits	30,832.00	2,870.00		33,702.00
Total Personnel Expenses	106,032.00	9,870.00		115,902.00
Facilities and Equipment				
Rent	6,000.00			6,000.00
Utilities	2,400.00	600.00		3,000.00
Total Facilities and Equipment	8,400.00	600.00		9,000.00
Supplies & Direct Operating				
Program Supplies	800.00			800.00
Office Supplies	1,500.00			1,500.00
Printing and Copying	1,200.00			1,200.00
Internet	1,300.00			1,300.00
Telephone, Telecommunications	1,100.00			1,100.00
Total Supplies & Direct Operating	5,900.00			5,900.00
Travel				
Conference, Registra & Training	300.00			300.00
Hotel, Meals, other incidentals	1,540.00			1,540.00
Mileage & Car rental	940.00			940.00
Mileage & Incidentals (Victims)	800.00			800.00
Total Travel	3,580.00			3,580.00
Total Expense	123,912.00	10,470.00	13,140.00	147,522.00
Net Ordinary Income	0.00	0.00	0.00	0.00
Net Income	0.00	0.00	0.00	0.00



Entering transactions using classes

- Now that the budget and classes are created, you are ready to start allocating income and expense transactions to each respective class.
- For expense accounts whose costs are shared, separate line items of the same expense account will need to be entered by the user and the appropriate amount (as determined by the grantee/budget) will be allocated to its respective class.
- QB will warn you when a line item is not assigned a class. (Balance sheet accounts do not need to be classified.)

Account	Debit	Credit	Memo	Name	B.	Class
Personnel Expenses:Wages & Salary	800.00		Position 1	Employee Name 3		OOG-2995102
Personnel Expenses:Wages & Salary	200.00		Position 1 - Cash match	Employee Name 3		CM-OOG5102
Personnel Expenses:Fringe Benefits:FICA Expense	61.20		Position 1	Employee Name 3		OOG-2995102
Personnel Expenses:Fringe Benefits:FICA Expense	15.30		Position 1 - cash match	Employee Name 3		CM-OOG5102
Personnel Expenses:Wages & Salary	500.00		Position 2	Employee Name 1		OOG-2995102
Personnel Expenses:Wages & Salary	200.00		Position 2 - cash match	Employee Name 1		CM-OOG5102
Personnel Expenses:Fringe Benefits:FICA Expense	38.25		Position 2	Employee Name 1		OOG-2995102
Personnel Expenses:Fringe Benefits:FICA Expense	15.30		Position 2 - cash match	Employee Name 1		CM-OOG5102
Bank		1,830.05				
Totals	1,830.05	1,830.05				

* Sample entry not intended to reflect organization's process for entering personnel expenditures.



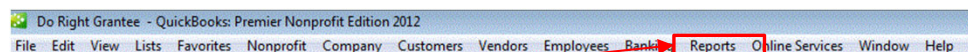
Using reports to review & report grant expenditures

- Once all transactions are entered in QB, reconciled to the bank statements, and correct amounts are allocated to their respective class(es), reports can be generated:
- A Profit & Loss Detail report (QB built-in) is generated and customized for obtaining:
 - A Grant Ledger
 - A Cash Match Ledger (if applicable)
 - An In-Kind Match Ledger (optional)
- Budget-vs-Actual Reports are used for comparing grant budget expenditures to actual expenditures incurred. Comparing budget to actual expenses helps to avoid budget overruns.



Using the Profit & Loss Detail to create ledgers

- In the Main menu, select Reports > Company & Financial > Profit & Loss Detail (P&L)
- Once you see the P&L Detail report on the screen, you can modify the report to eliminate unnecessary columns (“Clr” “Split” & “Balance”) and increase column width of other more important columns (“Name” and “Memo”), as needed.
- Additionally, some versions of QB do not provide the correct name (under the “Name” column) associated with each transaction. In order to obtain the correct data, customization of the report is recommended.

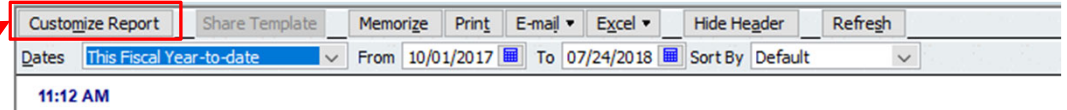


Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Income									
Direct Public Support									
Individ, Business Contributions									
General Journal	10/31/2017	8	Foundation XYZ	Allocate cas...	General...		Individ, Busin...	-767.12	-767.12
General Journal	10/31/2017	8	Foundation XYZ	Allocate cas...	CM-OOG...		Individ, Busin...	767.12	0.00
General Journal	11/30/2017	8	Foundation XYZ	Allocate cas...	General...		Individ, Busin...	-767.12	-767.12
General Journal	11/30/2017	8	Foundation XYZ	Allocate cas...	CM-OOG...		Individ, Busin...	767.12	0.00
General Journal	12/31/2017	10	Foundation XYZ	Donation Re...	General...		Bank	5,000.00	5,000.00
General Journal	12/31/2017	9	Foundation XYZ	Allocate cas...	General...		Individ, Busin...	-767.12	4,232.88
General Journal	12/31/2017	9	Foundation XYZ	Allocate cas...	CM-OOG...		Individ, Busin...	767.12	5,000.00
General Journal	01/31/2018	10	Foundation XYZ	Allocate cas...	General...		Individ, Busin...	-767.12	4,232.88
General Journal	01/31/2018	10	Foundation XYZ	Allocate cas...	CM-OOG...		Individ, Busin...	767.12	5,000.00
Total Individ, Business Contributions								5,000.00	5,000.00
Federal & State grants									
Invoice	10/31/2017	1	Office of the Gove...	FSR OCT 20...	OOG-29...		Accounts Re...	10,548.85	10,548.85
Invoice	11/30/2017	2	Office of the Gove...	FSR for the ...	OOG-29...		Accounts Re...	9,154.72	19,703.57
Invoice	12/31/2017	3	Office of the Gove...	FSR for the ...	OOG-29...		Accounts Re...	9,960.74	29,664.31
Invoice	01/31/2018	4	Office of the Gove...	FSR for the ...	OOG-29...		Accounts Re...	9,155.07	38,819.38
Total Federal & State grants								38,819.38	38,819.38
Total Direct Public Support									
								43,819.38	43,819.38
In-Kind Revenue									
General Journal	10/31/2017		Volunteer 1	10-2017 Vo...	IK-OOG...		In-Kind Volun...	700.00	700.00
General Journal	10/31/2017		Volunteer 1	10-2017 inte...	IK-OOG...		In-Kind Volun...	588.00	1,288.00
General Journal	11/30/2017		Volunteer 1	11-2017 Vo...	IK-OOG...		In-Kind Volun...	480.00	1,768.00
General Journal	11/30/2017		Volunteer 1	11-2017 inte...	IK-OOG...		In-Kind Volun...	588.00	2,356.00
General Journal	12/31/2017		Volunteer 1	12-2017 Vo...	IK-OOG...		In-Kind Volun...	700.00	3,056.00
General Journal	12/31/2017		Volunteer 1	12-2017 inte...	IK-OOG...		In-Kind Volun...	574.00	3,630.00
General Journal	01/31/2018		Volunteer 2	01-2018 Vo...	IK-OOG...		In-Kind Volun...	640.00	4,270.00
General Journal	01/31/2018		Volunteer 2	01-2018 inte...	IK-OOG...		In-Kind Volun...	588.00	4,858.00
Total In-Kind Revenue								4,858.00	4,858.00
Total Income								48,677.38	48,677.38
Gross Profit								48,677.38	48,677.38
Expense									
Indirect Costs									
General Journal	10/31/2017			Indirect Cos...	OOG-29...		Indirect costs...	976.85	976.85
Total Indirect Costs								976.85	976.85
In-Kind Expenses									

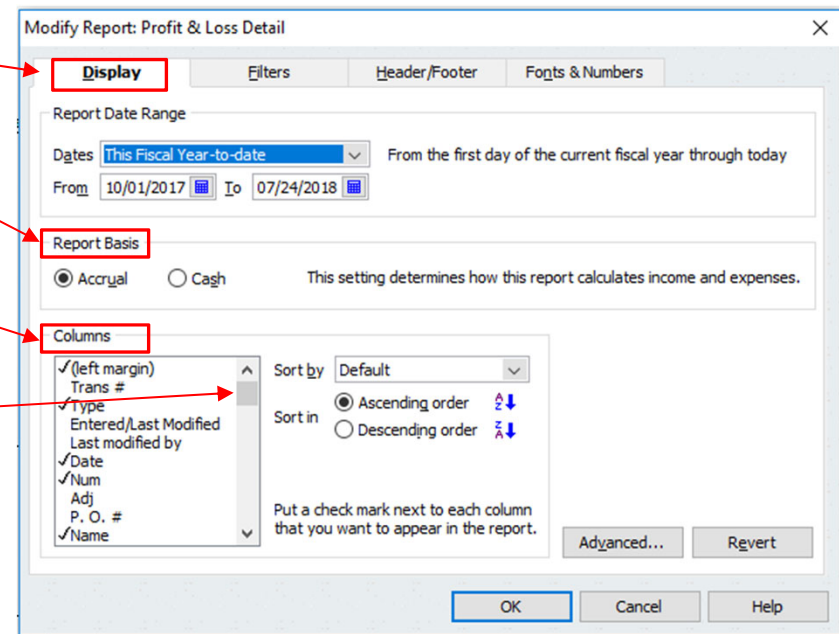


Customizing the P&L Detail report

- In the report ribbon, click on **Customize Report**



- In the **Display** tab, change the dates
- Select the appropriate Report Basis
- Under the Columns section, scroll down and:
 - Uncheck "Name"
 - Check "Source Name"
 - Uncheck "Class"
 - Uncheck "Balance"
- Click <OK> when done



Customizing the P&L Detail report (continued)

- The report must also be customized to filter for the desired class.
- At the Modify Report window, select the Filters tab
- Scroll down on Filter to select “Class”
- At the “Class” drop down menu, select the respective class:
 - OOG #
 - CM#
 - IK#
- Click <OK> when done

The screenshot shows the 'Modify Report: Grant Ledger' dialog box with the 'Filters' tab selected. The 'Choose Filter' section has 'Class' selected in the filter list. The 'Class' dropdown menu is open, showing options: 'OOG-2995102', 'All classes', 'Multiple classes...', 'General & Admin', 'OOG-2995102', 'CM-OOG5102', and 'IK-OOG5102'. The 'Current Filter Choices' table shows 'Class' set to 'OOG-2995102'. The 'Class Filter' section contains the text: 'Choose a class (a group of transactions) from the drop-down list.' and a 'Tell me more...' button. The dialog has 'OK', 'Cancel', and 'Help' buttons at the bottom.

Filter	Set to
Account	All income/expense acco...
Date	Custom
Class	OOG-2995102



Customizing the P&L Detail report (continued)

- Click on the Header/Footer tab
- At “Report Title” change the name from “Profit & Loss Detail” to one of the following:
 - Grant Ledger
 - Cash Match Ledger
 - In-Kind Match Ledger
- It is recommended to also include the grant Name or # in the name of the report
- Click <OK> when done

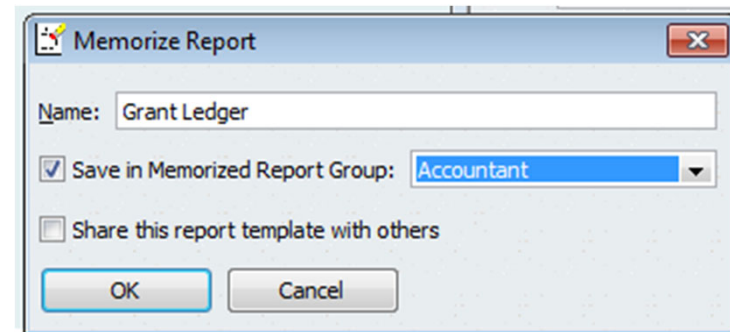
The screenshot shows the 'Modify Report: Profit & Loss Detail' dialog box with the 'Header/Footer' tab selected. The 'Report Title' field is set to 'Grant Ledger'. The 'Show Header Information' section is checked, and the 'Show Footer Information' section is also checked. A preview window on the right shows a sample P&L report with columns for Time, Date, Basis, Company, Title, and Subtitle.

Line/Exp Description	Qty	5555
Ordinary Income		0.00
Car Allowance		0.00
Counseling Fee		0.00
Dividends		0.00
Interest		0.00
Other - Dividends		0.00
Total - Dividends		0.00
Draw - P-C Salary		0.00
Gifts Received		0.00
Interest Expense		14.55
Rent Income		0.00
Salary		0.00
Drawn		0.00
Profit Sharing		0.00
Other - Salary		5,823.52
Total - Salary		5,823.52



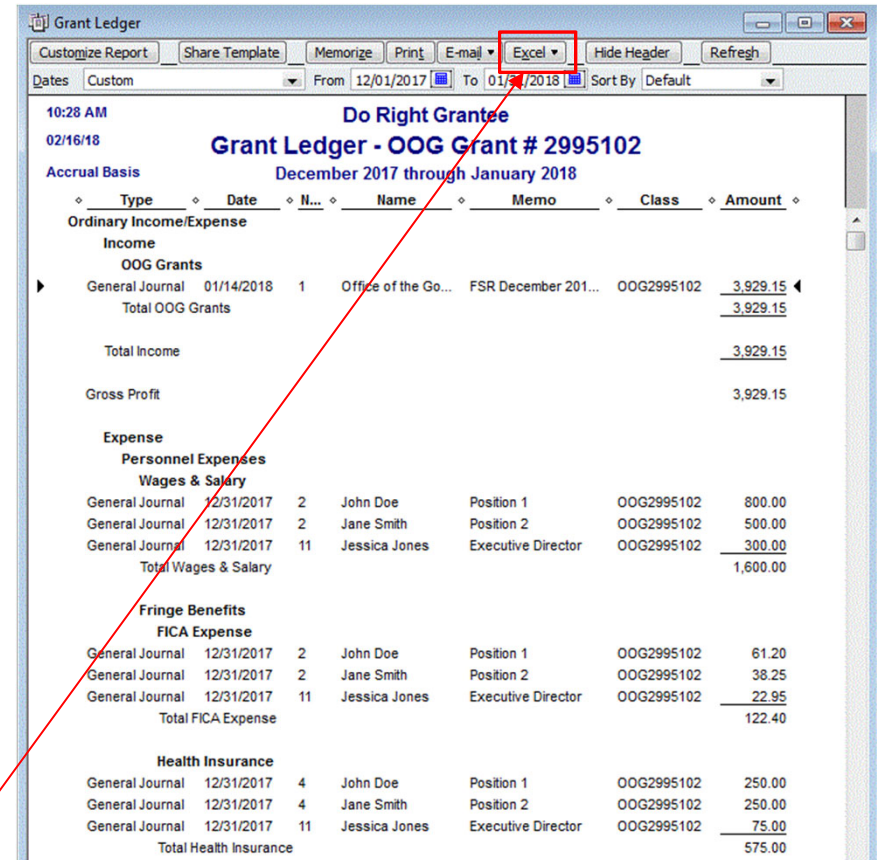
Memorizing the report for future use

- Click the <Memorize> button from the report ribbon.
- In the **Memorize Report** window,
 - Enter a name for the memorized report.
 - Select the group where to save the report or create a new group (remember where report is saved).
 - Click <OK> when done.
- The same report can be retrieved from the memorized report list, and customized for other ledgers (cash match & in-kind match) by changing the filters, renaming the report, and memorizing for future use.



Retrieving memorized reports

- In the Main menu, click on Reports > Memorized Reports
- Select the group location where the report was originally saved.
- Click on the name of the report (as created).
- Change the dates, filter for the desired class, rename the report, and memorize for future retrieval.
- See sample reports:
 - Grant Ledger ([Appendix B](#))
 - Cash Match Ledger ([Appendix C](#))
 - In-Kind Match Ledger ([Appendix D](#))
- Additionally, all reports can be exported to Excel by using the Excel button.



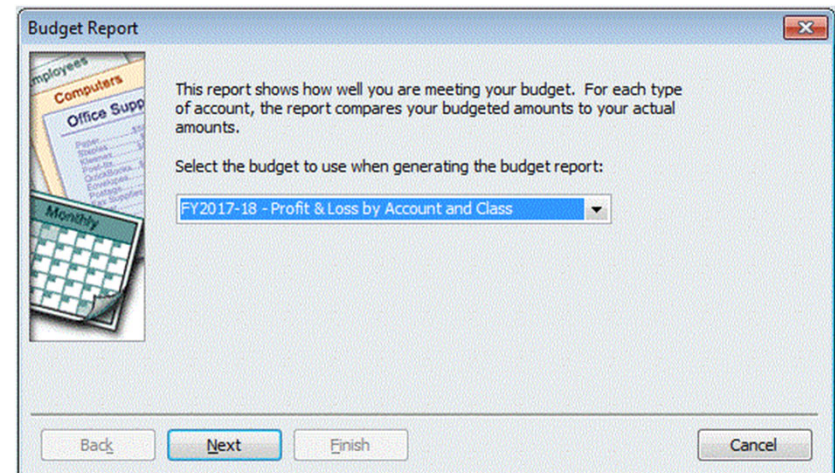
The screenshot shows the 'Grant Ledger' application window. The title bar reads 'Grant Ledger'. The menu bar includes 'Customize Report', 'Share Template', 'Memorize', 'Print', 'E-mail', 'Excel', 'Hide Header', and 'Refresh'. The 'Excel' button is highlighted with a red box. Below the menu bar, there are date filters: 'Dates Custom', 'From 12/01/2017', 'To 01/31/2018', and 'Sort By Default'. The main content area displays a report titled 'Do Right Grantee' and 'Grant Ledger - OOG Grant # 2995102' for the period 'December 2017 through January 2018'. The report is based on an 'Accrual Basis'. It shows a table of transactions with columns for Type, Date, N..., Name, Memo, Class, and Amount. The report is categorized into Ordinary Income/Expense, Income, OOG Grants, Personnel Expenses, Fringe Benefits, and Health Insurance. A red arrow points from the 'Excel' button in the screenshot to the text 'Excel' in the final bullet point of the list on the left.

Type	Date	N...	Name	Memo	Class	Amount
Ordinary Income/Expense						
Income						
OOG Grants						
General Journal	01/14/2018	1	Office of the Go...	FSR December 201...	OOG2995102	3,929.15
Total OOG Grants						3,929.15
Total Income						3,929.15
Gross Profit						3,929.15
Expense						
Personnel Expenses						
Wages & Salary						
General Journal	12/31/2017	2	John Doe	Position 1	OOG2995102	800.00
General Journal	12/31/2017	2	Jane Smith	Position 2	OOG2995102	500.00
General Journal	12/31/2017	11	Jessica Jones	Executive Director	OOG2995102	300.00
Total Wages & Salary						1,600.00
Fringe Benefits						
FICA Expense						
General Journal	12/31/2017	2	John Doe	Position 1	OOG2995102	61.20
General Journal	12/31/2017	2	Jane Smith	Position 2	OOG2995102	38.25
General Journal	12/31/2017	11	Jessica Jones	Executive Director	OOG2995102	22.95
Total FICA Expense						122.40
Health Insurance						
General Journal	12/31/2017	4	John Doe	Position 1	OOG2995102	250.00
General Journal	12/31/2017	4	Jane Smith	Position 2	OOG2995102	250.00
General Journal	12/31/2017	11	Jessica Jones	Executive Director	OOG2995102	75.00
Total Health Insurance						575.00



Running Budget vs. Actual Reports

- In the Main menu, select Reports > Budgets & Forecasts > Budget vs. Actual
- Select the correct budget year <Next>
- Select “Account by Class” <Next>
- <Finish>



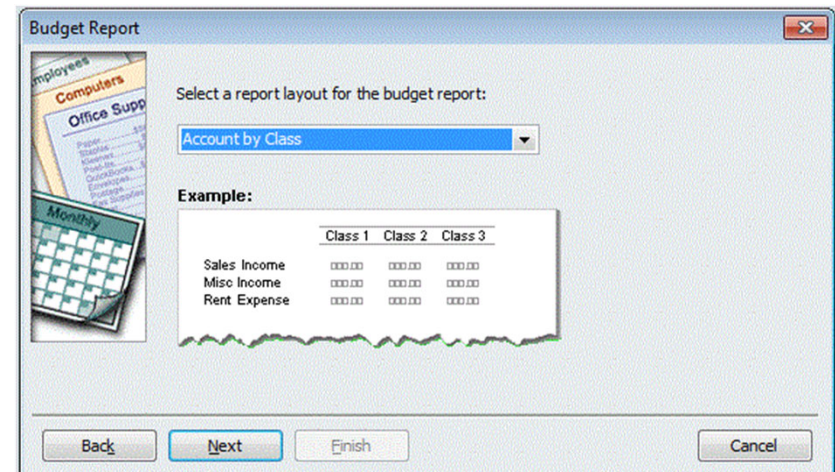
Budget Report

This report shows how well you are meeting your budget. For each type of account, the report compares your budgeted amounts to your actual amounts.

Select the budget to use when generating the budget report:

FY2017-18 - Profit & Loss by Account and Class

Back Next Finish Cancel



Budget Report

Select a report layout for the budget report:

Account by Class

Example:

	Class 1	Class 2	Class 3
Sales Income	000.00	000.00	000.00
Misc Income	000.00	000.00	000.00
Rent Expense	000.00	000.00	000.00

Back Next Finish Cancel



Modifying the Budget vs. Actual Report

Customize the report:

- At **Display** tab:
 - Change the dates (always run from first day of fiscal year to the end of the month being analyzed)
 - Uncheck the box “% of Budget”
 - Click on the <Advanced> button.
 - Under Display Rows, select “Non-Zero”
- At the **Filters** tab:
 - Select desired class

Modify Report: Profit & Loss Budget vs. Actual

Display | Filters | Header/Footer | Fonts & Numbers

Report Date Range

Dates: This Fiscal Year-to-date From the first day of the current fiscal year through today

From: 10/01/2017 To: 04/23/2018

Report Basis

Accrual Cash This setting determines how this report calculates income and expenses.

Columns and Rows

Display columns by: Class across the top.

Add subcolumns for

Show Actuals % of Budget

Sort by: Default

Sort in: Ascending order Descending order

Advanced... | Revert

OK | Cancel | Help

Advanced Options

Display Rows

Active All Non-zero

Display Columns

Active All Non-zero

Reporting Calendar

Fiscal Year Calendar Year Income Tax Year

Show only rows and columns with budgets

OK | Cancel | Help



Modifying the Budget vs. Actual Report (continued)

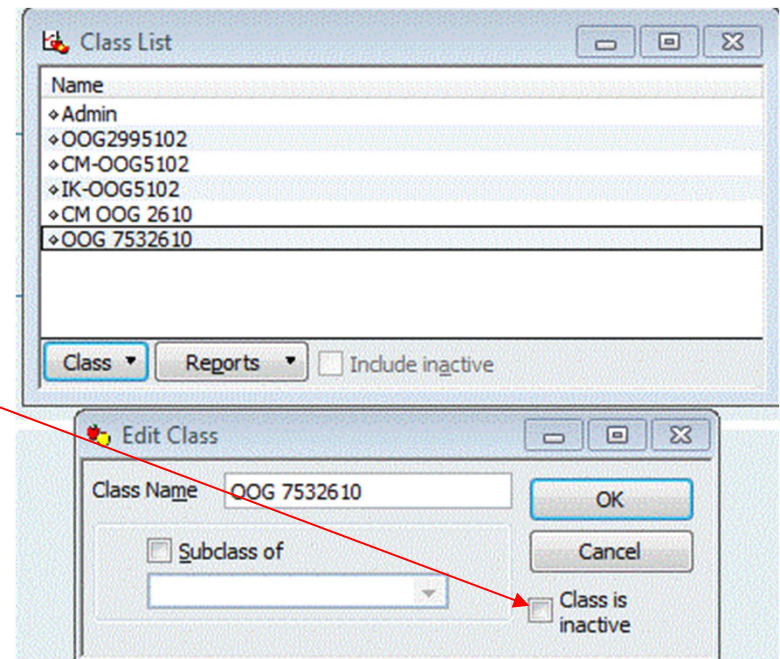
- At the report ribbon, **Columns** section, scroll down to select “Total only”
- Change the margins of the report for easy viewing purposes as desired
- Change the title of the report
- Memorize the report
- See sample reports:
 - Budget vs Actual - OOG ([Appendix E](#))
 - Budget vs Actual - CM ([Appendix F](#))
 - Budget vs Actual - IKM ([Appendix G](#))
 - Budget vs Actual - all classes ([Appendix H](#))

	Oct '17 - Jan 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Direct Public Support			
Federal & State grants	38,819.38	114,712.00	-75,892.62
Total Direct Public Support	38,819.38	114,712.00	-75,892.62
Total Income	38,819.38	114,712.00	-75,892.62
Gross Profit	38,819.38	114,712.00	-75,892.62
Expense			
Indirect Costs	976.85		
Personnel Expenses			
Wages & Salary	25,066.68	75,200.00	-50,133.32
Fringe Benefits			
FICA Expense	1,917.60		
Health Insurance	4,400.00		
Retirement	1,253.32		
Fringe Benefits - Other	0.00	30,832.00	-30,832.00
Total Fringe Benefits	7,570.92	30,832.00	-23,261.08
Total Personnel Expenses	32,637.60	106,032.00	-73,394.40
Facilities and Equipment			
Rent	2,000.00	6,000.00	-4,000.00
Utilities	792.88	2,400.00	-1,607.12
Total Facilities and Equipment	2,792.88	8,400.00	-5,607.12
Operations			
Program Supplies	258.74	800.00	-541.26
Office Supplies	412.27	1,500.00	-1,087.73
Printing and Copying	400.00	1,200.00	-800.00
Internet	433.32	1,300.00	-866.68
Telephone, Telecommunications	365.07	1,100.00	-734.93
Total Operations	1,869.40	5,900.00	-4,030.60
Travel			
Conference, Registra & Training	300.00	300.00	0.00
Hotel, Meals, other incidentals	167.65	1,540.00	-1,372.35
Mileage & Car rental	75.00	940.00	-865.00
Mileage & Incidentals (Victims)	0.00	800.00	-800.00
Total Travel	542.65	3,580.00	-3,037.35
Total Expense	38,819.38	123,912.00	-85,092.62
Net Ordinary Income	0.00	-9,200.00	9,200.00
Net Income	0.00	-9,200.00	9,200.00



Deactivating Class(es) for closed grants

- Once a grant is closed, and no additional transactions need to be posted, the class(es) should be deactivated
- In the Main menu select Lists -> Class List
- Double click on the respective class
- Check the box “Class is inactive” to deactivate the class
- Once a class has been deactivated, no future transactions may be allocated to that class.
- Class(es) may be re-activated (by unchecking the box) in case adjusting entries are needed after a review and the final FSR has been submitted.



Creating new Class(es) for new grants

- New class(es) should be created every time a new grant is awarded by OOG.
- OOG requires separate grant ledgers by grant award.
- Co-mingling grant fund transactions is not allowed.
- See steps for guidance on creating class(es)



Analyzing your grant

- Analysis of your overall grant and comparison to the FSR is achieved by running other types of reports.
- A Profit & Loss by Class will allow you to view *summary* data for the multiple classes as set up in QB (varies depending on grant budget).
- See sample report ([Appendix I](#))

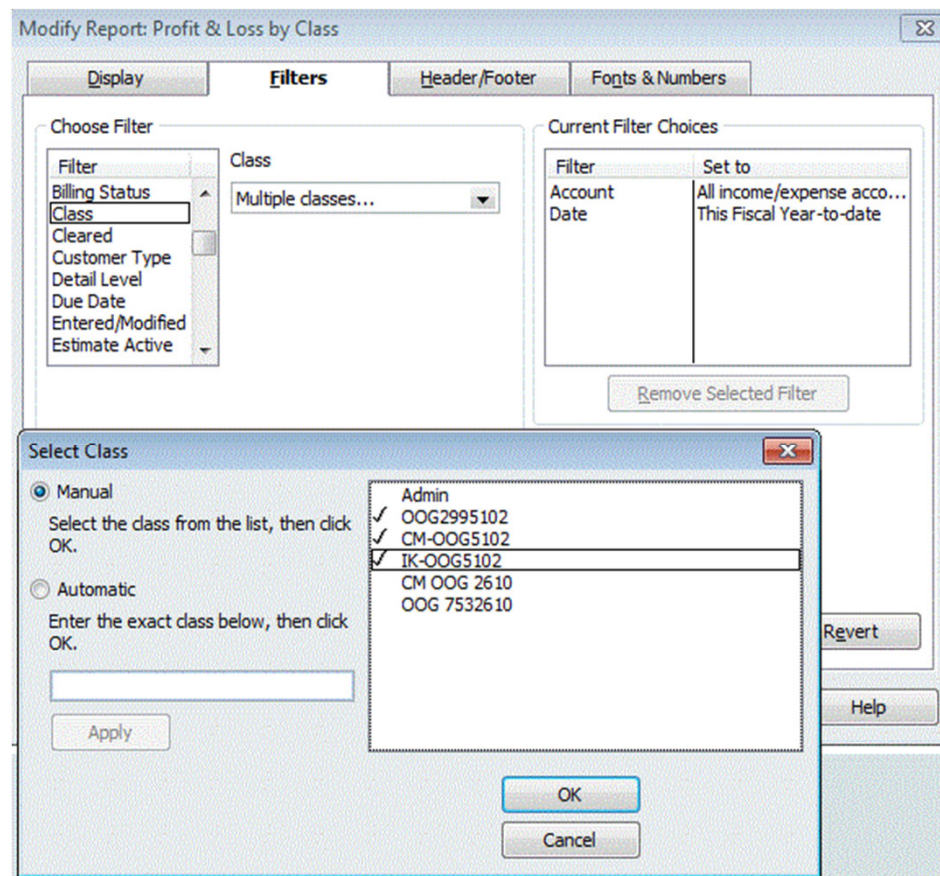
Do-Right Grantee
OOG Grant 2995102
October 2017 through January 2018

	◊ OOG-2995...	◊ CM-OOG5...	◊ IK-OOG5102 ◊	◊ TOTAL ◊
Ordinary Income/Expense				
Income				
Direct Public Support				
Individ, Business Contributions ▶	0.00	3,068.48	0.00	3,068.48
Federal & State grants	<u>38,819.38</u>	<u>0.00</u>	<u>0.00</u>	<u>38,819.38</u>
Total Direct Public Support	38,819.38	3,068.48	0.00	41,887.86
In-Kind Revenue	<u>0.00</u>	<u>0.00</u>	<u>4,858.00</u>	<u>4,858.00</u>
Total Income	<u>38,819.38</u>	<u>3,068.48</u>	<u>4,858.00</u>	<u>46,745.86</u>
Gross Profit	38,819.38	3,068.48	4,858.00	46,745.86
Expense				
Indirect Costs				
In-Kind Expenses				
In-Kind Volunteers	<u>0.00</u>	<u>0.00</u>	<u>4,858.00</u>	<u>4,858.00</u>
Total In-Kind Expenses	0.00	0.00	4,858.00	4,858.00
Personnel Expenses				
Wages & Salary	25,066.68	2,333.32	0.00	27,400.00
Fringe Benefits				
FICA Expense	1,917.60	178.48	0.00	2,096.08
Health Insurance	4,400.00	440.00	0.00	4,840.00
Retirement	<u>1,253.32</u>	<u>116.68</u>	<u>0.00</u>	<u>1,370.00</u>
Total Fringe Benefits	<u>7,570.92</u>	<u>735.16</u>	<u>0.00</u>	<u>8,306.08</u>
Total Personnel Expenses	32,637.60	3,068.48	0.00	35,706.08
Facilities and Equipment				
Rent	2,000.00	0.00	0.00	2,000.00
Utilities	<u>792.88</u>	<u>0.00</u>	<u>0.00</u>	<u>792.88</u>
Total Facilities and Equipment	2,792.88	0.00	0.00	2,792.88
Operations				
Program Supplies	258.74	0.00	0.00	258.74
Office Supplies	412.27	0.00	0.00	412.27
Printing and Copying	400.00	0.00	0.00	400.00
Internet	433.32	0.00	0.00	433.32
Telephone, Telecommunications	<u>365.07</u>	<u>0.00</u>	<u>0.00</u>	<u>365.07</u>
Total Operations	1,869.40	0.00	0.00	1,869.40
Travel				
Conference, Registra & Training	300.00	0.00	0.00	300.00
Hotel, Meals, other incidentals	167.65	0.00	0.00	167.65
Mileage & Car rental	<u>75.00</u>	<u>0.00</u>	<u>0.00</u>	<u>75.00</u>
Total Travel	<u>542.65</u>	<u>0.00</u>	<u>0.00</u>	<u>542.65</u>
Total Expense	<u>38,819.38</u>	<u>3,068.48</u>	<u>4,858.00</u>	<u>46,745.86</u>
Net Ordinary Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>



Running reports to include multiple Classes

- Select **Reports** from the Main Menu > Company & Financial > **Profit & Loss by Class**
- Customize and filter by “Class” selecting “Multiple classes”.
- Check the class(es) you wish to view.
- Change the dates, adjust the margins, rename and memorize the report.



Summarizing what you've learned

- ✓ Grant-funded organizations must maintain ledgers created from their accounting system
- ✓ If using QB accounting software, this guide provides recommendations to meet OOG's reporting requirements
- ✓ Using class tracking in QB allows your organization to create:
 - Grant budgets
 - Grant ledgers
 - Cash-match ledgers
 - In-kind match ledgers
- ✓ Reports requested by OOG during a financial review can be easily created, edited, and memorized
- ✓ Ledgers can be retrieved and used for submitting the FSR
- ✓ Budget-vs.-Actual reports help keep track of grant expenditures and budget balances
- ✓ Summary reports can be generated for analyzing the overall grant





Appendices

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Accrual Basis

Do-Right Grantee
OOG Grant 2995102 Budget Overview
October 2017 through September 2018

Appendix
A

	<u>OOG-2995102</u>	<u>CM-OOG5102</u>	<u>IK-OOG5102</u>	<u>TOTAL</u>
	<u>Oct '17 - Sep 18</u>	<u>Oct '17 - Sep 18</u>	<u>Oct '17 - Sep 18</u>	<u>Oct '17 - Sep 18</u>
Ordinary Income/Expense				
Income				
Direct Public Support				
Individ, Business Contributions		10,470.00		10,470.00
Federal & State grants	123,912.00			123,912.00
Total Direct Public Support	123,912.00	10,470.00		134,382.00
In-Kind Revenue			13,140.00	13,140.00
Total Income	123,912.00	10,470.00	13,140.00	147,522.00
Gross Profit	123,912.00	10,470.00	13,140.00	147,522.00
Expense				
In-Kind Expenses				
Donated Facilities			1,500.00	1,500.00
Donated Services			11,640.00	11,640.00
Total In-Kind Expenses			13,140.00	13,140.00
Personnel Expenses				
Wages & Salary	75,200.00	7,000.00		82,200.00
Fringe Benefits	30,832.00	2,870.00		33,702.00
Total Personnel Expenses	106,032.00	9,870.00		115,902.00
Facilities and Equipment				
Rent	6,000.00			6,000.00
Utilities	2,400.00	600.00		3,000.00
Total Facilities and Equipment	8,400.00	600.00		9,000.00
Supplies & Direct Operating				
Program Supplies	800.00			800.00
Office Supplies	1,500.00			1,500.00
Printing and Copying	1,200.00			1,200.00
Internet	1,300.00			1,300.00
Telephone, Telecommunications	1,100.00			1,100.00
Total Supplies & Direct Operating	5,900.00			5,900.00
Travel				
Conference, Registra & Training	300.00			300.00
Hotel, Meals, other Incidentals	1,540.00			1,540.00
Mileage & Car rental	940.00			940.00
Mileage & Incidentals (Victims)	800.00			800.00
Total Travel	3,580.00			3,580.00
Total Expense	123,912.00	10,470.00	13,140.00	147,522.00
Net Ordinary Income	0.00	0.00	0.00	0.00
Net Income	0.00	0.00	0.00	0.00



**Appendix
B
(1 of 3)**

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Accrual Basis

**Do-Right Grantee
Grant Ledger - OOG Grant 2995102
October 2017 through January 2018**

Type	Date	Num	Name	Memo	Amount
Ordinary Income/Expense					
Income					
Direct Public Support					
Federal & State grants					
Invoice	10/31/2017	1	Office of the Governor	FSR OCT 2017	10,548.85
Invoice	11/30/2017	2	Office of the Governor	FSR for the month of Nov 2017	9,154.72
Invoice	12/31/2017	3	Office of the Governor	FSR for the month of Dec 2017	9,960.74
Invoice	1/31/2018	4	Office of the Governor	FSR for the month of Jan 2018	9,155.07
Total Federal & State grants					38,819.38
Total Direct Public Support					38,819.38
Total Income					38,819.38
Gross Profit					38,819.38
Expense					
Indirect Costs					
General Journal	10/31/2017			Indirect Cost OOG	976.85
Total Indirect Costs					976.85
Personnel Expenses					
Wages & Salary					
General Journal	10/30/2017		Employee 1	Clinical Dir OOG 20%	766.67
General Journal	10/31/2017		Employee 2	Advocate II - OOG 80%	2,333.33
General Journal	10/31/2017		Employee 3	Advocate I 100%	3,166.67
General Journal	11/30/2017		Employee 1	Clinical Dir OOG 20%	766.67
General Journal	11/30/2017		Employee 2	Advocate II - OOG 80%	2,333.33
General Journal	11/30/2017		Employee 3	Advocate I 100%	3,166.67
General Journal	12/31/2017		Employee 1	Clinical Dir OOG 20%	766.67
General Journal	12/31/2017		Employee 2	Advocate II - OOG 80%	2,333.33
General Journal	12/31/2017		Employee 3	Advocate I 100%	3,166.67
General Journal	1/31/2018		Employee 1	Clinical Dir OOG 20%	766.67
General Journal	1/31/2018		Employee 2	Advocate II - OOG 80%	2,333.33
General Journal	1/31/2018		Employee 3	Advocate I 100%	3,166.67
Total Wages & Salary					25,066.68
Fringe Benefits					
FICA Expense					
General Journal	10/30/2017		Employee 1	Clinical Dir OOG 20%	58.65
General Journal	10/31/2017		Employee 2	Advocate II - OOG 80%	178.50
General Journal	10/31/2017		Employee 3	Advocate I 100%	242.25
General Journal	11/30/2017		Employee 1	Clinical Dir OOG 20%	58.65
General Journal	11/30/2017		Employee 2	Advocate II - OOG 80%	178.50
General Journal	11/30/2017		Employee 3	Advocate I 100%	242.25
General Journal	12/31/2017		Employee 1	Clinical Dir OOG 20%	58.65
General Journal	12/31/2017		Employee 2	Advocate II - OOG 80%	178.50
General Journal	12/31/2017		Employee 3	Advocate I 100%	242.25
General Journal	1/31/2018		Employee 1	Clinical Dir OOG 20%	58.65
General Journal	1/31/2018		Employee 2	Advocate II - OOG 80%	178.50
General Journal	1/31/2018		Employee 3	Advocate I 100%	242.25
Total FICA Expense					1,917.60
Health Insurance					
General Journal	10/30/2017		Employee 1	Clinical Dir OOG 20%	110.00
General Journal	10/31/2017		Employee 2	Advocate II - OOG 80%	440.00
General Journal	10/31/2017		Employee 3	Advocate I 100%	550.00
General Journal	11/30/2017		Employee 1	Clinical Dir OOG 20%	110.00
General Journal	11/30/2017		Employee 2	Advocate II - OOG 80%	440.00
General Journal	11/30/2017		Employee 3	Advocate I 100%	550.00
General Journal	12/31/2017		Employee 1	Clinical Dir OOG 20%	110.00
General Journal	12/31/2017		Employee 2	Advocate II - OOG 80%	440.00
General Journal	12/31/2017		Employee 3	Advocate I 100%	550.00
General Journal	1/31/2018		Employee 1	Clinical Dir OOG 20%	110.00
General Journal	1/31/2018		Employee 2	Advocate II - OOG 80%	440.00
General Journal	1/31/2018		Employee 3	Advocate I 100%	550.00
Total Health Insurance					4,400.00



**Appendix
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Accrual Basis

**Do-Right Grantee
Grant Ledger - OOG Grant 2995102
October 2017 through January 2018**

Type	Date	Num	Name	Memo	Amount
Retirement					
General Journal	10/30/2017		Employee 1	Clinical Dir OOG 20%	38.33
General Journal	10/31/2017		Employee 2	Advocate II - OOG 80%	116.67
General Journal	10/31/2017		Employee 3	Advocate I 100%	158.33
General Journal	11/30/2017		Employee 1	Clinical Dir OOG 20%	38.33
General Journal	11/30/2017		Employee 2	Advocate II - OOG 80%	116.67
General Journal	11/30/2017		Employee 3	Advocate I 100%	158.33
General Journal	12/31/2017		Employee 1	Clinical Dir OOG 20%	38.33
General Journal	12/31/2017		Employee 2	Advocate II - OOG 80%	116.67
General Journal	12/31/2017		Employee 3	Advocate I 100%	158.33
General Journal	1/31/2018		Employee 1	Clinical Dir OOG 20%	38.33
General Journal	1/31/2018		Employee 2	Advocate II - OOG 80%	116.67
General Journal	1/31/2018		Employee 3	Advocate I 100%	158.33
Total Retirement					1,253.32
Total Fringe Benefits					7,570.92
Total Personnel Expenses					32,637.60
Facilities and Equipment					
Rent					
Check	10/1/2017	1210	Landlord	Rent - OOG	500.00
Check	11/1/2017	1231	Landlord	Rent - OOG	500.00
Check	12/1/2017	1239	Landlord	Rent - OOG	500.00
Check	1/1/2018	1261	Landlord	Rent - OOG	500.00
Total Rent					2,000.00
Utilities					
Check	10/31/2017	1220	Utility Company Name	Utilities OOG	200.00
Check	11/30/2017	1248	Utility Company Name	Utilities OOG	197.18
Check	12/31/2017	1256	Utility Company Name	Utilities OOG	198.52
Check	1/31/2018	1268	Utility Company Name	Utilities OOG	197.18
Total Utilities					792.88
Total Facilities and Equipment					2,792.88
Supplies & Direct Operating					
Program Supplies					
General Journal	10/31/2017		Supplier Name	Purchase of ITEM for program	258.74
Total Program Supplies					258.74
Office Supplies					
Check	10/31/2017	1219	Office Depot	Supplies OOG	153.86
Check	12/31/2017	1236	Office Depot	Supplies OOG	258.41
Total Office Supplies					412.27
Printing and Copying					
Check	10/31/2017	1229	Cannon	Copier OOG	100.00
Check	11/30/2017	1238	Cannon	Copier OOG	100.00
Check	12/31/2017	1247	Cannon	Copier OOG	100.00
Check	1/31/2018	1260	Cannon	Copier OOG	100.00
Total Printing and Copying					400.00
Internet					
Check	10/31/2017	1217	Google Fiber	OOG	108.33
Check	11/30/2017	1235	Google Fiber	OOG	108.33
Check	12/31/2017	1245	Google Fiber	OOG	108.33
Check	1/31/2018	1259	Google Fiber	OOG	108.33
Total Internet					433.32



**Appendix
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Accrual Basis

**Do-Right Grantee
Grant Ledger - OOG Grant 2995102
October 2017 through January 2018**

Type	Date	Num	Name	Memo	Amount
Telephone, Telecommunications					
Check	10/1/2017	1215	AT&T	OOG	91.67
Check	11/30/2017	1241	AT&T	OOG	89.81
Check	12/31/2017	1249	AT&T	OOG	93.43
Check	1/31/2018	1263	AT&T	OOG	90.16
Total Telephone, Telecommunications					<u>365.07</u>
Total Supplies & Direct Operating					1,869.40
Travel					
Conference, Registra & Training					
General Journal	12/31/2017		Conf Vendor NAME	Conference on DATE	300.00
Total Conference, Registra & Training					<u>300.00</u>
Hotel, Meals, other incidentals					
General Journal	12/31/2017		La Quinta	Hotel stay	125.00
General Journal	12/31/2017		Restaurant 2	Meals	42.65
Total Hotel, Meals, other incidentals					<u>167.65</u>
Mileage & Car rental					
General Journal	12/31/2017		Enterprise Rental	Car rental	75.00
Total Mileage & Car rental					<u>75.00</u>
Total Travel					<u>542.65</u>
Total Expense					<u>38,819.38</u>
Net Ordinary Income					<u>0.00</u>
Net Income					<u><u>0.00</u></u>



Appendix
C
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Accrual Basis

Do-Right Grantee
Cash Match Ledger- OOG 2995102
October 2017 through January 2018

Type	Date	N...	Name	Memo	Amount
Ordinary Income/Expense					
Income					
Direct Public Support					
Individ, Business Contributions					
General Journal	10/31/2017	8	Foundation XYZ	Allocate cash match for OOG Grant # from SOURCE OF FUN...	767.12
General Journal	11/30/2017	8	Foundation XYZ	Allocate cash match for OOG Grant # from SOURCE OF FUN...	767.12
General Journal	12/31/2017	9	Foundation XYZ	Allocate cash match for OOG Grant # from SOURCE OF FUN...	767.12
General Journal	1/31/2018	10	Foundation XYZ	Allocate cash match for OOG Grant # from SOURCE OF FUN...	767.12
Total Individ, Business Contributions					3,068.48
Total Direct Public Support					3,068.48
Total Income					3,068.48
Gross Profit					3,068.48
Expense					
Personnel Expenses					
Wages & Salary					
General Journal	10/31/2017		Employee 2	Advocate II - cash match 20%	583.33
General Journal	11/30/2017		Employee 2	Advocate II - cash match 20%	583.33
General Journal	12/31/2017		Employee 2	Advocate II - cash match 20%	583.33
General Journal	1/31/2018		Employee 2	Advocate II - cash match 20%	583.33
Total Wages & Salary					2,333.32
Fringe Benefits					
FICA Expense					
General Journal	10/31/2017		Employee 2	Advocate II - cash match 20%	44.62
General Journal	11/30/2017		Employee 2	Advocate II - cash match 20%	44.62
General Journal	12/31/2017		Employee 2	Advocate II - cash match 20%	44.62
General Journal	1/31/2018		Employee 2	Advocate II - cash match 20%	44.62
Total FICA Expense					178.48
Health Insurance					
General Journal	10/31/2017		Employee 2	Advocate II - cash match 20%	110.00
General Journal	11/30/2017		Employee 2	Advocate II - cash match 20%	110.00
General Journal	12/31/2017		Employee 2	Advocate II - cash match 20%	110.00
General Journal	1/31/2018		Employee 2	Advocate II - cash match 20%	110.00
Total Health Insurance					440.00



**Appendix
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Accrual Basis

**Do-Right Grantee
Cash Match Ledger- OOG 2995102
October 2017 through January 2018**

Type	Date	N...	Name	Memo	Amount
Retirement					
General Journal	10/31/2017		Employee 2	Advocate II - cash match 20%	29.17
General Journal	11/30/2017		Employee 2	Advocate II - cash match 20%	29.17
General Journal	12/31/2017		Employee 2	Advocate II - cash match 20%	29.17
General Journal	1/31/2018		Employee 2	Advocate II - cash match 20%	29.17
Total Retirement					<u>116.68</u>
Total Fringe Benefits					<u>735.16</u>
Total Personnel Expenses					<u>3,068.48</u>
Total Expense					<u>3,068.48</u>
Net Ordinary Income					<u>0.00</u>
Net Income					<u><u>0.00</u></u>



**Appendix
D**

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Accrual Basis

**Do-Right Grantee
In-Kind Ledger - OOG Grant 2995102
October 2017 through January 2018**

Type	Date	Num	Name	Memo	Amount
Ordinary Income/Expense					
Income					
In-Kind Revenue					
General Journal	10/31/2017		Volunteer 1	10-2017 Volunteer hours	700.00
General Journal	10/31/2017		Volunteer 1	10-2017 Intern hours	588.00
General Journal	11/30/2017		Volunteer 1	11-2017 Volunteer hours	480.00
General Journal	11/30/2017		Volunteer 1	11-2017 Intern hours	588.00
General Journal	12/31/2017		Volunteer 1	12-2017 Volunteer hours	700.00
General Journal	12/31/2017		Volunteer 1	12-2017 Intern hours	574.00
General Journal	1/31/2018		Volunteer 2	01-2018 Volunteer hours	640.00
General Journal	1/31/2018		Volunteer 2	01-2018 Intern hours	588.00
Total In-Kind Revenue					4,858.00
Total Income					4,858.00
Gross Profit					4,858.00
Expense					
In-Kind Expenses					
Donated Services					
General Journal	10/31/2017		Volunteer 1	10-2017 Volunteers (14 hours)	140.00
General Journal	10/31/2017		Volunteer 2	10-2017 Volunteers (26 hours)	260.00
General Journal	10/31/2017		Volunteer 3	10-2017 Volunteers (30 hours)	300.00
General Journal	10/31/2017		Intern 1	10-2017 Intern (21 hours)	294.00
General Journal	10/31/2017		Intern 2	10-2017 Intern (21 hours)	294.00
General Journal	11/30/2017		Volunteer 1	11-2017 Volunteers (10 hours)	100.00
General Journal	11/30/2017		Volunteer 2	11-2017 Volunteers (18 hours)	180.00
General Journal	11/30/2017		Volunteer 3	11-2017 Volunteers (20 hours)	200.00
General Journal	11/30/2017		Intern 1	11-2017 Intern (21 hours)	294.00
General Journal	11/30/2017		Intern 2	11-2017 Intern (21 hours)	294.00
General Journal	12/31/2017		Volunteer 1	12-2017 Volunteers (15 hours)	150.00
General Journal	12/31/2017		Volunteer 2	12-2017 Volunteers (16 hours)	160.00
General Journal	12/31/2017		Volunteer 3	12-2017 Volunteers (18 hours)	180.00
General Journal	12/31/2017		Volunteer 4	12-2017 Volunteers (21 hours)	210.00
General Journal	12/31/2017		Intern 1	12-2017 Intern (20 hours)	280.00
General Journal	12/31/2017		Intern 2	12-2017 Intern (21 hours)	294.00
General Journal	1/31/2018		Volunteer 2	01-2018 Volunteers (21 hours)	210.00
General Journal	1/31/2018		Volunteer 4	01-2018 Volunteers (20 hours)	200.00
General Journal	1/31/2018		Volunteer 5	01-2018 Volunteers (23 hours)	230.00
General Journal	1/31/2018		Intern 3	01-2018 Intern (21 hours)	294.00
General Journal	1/31/2018		Intern 4	01-2018 Intern (21 hours)	294.00
Total Donated Services					4,858.00
Total In-Kind Expenses					4,858.00
Total Expense					4,858.00
Net Ordinary Income					0.00
Net Income					0.00



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Accrual Basis

Do-Right Grantee
Budget vs. Actual (OOG Exp)5102
October 2017 through January 2018

Appendix
E

	<u>Oct '17 - Jan 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Direct Public Support			
Federal & State grants	38,819.38	123,912.00	-85,092.62
Total Direct Public Support	38,819.38	123,912.00	-85,092.62
Total Income	38,819.38	123,912.00	-85,092.62
Gross Profit	38,819.38	123,912.00	-85,092.62
Expense			
Indirect Costs	976.85		
Personnel Expenses			
Wages & Salary	25,066.68	75,200.00	-50,133.32
Fringe Benefits			
FICA Expense	1,917.60		
Health Insurance	4,400.00		
Retirement	1,253.32		
Fringe Benefits - Other	0.00	30,832.00	-30,832.00
Total Fringe Benefits	7,570.92	30,832.00	-23,261.08
Total Personnel Expenses	32,637.60	106,032.00	-73,394.40
Facilities and Equipment			
Rent	2,000.00	6,000.00	-4,000.00
Utilities	792.88	2,400.00	-1,607.12
Total Facilities and Equipment	2,792.88	8,400.00	-5,607.12
Supplies & Direct Operating			
Program Supplies	258.74	800.00	-541.26
Office Supplies	412.27	1,500.00	-1,087.73
Printing and Copying	400.00	1,200.00	-800.00
Internet	433.32	1,300.00	-866.68
Telephone, Telecommunications	365.07	1,100.00	-734.93
Total Supplies & Direct Operating	1,869.40	5,900.00	-4,030.60
Travel			
Conference, Registra & Training	300.00	300.00	0.00
Hotel, Meals, other incidentals	167.65	1,540.00	-1,372.35
Mileage & Car rental	75.00	940.00	-865.00
Mileage & Incidentals (Victims)	0.00	800.00	-800.00
Total Travel	542.65	3,580.00	-3,037.35
Total Expense	38,819.38	123,912.00	-85,092.62
Net Ordinary Income	0.00	0.00	0.00
Net Income	0.00	0.00	0.00



**Appendix
F**

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Accrual Basis

**Do-Right Grantee
Budget vs. Actual (CM)5102
October 2017 through January 2018**

	<u>Oct '17 - Jan 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Direct Public Support			
Individ, Business Contributions	3,068.48	10,470.00	-7,401.52
Total Direct Public Support	<u>3,068.48</u>	<u>10,470.00</u>	<u>-7,401.52</u>
Total Income	<u>3,068.48</u>	<u>10,470.00</u>	<u>-7,401.52</u>
Gross Profit	3,068.48	10,470.00	-7,401.52
Expense			
Personnel Expenses			
Wages & Salary	2,333.32	7,000.00	-4,666.68
Fringe Benefits			
FICA Expense	178.48		
Health Insurance	440.00		
Retirement	116.68		
Fringe Benefits - Other	0.00	2,870.00	-2,870.00
Total Fringe Benefits	<u>735.16</u>	<u>2,870.00</u>	<u>-2,134.84</u>
Total Personnel Expenses	3,068.48	9,870.00	-6,801.52
Facilities and Equipment			
Utilities	0.00	600.00	-600.00
Total Facilities and Equipment	<u>0.00</u>	<u>600.00</u>	<u>-600.00</u>
Total Expense	<u>3,068.48</u>	<u>10,470.00</u>	<u>-7,401.52</u>
Net Ordinary Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>



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Accrual Basis

**Do-Right Grantee
Budget vs. Actual (IKM)5102
October 2017 through January 2018**

	<u>Oct '17 - Jan 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
In-Kind Revenue	4,858.00	13,140.00	-8,282.00
Total Income	<u>4,858.00</u>	<u>13,140.00</u>	<u>-8,282.00</u>
Gross Profit	4,858.00	13,140.00	-8,282.00
Expense			
In-Kind Expenses			
Donated Facilities	0.00	1,500.00	-1,500.00
Donated Services	4,858.00	11,640.00	-6,782.00
Total In-Kind Expenses	<u>4,858.00</u>	<u>13,140.00</u>	<u>-8,282.00</u>
Total Expense	<u>4,858.00</u>	<u>13,140.00</u>	<u>-8,282.00</u>
Net Ordinary Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>



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Accrual Basis

Do-Right Grantee
Budget vs. Actual (All Classes) 2995102
October 2017 through January 2018

Appendix
H

	Oct '17 - Jan 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Direct Public Support			
Individ, Business Contributions	3,068.48	10,470.00	-7,401.52
Federal & State grants	38,819.38	123,912.00	-85,092.62
Total Direct Public Support	41,887.86	134,382.00	-92,494.14
In-Kind Revenue	4,858.00	13,140.00	-8,282.00
Total Income	46,745.86	147,522.00	-100,776.14
Gross Profit	46,745.86	147,522.00	-100,776.14
Expense			
Indirect Costs	976.85		
In-Kind Expenses			
Donated Facilities	0.00	1,500.00	-1,500.00
Donated Services	4,858.00	11,640.00	-6,782.00
Total In-Kind Expenses	4,858.00	13,140.00	-8,282.00
Personnel Expenses			
Wages & Salary	27,400.00	82,200.00	-54,800.00
Fringe Benefits			
FICA Expense	2,096.08		
Health Insurance	4,840.00		
Retirement	1,370.00		
Fringe Benefits - Other	0.00	33,702.00	-33,702.00
Total Fringe Benefits	8,306.08	33,702.00	-25,395.92
Total Personnel Expenses	35,706.08	115,902.00	-80,195.92
Facilities and Equipment			
Rent	2,000.00	6,000.00	-4,000.00
Utilities	792.88	3,000.00	-2,207.12
Total Facilities and Equipment	2,792.88	9,000.00	-6,207.12
Supplies & Direct Operating			
Program Supplies	258.74	800.00	-541.26
Office Supplies	412.27	1,500.00	-1,087.73
Printing and Copying	400.00	1,200.00	-800.00
Internet	433.32	1,300.00	-866.68
Telephone, Telecommunications	365.07	1,100.00	-734.93
Total Supplies & Direct Operating	1,869.40	5,900.00	-4,030.60
Travel			
Conference, Registra & Training	300.00	300.00	0.00
Hotel, Meals, other incidentals	167.65	1,540.00	-1,372.35
Mileage & Car rental	75.00	940.00	-865.00
Mileage & Incidentals (Victims)	0.00	800.00	-800.00
Total Travel	542.65	3,580.00	-3,037.35
Total Expense	46,745.86	147,522.00	-100,776.14
Net Ordinary Income	0.00	0.00	0.00
Net Income	0.00	0.00	0.00



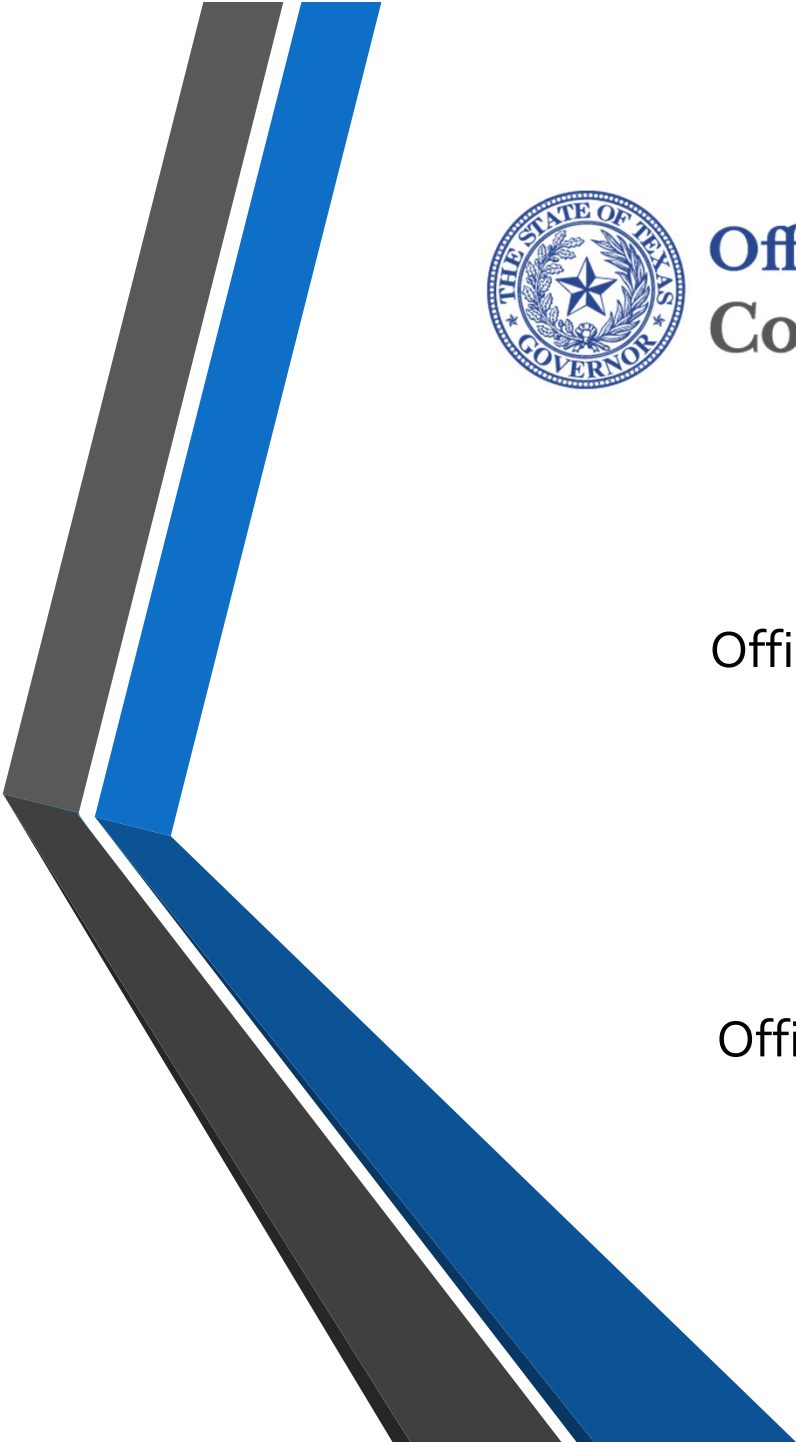
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Accrual Basis

Do-Right Grantee
OOG Grant 2995102
October 2017 through January 2018

Appendix
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	OOG-2995...	CM-OOG51...	IK-OOG5102	TOTAL
Ordinary Income/Expense				
Income				
Direct Public Support				
Individ, Business Contributions	0.00	3,068.48	0.00	3,068.48
Federal & State grants	38,819.38	0.00	0.00	38,819.38
Total Direct Public Support	38,819.38	3,068.48	0.00	41,887.86
In-Kind Revenue	0.00	0.00	4,858.00	4,858.00
Total Income	38,819.38	3,068.48	4,858.00	46,745.86
Gross Profit	38,819.38	3,068.48	4,858.00	46,745.86
Expense				
Indirect Costs	976.85	0.00	0.00	976.85
In-Kind Expenses				
Donated Services	0.00	0.00	4,858.00	4,858.00
Total In-Kind Expenses	0.00	0.00	4,858.00	4,858.00
Personnel Expenses				
Wages & Salary	25,066.68	2,333.32	0.00	27,400.00
Fringe Benefits				
FICA Expense	1,917.60	178.48	0.00	2,096.08
Health Insurance	4,400.00	440.00	0.00	4,840.00
Retirement	1,253.32	116.68	0.00	1,370.00
Total Fringe Benefits	7,570.92	735.16	0.00	8,306.08
Total Personnel Expenses	32,637.60	3,068.48	0.00	35,706.08
Facilities and Equipment				
Rent	2,000.00	0.00	0.00	2,000.00
Utilities	792.88	0.00	0.00	792.88
Total Facilities and Equipment	2,792.88	0.00	0.00	2,792.88
Supplies & Direct Operating				
Program Supplies	258.74	0.00	0.00	258.74
Office Supplies	412.27	0.00	0.00	412.27
Printing and Copying	400.00	0.00	0.00	400.00
Internet	433.32	0.00	0.00	433.32
Telephone, Telecommunications	365.07	0.00	0.00	365.07
Total Supplies & Direct Operating	1,869.40	0.00	0.00	1,869.40
Travel				
Conference, Registra & Training	300.00	0.00	0.00	300.00
Hotel, Meals, other incidentals	167.65	0.00	0.00	167.65
Mileage & Car rental	75.00	0.00	0.00	75.00
Total Travel	542.65	0.00	0.00	542.65
Total Expense	38,819.38	3,068.48	4,858.00	46,745.86
Net Ordinary Income	0.00	0.00	0.00	0.00
Net Income	0.00	0.00	0.00	0.00





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