APPENDIX C: MONTHLY FINANCIAL REPORT

**Year of report:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Month of report**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | Approved Budget | Actual Expenses | Adopted Budget |
| **Wages/Benefits**: |  |  |  |
|  Manager/Director |  |  |  |
|  Volunteer Coord. |  |  |  |
|  Other Support |  |  |  |
| Workmans comp |  |  |  |
| **Staff Travel** |  |  |  |
|  |  |  |  |
| **Indirect Costs:** |  |  |  |
|  Rent |  |  |  |
|  Utilities |  |  |  |
|  Phone/Internet |  |  |  |
|  Insurance |  |  |  |
|  |  |  |  |
| **Transportation** |  |  |  |
| **Materials/Supplies** |  |  |  |
| **Miscellaneous** |  |  |  |
|  |  |  |  |