

Soak It Up! Adoption Program – Budget Reporting Form

Please submit the following information about how your organization is spending your \$5,000.00 Soak It Up! Adoption grant. This form should be completed quarterly by all adoptees. The information you provide will be used to better understand how program participants utilize their grants, and how PWD may be of more help in the future.

Organization:

1. Select a quarter to report on:

1st Quarter: (July 1, 2014 – September 30, 2014)

2nd Quarter: (October 1, 2014 – December 31, 2014)

3rd Quarter: (January 1, 2015 – March 30, 2015)

4th Quarter: (April 1, 2015 – June 30, 2015)

2. Please complete the following table noting your expenses under the correct category.

Example:

Materials/Supplies:	<i>12 gallon trash bags, gardening gloves</i>	<i>\$42.50</i>
----------------------------	---	----------------

Type of Expenditure:	Notes:	Amount:
Labor for Maintenance: (i.e. contractors)		
Materials/Supplies:		
Community Outreach:		
	TOTAL SPENT:	

3. Grant Balance After Above Expenditures : \$ _____

4. Were any of your purchases more expensive than you anticipated?

5. Were any of your purchases less expensive than you anticipated?