



## Financial Report

Date:

Grant Number:

Grantee Name:

Project Title:

Grant Period:

Reporting Period:

Email:

Phone:

### Financial Report

Please submit the following:

1. Financial Report Spreadsheet

Using the MFH electronic financial spreadsheet, report expenses since the project start date in the column titled 'YTD Actual Expenses' for MFH funds only.

2. Financial Report Variance Explanation

Provide a brief explanation if actual expenses vary by +/- 10% of each budget line item approved in Attachment B of the award agreement. Any change (increase or decrease) to an approved line item more than 10% requires prior written approval from the assigned Grants Manager and Program/Policy Officer

3. Supporting Documentation (to be submitted with final report only)

Refer to your Grant Award Agreement for required documentation. Documentation must be provided for the entire grant period (\_\_\_\_\_ - \_\_\_\_\_).

*Note:*

- Disbursements are contingent upon receipt and approval of reports and expenditure thresholds being met. For more information, visit the [Grants Management Resources](#) guide.
- Grant funds not spent by the project end date (\_\_\_\_\_) will be reimbursed to MFH and/or the final disbursement will be reduced. Please contact your Grants Manager, \_\_\_\_\_ at \_\_\_\_\_, if you expect all grant funds not to be expended.

Certification: I have reviewed the above financial and program requirements. I verify that the enclosed report materials accurately reflect the status of the aforementioned grant.

Authorized Signature:

Date:

Print Name

Title: