### Conservation, Food & Health Foundation Financial Status Report

### Purpose of this Report

As a private foundation operating in the United States, our grants must meet the strict requirements of the United States Internal Revenue Service. For internal and tax reporting purposes, we are required to obtain an annual financial status report each year that <u>any</u> part of the grant remains unexpended by the grantee.

#### Instructions:

- 1. Enter amounts for the Approved Grant Budget in the first column. This amount should only pertain to the approved grant budget, not the entire budget for the project.
- 2. Enter the amounts of the grant that were expended within the calendar year (January to December)
- 3. If you have previously submitted a Financial Status Report for prior year(s) for the same grant, please indicate the cumulative amounts from prior years. If this is the first report, please leave this column blank.

Note: The last column will calculate the total amount that is left unexpended. Confirm this amount with your records.

### Frequently asked questions:

- What if I don't spend <u>all</u> of the grant within the year? For reporting purposes, it would still be required to submit a report indicating the amount of the funds that were spent within the calendar year and indicating the unexpended amount.
- What if I didn't spend any of the grant in the calendar year?

For reporting purposes, it would still be required to submit a report indicating that none of the grant funds were used within the calendar year.

### Do I still need to report if I was granted a no-cost extension?

For reporting purposes, if a no-cost extension was granted, it would still be required to submit a report indicating that none of the grant funds were used within the calendar year.

### • What if I have a nominal balance left?

If there is a nominal balance left over, it is recommended that the balance gets expended within the calendar year. If it is not possible to spend the fund within the calendar year, it is required that an additional annual financial status report is filed at the end of the following year showing that balance of the funds being expended.

# Conservation, Food & Health Foundation Financial Status Report

Recipient Organization:

Final Report:	Yes	No	
Funding/Grant Period:	From:		To:
Financial Report Period:	From:		To:

	Total Grant Budget	Current Year Expenditures	Previously Reported Amounts (prev. years)	Ending Balance
Personal Expenses				
Staff Costs				
Fringe				
Consultant Fees				
Non-personal Expenses				
Contracts/Sub Awards				
Consultant Expenses (Travel, etc.)				
Communications				
Postage/Shipping				
Printing/Duplicating				
Publications				
Travel – Domestic/Local				
Travel - Foreign				
Per-diem (Food & Lodging)				
Materials & Supplies (specify in remarks)				
Rent/Facilities				
Maintenance (Janitorial, etc.)				
Equipment, Permanent (specify in remarks)				
Fees				
Other (specify in remarks)				
Total				

# Conservation, Food & Health Foundation Financial Status Report

Remarks: