

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 any 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 all 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.

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Remarks: