

**Catskill Watershed Corporation (CWC)  
Public Education Program  
Grant Budget Reconciliation, Round 19**

<b>A Recipient's Name and Address</b>	<b>B Preparer's Email</b>
	<b>C Telephone Number</b>

<b>D Revenue</b>			
1 CWC Grant	1		
2 Other grants (attach a list)	2		
3 Cash/in-kind donations	3		
4 <b>Total Project Income (ADD lines 1,2,3)</b>			4

<b>E Expenditures</b>	<b>CWC Grant</b>	<b>In-kind and other grants</b>
5 Personnel	5	5
6 Consulting	6	6
7 Equipment (items costing over \$500 each)	7	7
8 Services	8	8
9 Communication	9	9
10 Supplies (items costing under \$500 each)	10	10
11 Travel	11	11
12 Grant Administration	12	12
13 Miscellaneous expenses (attach a list)	13	13
14 <b>Project Expenses (ADD lines 5 through 13)</b>	14	14
15 <b>TOTAL: Combined Line 14 totals</b>		15

<b>F Balance Remaining (SUBTRACT line 15 from line 4)</b>		F
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<b>G</b>	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete.		
<b>Please Sign Here</b>			
	Signature of Officer	Date	Type or Print name and title

*Note: All remaining funds shall be remitted to CWC upon completion of the project.*

## Grant Budget Reconciliation Instructions

- | Line # | Instructions   |
|--------|--|
| A      | Recipient's name and mailing address   |
| B      | Email of person preparing this form  |
| C      | Telephone number of the preparer   |
| D      | 1 Grant funds received from CWC  |
|        | 2 Attach a separate list itemizing all other grants received for the project                                 |
|        | 3 Cash donations and labor/services donated for the project  |
|        | 4 Total of all project funding   |
| E      | 5 All wages and fringe benefits paid under the project to school/organization staff: <b>List personnel</b>   |
|        | 6 All professional consultants paid under the project [i.e. web designers, presenters etc.]                  |
|        | 7 All equipment purchases over \$500. <b>Attach list of equipment and costs</b>                              |
|        | 8 All services paid under the project (copying, printing, videotaping, venue fees etc)                       |
|        | 9 All telephone and postage expenses   |
|        | 10 All materials costing less than \$500, and program/office supplies  |
|        | 11 All travel expenses incurred under the project (train fare, bus rental, mileage at IRS rate: .54/mi 2016) |
|        | <b>List person traveling; date; destination; mileage</b>   |
|        | 12 Grant administration ( <b>must not exceed 15% of project cost</b> )                                       |
|        | 13 Itemize expenses that do not fall under the above categories. ( <b>Food and meals are not fundable.</b> ) |
|        | 14 Total CWC and non-CWC funded-expenses   |
|        | 15 Grand total of all project expenses (combined line 14)  |
| F      | Balance of funds remaining under this project, if any (to be returned to CWC)                                |
| G      | Authorized signature (should be the same as the contract signatory), name, date and title                    |

**Supporting documentation must accompany the reconciliation. Documentation consists of invoices, vouchers or agreement letters showing materials or services were purchased; (Purchase Orders (POs) are not valid documentation); PLUS copies of canceled checks, money orders, cash receipts and/or credit card statements showing that materials, services, etc. have actually been received and paid for. Organize documentation by expense category (ie: clip all equipment receipts together; all supply receipts together, etc.) and submit with Final Report narrative and Budget Reconciliation Form.**