

Catskill Watershed Corporation (CWC)
Watershed Education Grant Budget Reconciliation for ROUND 25

READ INSTRUCTIONS FIRST!

| | |
|-------------------------------------|-------------------------|
| Recipient's Name and Address | Preparer's Email |
| | Phone |

| Sources of Project Support | |
|--|---|
| 1 CWC Grant | 1 |
| 2 Other grants and cash donations | 2 |
| 3 In-kind contributions | 3 |
| 4 Total Project Support (ADD lines 1,2,3) | 4 |

| Expenditure Categories | Paid with CWC Grant | Covered by In-kind Contributions | Paid with other Grants and Donations |
|--|---------------------|----------------------------------|--------------------------------------|
| Personnel | | | |
| 5 School or organization's staff | 5 | | |
| 6 Outside presenters or consultants | 6 | | |
| 7 Equipment/Supplies | 7 | | |
| 8 Services | 8 | | |
| 9 Communications | 9 | | |
| 10 Travel | 10 | | |
| 11 Grant Administration | 11 | | |
| 12 Miscellaneous expenses | 12 | | |
| 13 Project Expenses (ADD lines 5 through 12) | 13 | | |
| 14. Total Project Expenses: Combined Line 13 totals | | | |
| 15. Balance Remaining (SUBTRACT Line 13 from line 4); to be returned to CWC | | | |

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.

| | | |
|----------------------|------------------------------|------|
| Authorized signature | Type or print name and title | Date |
|----------------------|------------------------------|------|

CWC Watershed Education Grant Budget Reconciliation

INSTRUCTIONS

LINE

- 1 Grant funds received from CWC
- 2 Attach a separate list itemizing all other grants received for the project
- 3 Labor and/or services either donated by volunteers or paid for out of recipient school or organization's own funds
- 4 Total of all project funding
- 5 Wages and fringe benefits (not exceeding 25% of salary) paid to school/organization staff. List personnel, rate of pay and time spent on project.
- 6 Professional consultants and presenters, including Special Options, paid under the project (i.e. web designers, performers, program providers)
- 7 Equipment purchases, including Special Options (ie: watershed model, camera, trout tank). Attach list of equipment and purchase documentation
- 8 Supplies integral to the project (ie: nets, waders, water testing kits, journals, art supplies)
- 9 Services paid under the project, including Special Options (venue fees, printing, video production, lodging for presenters, fees for environmental study visits)
- 10 Travel expenses incurred under the project (subway fare, bus rental, mileage at IRS rate: .58/mi 2021). List person traveling; date; destination; mileage
- 11 Grant administration, includes project coordination and final report preparation. Must not exceed 15% of total project cost. Provide name of administrator and hours spent on this work.
- 12 Itemize expenses that do not fall under above categories. CWC grant funds cannot be used to pay for food.
- 13 Total expenses paid with CWC grant funds, other grants/donations and in-kind contributions
- 14 Grand total of all project expenses (combined line 13)
- 15 **Balance of funds remaining under this project, if any (to be returned to CWC)**

REQUIRED DOCUMENTATION

Supporting documentation must accompany the reconciliation. Documentation consists of **invoices, vouchers or agreement letters** showing materials or services ordered; (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. were actually 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.