

**GUIDELINES FOR AMERICORPS QUARTERLY FINANCIAL REPORTS**

**Report Period:** \_\_\_\_\_

**Organization/Program Name:** \_\_\_\_\_

**Administrator/Supervisor Name:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

Corporation share - Report funds requested for reimbursement per contract

Grantee share - Report In-kind or \*cash match

Note: In-kind support will provide a significant portion of the grantee share. Be thorough in reporting these amounts.

**SAMPLE**

**A. Participant Support Costs**

Number of Members - full-time and Part-time/living allowance- cash match

Training and education - Include costs of training and educating participants, ie. number of hours of training per participant x number of participants, and hourly salary and benefits of person/s providing training. Do not include supervisory costs. Training costs include workshops/seminars you send Members to attend or other staff specialist who provide training workshops, etc.

**B. Staff (In-kind)**

Include all staff that directly support the AmeriCorps Project, such as the following:

<u>Salaries</u>	<u>Grantee Cash - Funded</u>	<u>Grantee In-Kind - Funded</u>
Supervisor	(% time x wage/monthly)	(% time x wage/monthly)
Clerical	(% time x wage/monthly)	(% time x wage/monthly)
Other Staff		

Benefits: Report at agency benefit rate x salary of above.

**C. Operational (In-kind)**

Travel - Expenses include travel for day-to-day operations for staff, ie., mileage at current rate or monthly bus passes for participants.

Transportation - Costs include any out of town expenses for network meetings, site supervisors and/or participants (hotel, airfare, mileage, meals). **These costs must be pre-approved by the Project Manager and relate to the AmeriCorps Project.**

amenities

Supplies and Equipment - Costs include any forms, computer accessories, supplies, resource materials, provided pens, pencils, notebooks, calendars, folders, etc.

Other - Includes costs for space rental, desks, telephones, postage, copying, misc.

Each work site will contribute all of the above and other support to be used by the participant. Space costs for grant budget was calculated using the following formula:

50 sq. ft. / participant x number of participants @ \$10.00 per sq. ft. Note: Your individual rental space costs may vary.

Other - Participant recruitment.

**SAMPLE**

**D. Internal Evaluation and Monitoring** (do not complete this section)

**E. Administrative Costs (In-kind)**

Expenses associated with the overall administration of the program. These include 1) indirect costs; 2) costs for financial, accounting auditing, contracting or legal functions; 3) costs for insurance that protects the entity that operates the program, and 4) portions of salaries and benefits of projects' Director and other administrative staff not attributed to time spent in support of a specific program or project.

Administrative costs do not include allowable costs directly related to program or project operations, ie., 1) costs for participants (living allowances, insurance payments of participants, training and travel); 2) costs for staff who recruit, train, place or supervise participants; 3) costs for independent evaluation and any internal evaluations of project that are related to creative methods of quality improvement.