**BUDGET REPORT**

**Expenditure Report**

Using the Expenditure Report Template below, please insert your most recently approved budget and complete the following information for each line item.

* Expenses to date
* Any Unspent balance

**Budget Narrative**

Please complete the budget narrative column describing how funds were spent.

**Unspent Funds**

If there is an unspent balance remaining for your grant, please contact your grants manager to discuss the situation. Please be prepared to discuss the reason for unspent funds as well as thoughts and timeline for spending balance.

