

# Subgrant Financial Report for Project Income

Department of Criminal Justice Services

1100 Bank Street, 11<sup>th</sup> Floor

Richmond, Virginia 23219

This form is to be used only by subgrantees in reporting income from grant activities. See attached detailed instructions for completing this form.

<b>Subgrantee</b>	<b>Grant Number</b>
<b>Grant Period</b>	<b>Prepared By</b> <span style="float: right;"><b>Date</b></span>
<b>Type of Report</b>	<b>Project Activity During:</b>
Quarterly Ending[     ]     Final[     ]	1st qtr [     ]   2nd qtr [     ]   3rd qtr[     ]   4th qtr [     ]

**1. CASH BALANCE** Beginning of Quarter G. \_\_\_\_\_

**2. RECEIPTS (INCOME) BY SOURCE** Intervention/supervision fees \_\_\_\_\_

Other (specify): \_\_\_\_\_

Other (specify): \_\_\_\_\_

TOTAL RECEIPTS H. \_\_\_\_\_

**3. EXPENDITURES (IF ANY)\*** Personnel \_\_\_\_\_

Supplies & Operating \_\_\_\_\_

Travel \_\_\_\_\_

Equipment \_\_\_\_\_

Consultant/Professional Services \_\_\_\_\_

Other (Specify) \_\_\_\_\_

TOTAL EXPENDITURES I. \_\_\_\_\_

**4. CASH BALANCE** End of Quarter Balance (G+H-I) J. \_\_\_\_\_

\* The above expenditures were made for criminal justice purposes. Yes No

If any portion of these expenditures were for other activities, please attach a description of those activities.

Signature \_\_\_\_\_

Project Director/Finance Director