

Sample schedules of expenditure against grants (tracking)

example 1

Date	Details	Category	Cheque # receipt #	Receipts	Payments	Balance	GOGS grant balance	Council grant balance
1/03/2018	Balance brought forward					\$4,000.00	\$3,000.00	\$1,000.00
3/02/2018	Telecom	Phone			\$1,000.00	\$3,000.00	\$1,000.00	
1/04/2018	Harcourts	Rent			\$1,000.00	\$2,000.00		\$1,000.00
15/04/2018	Warehouse	Stationery			\$1,000.00	\$1,000.00	\$1,000.00	
5/05/2018	BP	Travel/Mileage	Chq101		\$1,000.00	-	\$1,000.00	
6/05/2018	Balance brought forward					-	-	-

example 2

Expense codes								
income	Total	CoGS Auckland (or state grant number)	CoGS Auckland (or state grant number)	Pub Charity	ABC Trust	Lotteries	JR McKenzie	Southern Trust
Donations	-							
Untagged donations	-							
Grants	\$80,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$25,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Interest Earned	-							
Subscriptions	-							
Total Income	\$80,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$25,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Expenses								
Administration	\$3,000.00	\$1,000.00						
Field Worker Salary (or name employee)	\$14,000.00	\$2,000.00	\$2,000.00			\$10,000.00	\$2,000.00	
Internet	\$2,000.00	\$1,000.00		\$1,000.00				
Mileage	\$4,000.00		\$2,000.00					\$2,000.00
Photocopying	\$400.00		\$400.00					
Rent	\$10,000.00	\$1,000.00		\$9,000.00				
Social Worker Salary (or name employee)	\$33,600.00		\$5,600.00		\$25,000.00			\$3,000.00
Telephone	-							
Volunteer expenses	\$13,000.00						\$8,000.00	\$5,000.00
Total expenses	\$80,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$25,000.00	\$10,000.00	\$10,000.00	\$10,000.00

Please note this spreadsheet must be supported with individual transaction level documentation for all grants received, as auditors may ask for this.