

INSTRUCTIONS FOR PARTNER FINANCIAL REPORT

GENERAL INSTRUCTIONS:

1 Please fill in the yellow shaded areas of the worksheets only.

2

Each page needs to be signed and dated by the following people: **You may modify these titles to reflect your signatory's actual title.**

Project Coordinator: this is the person in your organization with the authority to approve the expenditures incurred for the Project.

Finance Director: this is the person who prepares, or approves the preparation of, the financial reports based upon the financial information from your organization's accounting system.

FORM	CELL	Description
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FORM A - CONSOLIDATED FINANCIAL REPORT

TNC FUNDED EXPENSES

B13-B22	<u>Budget:</u> Enter in the budget from the award document.
C13-C22	<u>Prior Period Expenses:</u> Copy and paste values from the previous financial report cells F13-F22.
D13-D22	<u>Prior Period Adjustments:</u> Include any adjustments to prior period expenses (the TNC Grants Specialist and/or TNC Local Finance Staff should be aware of these changes). Be sure that backup documentation or explanation is included with your report. Include an explanation of the adjustment in Cell A50 on Form A.
E13-E22	<u>Current Period Expenses:</u> Enter expenses for the current period here. This total should agree with the list of expenses/payments provided as backup to the report.

SUBAWARDEE MATCH EXPENSES

B28-B37	<u>Budget:</u> Enter in the budget from the award document.
C28-C37	<u>Prior Period Expenses:</u> Copy and paste values from the previous financial report cells F28-F37.
D28-D37	<u>Prior Period Adjustments:</u> Include any adjustments to prior period expenses (the TNC Grants Specialist and/or TNC Local Finance Staff should be aware of these changes). Be sure that backup documentation or explanation is included with your report. Include an explanation of the adjustment in Cell A50 on Form A.
E28-E37	<u>Current Period Expenses:</u> Enter expenses for the current period here. This total should agree with the list of expenses/payments provided as backup to the report.

OTHER SOURCES OF INCOME

B45	Enter Life of Project (LOP) Program Income earned.
C45	Enter Program Income earned during the current reporting period.
B46	Enter Life of Project Interest Income earned.
C46	Enter the Interest Income earned during the current reporting period.

FORM B - SOURCE AND USE OF TNC FUNDS

Line 1, 2, 3	The prior period, current period, and cumulative expenses are linked to the detail on Form A. No data entry is required.
J14	Enter the total amount of TNC funds received to date.

FORM A - CONSOLIDATED FINANCIAL REPORT

NAME OF ORGANIZATION : **Cochise County**
 PROJECT NAME: **Riverstone Site Investigation**
 REPORT PERIOD:

COUNTRY: **USA**
 SITE:
 SUBAWARD #: **AZFO-130819**

Prior period adjustments require a detailed explanation in the notes section provided below.
 Fill in the yellow shaded areas only.

TNC-FUNDED EXPENSES						
CATEGORIES	Budget (A)	Prior Period Expenses (B)	Prior Period Adjustments (C)	Current Period Expenses (D)	TOTAL LOP Expenses to Date (E=B+C+D)	Balance (F= A-E)
A. PERSONNEL					-	-
B. FRINGE BENEFITS					-	-
C. TRAVEL					-	-
D. EQUIPMENT					-	-
E. SUPPLIES					-	-
F. CONTRACTUAL	100,000.00				-	100,000.00
G. CONSTRUCTION					-	-
H. OTHER					-	-
I. TOTAL DIRECT COSTS	100,000.00	-	-	-	-	100,000.00
J. INDIRECT COSTS					-	-
K. TOTALS	100,000.00	-	-	-	-	100,000.00
PERCENTAGE OF BUDGET SPENT					0%	

MATCH EXPENSES						
CATEGORIES	Budget (A)	Prior Period Expenses (B)	Prior Period Adjustments (C)	Current Period Expenses (D)	TOTAL LOP Expenses to Date (E=B+C+D)	Balance (F= A-E)
A. PERSONNEL					-	-
B. FRINGE BENEFITS					-	-
C. TRAVEL					-	-
D. EQUIPMENT					-	-
E. SUPPLIES					-	-
F. CONTRACTUAL	115,000.00				-	115,000.00
G. CONSTRUCTION					-	-
H. OTHER					-	-
I. TOTAL DIRECT COSTS	115,000.00	-	-	-	-	115,000.00
J. INDIRECT COSTS					-	-
K. TOTALS	115,000.00	-	-	-	-	115,000.00
PROJECT TOTALS	215,000.00	-	-	-	-	215,000.00

OTHER SOURCES OF INCOME			
	Prior Period LOP INCOME (A)	Current Period INCOME (B)	TOTAL LOP INCOME (C= A+B)
GROSS PROGRAM INCOME			-
INTEREST			-
TOTAL	0.00	0.00	0.00

Explanation of Prior Period Adjustments:

NAME AND TITLE - PROJECT COORDINATOR

NAME AND TITLE - FINANCE DIRECTOR

SIGNATURE - PROJECT COORDINATOR

SIGNATURE - FINANCE DIRECTOR

DATE OF SIGNATURE

DATE OF SIGNATURE

Note: LOP means Life of Project.

FORM B - SOURCE AND USE OF FUNDS

NAME OF ORGANIZATION: Cochise County
PROJECT NAME: Riverstone Site Investigation
REPORT PERIOD: 0

COUNTRY: USA
SITE: 0
SUBAWARDEE: AZFO-130819

Fill in the yellow shaded areas only.

	LINE	Prior Period Expenses	Current Expenses	Cumulative
TOTAL EXPENSES	1	-	-	-
TNC SHARE OF EXPENSES	2	-	-	-
SUBAWARDEE SHARE OF EXPENSES (MATCH)	3	-	-	-
TOTAL TNC FUNDS RECEIVED TO DATE	4			
REQUESTED TNC FUNDS (Line 2 - Line 4)	5			-

NAME AND TITLE - PROJECT COORDINATOR	NAME AND TITLE - FINANCE DIRECTOR
SIGNATURE - PROJECT COORDINATOR	SIGNATURE - FINANCE DIRECTOR
DATE OF SIGNATURE	DATE OF SIGNATURE

