

PRO Neighborhoods Budget and Expense Tracking Sheets
Instructions

1	Transfer the budget categories for your PRO grant funds from your proposal or adjusted budget to the first two columns of the Cover Sheet.
2	Print as many Worksheets as you have budget categories. You will use one Worksheet to track expenses for each budget category. Write down the name of each category and the amount allocated for that category at the top of each Worksheet.
3	As you spend money, write down those expenses in the appropriate Worksheet. To calculate the "total amount spent to date," add each expense to the total from the amount line above.
4	When you are ready to submit your expenses and receipts to PRO, take the last line from the "amount spent to date" (Column G) from each Worksheet, and write that in the corresponding "Expenses" column of the Cover Sheet.
5	Photocopy the Cover Sheet and Worksheets and attach COPIES of receipts for expenditures to your quarterly or final report.

PRO Neighborhoods Budget and Expense Tracking Sheets
COVER SHEET

GROUP NAME

PROJECT NAME

GRANT AMOUNT

DATE

BUDGET		EXPENSES		
Category	Budget Category	Budgeted Amount	Amount Spent to Date	Notes
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

