

EXPENSE REPORT **Please use additional sheets if necessary**

One of the best ways to manage expenses in your organization is to establish an expense budget and compare that to actual expenses on a line-item basis within the expense budget on a periodic basis. This expense budget spreadsheet allows you to analyze the differences between budgeted and actual expenses, known as variances, to better allocate your resources and manage your finances in the best way to meet your yearly objectives. The budget column amounts should be taken from your 2025 Grant Application. The next 2 columns should be taken from your initial start of the year Expense Report.

- Each line item utilized must have COPY OF receipts to support numbers. Financial statements (bank/credit union) must also be submitted.
- You may use the following Expense Budget Sheet or attach your own.
- For items that do not apply to your organization, please leave blank or mark "N/A" in the Budget Column.

NAM YEAR EXPENSES - \$1500 GRANT

ITEM	2025 Budget	Spent July 1 through January 31	Difference (+ / -)
1. Advertising			
2. Dues/Subscriptions			
3. Insurance			
4. Maintenance/Repairs			
5. Newsletters			
Printing/Delivery			
Postage/Permit			
6. Office Supplies			
7. Rent			
8. Telephone			
9. Utilities			

EVENTS

ITEM	2025 BUDGET	SPENT JULY 1 THROUGH JANUARY 31	DIFFERENCE (+/-)
Event:			
Food			
Entertainment			
Equipment			
Other			
Other			
Event:			
Food			
Entertainment			
Equipment			
Other			
Other			

GRAND-TOTAL _____

NEWSLETTERS

Please provide copies of your Neighborhood Association Newsletters from January to June. **If this is done electronically (i.e. Facebook/email), proof should be submitted in the form of electric files, links, or screenshots.**

COPIES OF BOARD MINUTES/MEMBER LIST

Please provide a copy of the minutes from your neighborhood association's board meeting. Please provide a contact list (name, position, address, phone number and e-mail address) for each board member as of the end of December.

COPY OF GENERAL MEETING MINUTES

Please provide a copy of the minutes from your neighborhood association’s general meetings from January to June or an explanation of why you did not meet.

Enhanced Grant Questions

To be eligible for the Enhanced Neighborhood Grant, the Neighborhood Association must undertake a fundraising campaign, raising at least \$250 of private donations for the neighborhood association.

Please indicate what type of fundraising, dates and dollar amount were raised:

TYPE OF FUNDRAISING	DATES	AMOUNT \$ RAISED
	TOTAL	\$

How many activities were indicated on your NEP Enhanced Grant Application?

CIRCLE ONE	3 - \$750	4 or more -\$1250	7 or more -\$2000	10 or more - \$3000
------------	-----------	-------------------	-------------------	---------------------

How many activities were successfully completed? _____

For each activity, please give total dollars spent, including COPIES of receipts OR attach proof of activity. Proof can be date, activity, contact person (i.e. Fire Hydrants/Farmers Market Volunteer Contact). No original receipts will be accepted. If you are unsure if an activity qualifies, please ask for clarification/confirmation. Attach additional sheets if necessary.

What were the activities? Please list below:

ACTIVITY	DATE(S)	AMOUNT SPENT

Please note activities to satisfy the Enhanced Grant Program can have taken place anytime during 2025, final count will to satisfy participation requirements will be on your Year-End Reporting form.

Earned Grant Questions

Earned Grant Funds MAY be rolled over from year to year. Spending of funds from the Adopt A Lot portion of the Earned Grant does not have to be reported. *However, any fundraising match, or other beautification-related activities do.*

For each activity, please give total dollars spent, including COPIES of receipts OR attach proof of activity. No original receipts will be accepted. If you are unsure if an activity qualifies, please ask for clarification. Attach additional sheets if necessary. *Please note: activities to satisfy the Earned Grant can have taken place anytime during 2025.*

FUNDRAISING MATCH: please complete if your NA received \$500 for successfully raising more than \$1500 of non-city funds for youth-related activities. Tell us how:

Type of Fundraising Campaign(s)	Date(s)	Amount Raised

Did your NA receive at least \$2000 in Enhanced Neighborhood Grants? ___ YES ___ NO

Amount Received: _____

BEAUTIFICATION-RELATED ACTIVITIES: CASE-BY-CASE BASIS

Type of Activity/Date(s)	Location	Amount Received	Total Cost

PLEASE ADD, EXPLAIN, OR ILLUSTRATE ANYTHING THAT WILL FURTHER REPORT YOUR USE OF GRANT MONIES: _____
