


Purchase Order

- PO. Line 1 Ryan White \$50,000
- PO Line 2 Federal Payment \$25,000
- PO Line 3 Rebate
\$15,000
- PO Line 4 Adm. \$10,000

• Total \$100,000


The Purchase orders are loaded with braided funding sources representing a 65%/35% split. Sub-grantee must ensure that the correct amounts are invoiced on the appropriate line item.



Financial Reporting Template

Complete a separate form for each service funded and complete a separate form summarizing total expenditures for invoice period.

Ryan White		YTD		PRIOR PG. YTD.	
BUDGET CATEGORY	TOTAL BUDGET	EXPENDITURES THIS PERIOD	EXPENDITURES	EXPENDITURES	EXPENDITURES
1. SALARIES AND WAGES					
2. FRINGE BENEFITS					
3. CONSULTANT/EXPERTS					
4. OCCUPANCY					
5. TRAVEL AND TRANSPORTATION					
6. SUPPLIES AND EQUIPMENT					
7. CAPITAL EQUIPMENT AND OUTLAYS					
8. CLIENT COST					
9. COMMUNICATION					
10. OTHER DIRECT COST					
11. INDIRECT OVERHEAD					
12. SUB-TOTAL	0.00	0.00	0.00		
13. LESS ADVANCE	0.00	0.00	0.00		
14. TOTAL	0.00	0.00	0.00		



Sample Service Area –General Ledger

Service Area				
Month of Invoice				
Employee	Position	Salary	Program Cost	FTE
John Doe	Case Manager	4,529.28	2,038.18	45%
Jane Doe	Social Worker	4,529.28	216.24	5%
James Doe	HIV Case Manager	4,529.28	1,132.32	25%
Joanne Doe	Social Worker	5,004.00	1,242.13	25%
Total Personnel		18,591.85	4,627.87	
Fringe Benefits @ 24%			1,110.69	
Sub-Total Personnel & Fringe			5,738.56	
Travel				
Equipment				
Supplies				
Communications				
Contractual				
Other Direct				
Sub-Total				
Total Direct Cost			5,738.56	
Indirect/Overhead @ 10%			573.86	
Total			6,312.42	

