

FISCAL SPONSORSHIP PROGRAM REPORT

Please complete this form to report how the funds received under your Fiscal Sponsorship Program Agreement have been expended and the progress of the funded program or project. Reports are due every six (6) months. If no funds have been distributed from your account during the report period, you are still *required to provide an update on the program or project*. Please send the report to FJC at the address above, attention: Fiscal Sponsorship Program, or via e-mail to FJC@FJC.org.

Organization: _____

Account Name: _____

Account Number: _____ Date of Agreement: _____

Reporting Period (example: 1/1/07 – 7/1/07): _____

1. Please provide a narrative description of how funds distributed from the account were used in support of the program. In addition, please attach a line-item accounting summary for funds released. You may use the attached spreadsheet if you wish. ***Please note, if invoices and receipts were not supplied for expenses as the time you submitted an Invoice/Drawdown or Reimbursement Form, you must supply copies at this time.***

2. Please attach a narrative description detailing the following items:
- (a) progress on the activities and objectives of the organization/project;
 - (b) any adjustments or additions to your current programs since the time of your application or last report;
 - (c) new or anticipated programs that will be introduced in the next 6 months;
 - (d) achievements and/or challenges you have encountered since the time of your application or last report and how you have dealt with them;
 - (e) methods being used to evaluate your program(s)/project and results of those evaluations.

We confirm that the funds received have been used for the purposes described in the Fiscal Sponsorship Agreement, and that no individuals have or will receive any private inurements as a result of payments distributed from the account.

Authorized Signature: _____ **Date:** _____

Print Name: _____ **Title:** _____

Prepared By: _____ **Title:** _____

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Line-Item Accounting Summary

If you are already maintaining your financial records by budget category you may submit that document in lieu of completing the chart below.

Expense Category	Total per Category Detail	Category Total
Salary (Please itemize totals by position. Ex. Exec. Dir., Admin. Asst., etc.)		
Consultants and Professional Services (Please itemize totals by service type. Ex. Web Design, Fundraising, etc.)		
Benefits, Payroll Taxes, Insurance		
Rent		
Communications		
Telephone		
Web Services		
Postage		
Program Expenses (Please itemize by category. Ex. Education Materials, Food, Blankets, etc.)		
Other Expenses (Please itemize by category. Ex. Office Supplies, Equipment, Printing Costs, Travel)		
Loan and Debt Repayments		
Total Expenses Paid During Reporting Period:		