

This information should be completed and submitted online by each grantee receiving at least \$25,000 but less than \$500,000 in total state grant funds.

**Schedule of Receipts and Expenditures  
(≥ \$25,000 but < \$500,000)**

All forms must be completed electronically by logging in to [www.ncgrants.gov](http://www.ncgrants.gov)

To log in users must have an NCID and password.

To create an NCID and password, visit this site:  
<https://ncid.nc.gov/login/accountTypeSelection.htm>

Each grantee receiving at least \$25,000 should complete the basic information requested here relative to the organization, as well as the accounting for State funds received, used or expended.

1. Organization:	
Organization Name:	
Tax Identification #:	
Organization Fiscal Year End: (mmddyyyy)	
Mailing Address (street, city, state, zip code):	
Phone Number (area code + number):	
Fax Number (area code + number):	
Contact Person:	
Contact Person Title:	
E-Mail Address:	

a. Receipts		
Funding State Agency	Grant Title	Total Receipts
b. Expenditures		
Category	Dollar Amount	
Personnel		
Contracted Services		
<b>(a) Total Personnel/Contracted Srvcs Costs:</b>		
Office Supplies & Materials		
Service Related Supplies		
<b>(b) Total Supplies &amp; Material Costs:</b>		
Travel		
Communications & Postage		
Utilities		
Printing & Binding		
Repair & Maintenance		
Meeting/Conference Expense		
Employee Training (no travel)		
Classified Advertising		
In-State Board Meeting Expenses		

If there are any questions, please contact the state agency that provided your grant. If needed, you may contact the Office of State Budget and Management:

[NCGrants@osbm.nc.gov](mailto:NCGrants@osbm.nc.gov)  
(919) 807-4795

**This information should be completed and submitted online by each grantee receiving at least \$25,000 but less than \$500,000 in total state grant funds.**

<b>(c)Total Non-Fixed Operating Expense:</b>	
Office Rent (Land, Buildings, etc.)	
Furniture Rental	
Equipment Rental (Phones, Computers, etc.)	
Vehicle Rental	
Dues & Subscriptions	
Insurance & Bonding	
Books/Library Reference Materials	
Mortgage Principal, Interest and Bank Fees	
<b>(d)Total Fixed Charges &amp; Other Expenses:</b>	
Buildings & Improvements	
Leasehold Improvements	
Furniture/Non-Computer Equip., \$500+ per item	
Computer Equipment/Printers, \$500+ per item	
Furniture/Equip., under \$500 per item	
<b>(e)Total Property &amp; Equipment Outlay:</b>	
Purchase of Services	
Contracts with Service Providers	
Stipends/Scholarships/Bonuses/Grants	
<b>(f)Total Services/Contracts:</b>	
Food	
Other (provide description here):	
<b>(g)Total Other Expenses:</b>	
<b>Total Expenditures (sum a through g)</b>	

**Unexpended cash balance (do NOT use with reimbursement grants)**

Beginning of the year cash balance	
End of the year cash balance	

**NOTE:** If total receipts, expenditures, beginning or ending unexpended grant balance available for expenditures is \$500,000 or more, an audit is required by G.S. 143C-6-23.

If there are any questions, please contact the state agency that provided your grant. If needed, you may contact the Office of State Budget and Management:

[NCGrants@osbm.nc.gov](mailto:NCGrants@osbm.nc.gov)  
(919) 807-4795