## **A-10: BUDGET RECONCILIATION REPORT**

1. Grantee Name:			2a. Person Preparing Form:			
			2b. Phone Number:			
Contract Number:	Date Prepared:		Period Covered:			
					to	
6. Activity	7. Funds Budgeted		8. Budget Balance	9. Drawdowns Received	10. Actual Expended	11. Differences
	Original	Current				

Revised 4.1.24 LCDBG Grantee Handbook

## **INSTRUCTIONS**

## **BUDGET RECONCILIATION REPORT**

- 1. Enter the name of the City/Parish receiving the funds.
- 2. Enter the name of the person preparing the papers and their phone number.
- 3. Enter the contract number.
- 4. Enter the date the report is prepared.
- 5. Enter the period covered by this report.
- 6. Enter the name of each activity. Use the activity names that appear in Exhibit B of your approved contract.
- 7. Enter the LCDBG funds originally budgeted in the contract and the current amount budgeted. If there have been no revisions or amendments, these amounts should be the same.
- 8. Enter the amounts remaining in the <u>current budget</u>, according to your records.
- 9. Enter the cumulative drawdowns received in each activity category, <u>as requested as of the date of the report.</u>
- 10. Enter the actual cumulative amounts expended in each category. If the funds were expended for a different activity than requested, enter how they were actually expended, not requested.
- 11. Enter the differences for each activity between the figures in Column 9 and Column 10.