

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 current budget, according to your records.
9. Enter the cumulative drawdowns received in each activity category, as requested as of the date of the report.
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.