

**Baptist Community Ministries
BUDGET VS. ACTUAL REPORT**

**XYZ Grantee
XYZ Program
Grant # 98765 - 01**

Year 1, 2nd Quarter

Date of Preparation: 4/20/2008

	Current Period (2nd Quarter - 01/01/2008 - 3/31/2008)			YTD (1st and 2nd Quarters 10/01/2007 - 03/31/2008)		
	Actual	Budget	Variance over/(under)*	Actual	Budget	Variance over/(under)*
Personnel						
Salaries and Wages	\$ 17,433	\$ 17,433	\$ -	\$ 34,866	\$ 34,366	\$ (500)
Payroll Benefits	5,010	5,010	0	10,020	9,880	(140)
Direct Program Costs						
Program Materials	1,000	1,200	200	3,000	2,800	(200)
Travel	0	0	0	2,500	2,200	(300)
Training	0	0	0	3,000	2,700	(300)
Conference & Meetings	1,000	995	(5)	3,000	2,784	(216)
Supplies	2,000	1,700	(300)	4,000	3,700	(300)
Registration Fees	0	0	0	3,000	3,000	0
Indirect Program Costs						
Executive Management	994	994	0	1,988	1,988	0
Occupancy	1,150	1,170	20	2,300	2,500	200
Utilities	303	275	(28)	606	575	(31)
Building/liability Insurance	1,720	1,600	(120)	3,440	3,200	(240)
Audit	265	265	0	530	530	0
Consultant	1,375	1,200	(175)	2,750	2,500	(250)
Equipment	0	0	0	4,000	3,975	(25)
TOTAL	\$ 32,250	\$ 31,842	\$ (408)	\$ 79,000	\$ 76,698	\$ (2,302)

*** Include written, detailed explanations of material variances.**

TOTAL PROGRAM FUNDING:	YTD:
BCM Grant	\$48,750
R & R Health Care Foundation	\$37,500
Total	<u>\$86,250</u>

I hereby certify that this statement is true, complete and accurate. **

Signature of CEO or CFO

** Certification is only needed for the fourth quarter (final) Budget vs. Actual Report