



## **Instructions for Completing the Expenditure Summary Form**

Please complete the Dept./Service Name, full address, and phone at the top. This information helps us verify our records as well as contact you if we have any questions.

For Page 1 the "balance from last page" will be the total of your Mini-Grant amount.

As you list items on the sheet, enter information for that item with the amount for that item in the "amount paid" column. For the "remaining balance" column, subtract the amount for the current item from the "remaining balance" of the line above (or for the first line, subtract the amount for the current item from the "balance from last page").

If you require more than one page, copy the number from the last line of page one (in the "remaining balance" column) up to the "balance from last page" line on page two.

Please note that the summary form should list items EQUAL to the amount of your Mini-Grant. If you have received and spent monies other than your Mini-Grant so your squad's total expenditures are more than the amount of your Mini-Grant, select only enough expenditures to total your Mini-Grant. The last item may be less than the amount of your final receipt. If so, enter the amount paid from Mini-Grant funds in the amount paid column and note on the receipt itself the amount paid from Mini-Grant funds. If you have difficulty with this process, please feel free to contact me.

If the amount of expenditures is less than the amount granted, the funds must be returned. The Expenditure Summary form should never list expenditures that exceed the amount granted. If your report does so, you will be contacted to correct the error.

Please attach documentation confirming all amounts. Receipts are preferred for all charges. If you have any questions regarding the completion of the Expenditure Summary Form, please do not hesitate to contact IREMSC.