

MORRIS FAMILY FUND

Annual Financial Report Instructions (for Annual Financial Report Template)

The Annual Financial Report Template should be completed and submitted to our foundation annually, as part of the Annual Report, at mid-year and end of your organization's fiscal year.

If you have received grants for multiple projects from our foundation, the Annual Report Form and accompanying Annual Financial Report Template should be completed separately for each project.

Section I: Organizational Information

Fill out the information about your organization, project title, grant amount and start and end dates of the reporting period covered by this annual report.

The Reporting Period Start Date will be the date the project started for the first Annual Report, and the day after the end date of the previous annual report for subsequent annual reports.

Section II: Total Project Budget, Expenditures and Forecast

Section IIa - Budgeted Project Costs:

Fill out the amount budgeted for the full project, as per either your grant proposal (first annual report) or the last annual report submitted (all subsequent annual reports).

Section IIb - Actual Project Expenditures:

Fill out the actual expenditures incurred for the full project by category and year. For previous years, normally the expenditures will be the same as in the financial reports for previous years. However, if there have been any adjustments, please include adjusted numbers and explain the adjustments as part of the narrative part of the Annual Report.

Section IIc - Project Budget Reforecast:

For years already passed, please provide actual expenditures by category and year for the entire project. For future periods, please include the anticipated budget based on your best current information.

Section IId - Project Variance:

This provides the percentage variance between the Project Budget Reforecast (IIc) and the Budgeted Project Costs (IIa). The template has been set up to calculate the variance automatically.

Please explain any variance greater than 25% in either direction in the narrative part of the annual report.

Sub grants include either grants or contracts to other organizations as part of project expenditures.

The template is set up to automatically calculate Total Direct Costs as the sum of direct cost line items and Total Project Costs as the sum of Total Direct Costs (Program Costs) and Indirect Costs (Overhead).

The template is set up to automatically calculate the Indirect Cost Rate (Overhead Rate).

Section III: Budget, Expenditures and Forecast for Grant from Morris Family Fund

Section IIIa - Budgeted MFF Costs:

Fill out the amount granted by the Morris Family Fund, as per your grant agreement for this project.

Section IIIb - Actual MFF Expenditures:

Fill out the actual expenditures incurred for the full project by category and year that will be supported by the grant from our foundation. For previous years, normally the expenditures will be the same as in the financial reports for previous years. However, if there have been any adjustments, please include adjusted numbers and explain the adjustments as part of the narrative part of the Annual Report.

Section IIIc - MFF Budget Reforecast:

For years already passed, please provide actual expenditures by category and year for the part of the project supported by our foundation. For future periods, please include the anticipated budget for expenditures to be covered by our foundation, based on your best current information.

Section III d - MFF Variance:

This provides the percentage variance between the MFF Budget Reforecast (IIIc) and the MFF Budgeted Costs (IIIa). The form has been set up to calculate the variance automatically.

Please explain any variance greater than 25% in either direction in the narrative part of the annual report.

Section IV: Other Sources of Project Funding

Section IVa: Funding Gap

Budget:

This lists anticipated budgetary needs as currently estimated. The template is set up to fill this directly from the budget provided in Section II(c) of the current annual report.

Funding Secured (last annual report): Please enter the amount of funding secured for the project as per the last annual report submitted to our foundation for this project. If this is the first Annual Report, please include the amount submitted as part of the grant application.

New Funding Secured (past year):

Please list the total dollar amount of new funding commitments secured for this during the reporting period covered by this Annual Report.

Total Funding Secured:

The template automatically sums the two previous rows to calculate the total project funding secured.

Funding Gap:

The template automatically subtracts the funding secured from the total project budget to calculate the funding gap. The funding gap may be positive or negative.

Section IVb: Details of New Funding Secured and in Process:

Please list all new sources of funding (including amounts) secured over the past year, and separately list all new potential funding that is currently in process.