



**College Access Grant
Year-End Budget Report
Due June 30**

Complete and return to EducationQuest

High School Name: _____

Contact Name: _____

Academic Year: _____

Income and Expenses

Provide a summary of your grant income and expenses:

| | |
|---|-----------|
| Carry-over funds (if any): | \$ |
| Annual <i>College Access Grant</i> funding: | \$ |
| TOTAL INCOME: | \$ |
| Amount spent this academic year: | \$ |
| Balance (carry over to next year): | \$ |

If your high school is under by 10% or more of the grant amount, please indicate if any additional grant funds will be spent before the August 1. If your high school is over by 10% or more, EducationQuest will **reduce** the payment next year so that your carry-over budget plus the allocated amount does not exceed the annual amount promised.

If your high school's budget is over by 10% or more of the grant amount, please provide detail about the funding of the overage (for example, other grants, high school budget).

Budget Detail

Submit a budget summary for your high school's *College Access Grant*. You may submit this information in a different format as long as the major categories are maintained. EducationQuest is seeking greater detail on each activity's cost. Provide an in-depth explanation on the expenses.

SAMPEL BUDGET DETAIL

| Expenses | Proposed | Actual |
|---|-----------------|-------------------|
| <i>Travel (provide detail for each travel activity)</i> | \$3,000 | \$3,300.63 |
| <i>Nebraska College Visit 1= TOTAL - \$1,456.20</i> | | |
| <i>Bus – 430 miles/2.34 per mile - \$1,006.20</i> | | |
| <i>Student meals – 45 student @ \$10 = \$450</i> | | |
| <i>Nebraska College Visits 2 = TOTAL – \$590</i> | | |
| <i>Two vans – 150 miles each/1.30 per mile - \$390</i> | | |
| <i>Student meals – 20 @ \$10 = \$200</i> | | |
| <i>Business visit = TOTAL - \$253.43</i> | | |
| <i>Regional hospital – 100 miles/1.30 per mile - \$130</i> | | |
| <i>Student meals – 10 @ \$10 each - \$100</i> | | |
| <i>Local factory – Bus – 10 miles/2.34 miles = 23.43</i> | | |
| <i>Career fair = TOTAL - \$1001.00</i> | | |
| <i>All sophomores - 3 buses – 50 miles/2.34 per mile = \$351.00</i> | | |
| <i>Student meals – 130 @ \$5 each = \$650</i> | | |

| Expenses | Proposed | Actual |
|---|-----------------|---------------|
| Travel (provide detail for each travel activity) | \$ | \$ |
| Activities (provide detail on activities that cost more than \$100) | \$ | \$ |
| Materials (provide detail on materials that cost more than \$100) | \$ | \$ |
| Postage | \$ | \$ |
| Printing (provide detail on printing that cost more than \$100) | \$ | \$ |
| Staff (provide an overview of how many staff received compensation and what each staff earned. You may list titles (example: Counselor, teacher, etc.) instead of specific names) | \$ | \$ |
| Other (explain with detail) | \$ | \$ |
| TOTAL | \$ | \$ |

Matching Funds

Was your high school able to secure matching funds: Yes No

What was the source of the matching funds: Cash In-kind Both

If cash, how does your high school plan to use it?

Did the total value equal 10% or more of the grant funds: Yes No

If your high school was unable to secure matching funds during this academic year, what are the plans to secure matching funds in the future?

Proposed Budget

Submit a proposed budget for the next academic year. This may be submitted in a different format as long as the categories are maintained. Feel free to provide detail.

| Proposed Expenses | Proposed |
|--|-----------------|
| Travel (college visits, business visits, etc.) | \$ |
| Activities | \$ |
| Materials | \$ |
| Postage | \$ |
| Printing | \$ |
| Staff | \$ |
| Other (explain) | \$ |
| TOTAL | \$ |