1. In the **monthly view tab**, enter the total grant amount in cell B14 and the reporting start date in cell B19
2. For each expense incurred, enter the following in a new row on the **expense view tab**:
Column A: Choose a month from the dropdown menu
Column B: Enter the vendor you paid
Column C: Enter a description of the expense
Column D: Choose the category of the expense from the dropdown menu
Column E: Enter the cost of the expense
3. Expenses will populate in the **monthly view tab** under the appropriate month and category. The outstanding amount of the grant will populate in row 14.

Expense Area	Examples of allowable expenses	July	August	September	October	November	December	January	February	March	April	May	June	TOTALS
Purchase of Food, Including culturally relevant foods		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,000.00	$0.00	$0.00	$0.00	
Equipment		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Personnel/Salaries	Staffing salaries; Consultant fees if supporting food shelf operations	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Space/Rental	utility costs; building repairs for the food shelf	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Transportation Expenses (mileage, gas cards, delivery fees, supplies)		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Outreach	Food shelf signage	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Translation		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Technology	internet costs; IT support services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Diapers and Hygiene Supplies		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Other Operational Expense (please describe)		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
TOTAL SPENT		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$1,000.00**	**$0.00**	**$0.00**	**$0.00**	
TOTAL OUTSTANDING	**$50,000.00**	**$50,000.00**	**$50,000.00**	**$50,000.00**	**$50,000.00**	**$50,000.00**	**$50,000.00**	**$50,000.00**	**$50,000.00**	**$49,000.00**	**$49,000.00**	**$49,000.00**	**$49,000.00**	
	Enter total grant amount above (Cell B14):													
****Funds can be used for any expenses related to food distribution**														
Reporting Start Date (Add here - award date on letter)	DATE													
Reporting End Date	**June 30, 2026**													

Month: Choose from Dropdown	Vendor	Description	Category: choose from dropdown	Cost
March	ABC Vendor	Example Expense - delete before use	Purchase of Food	$1,000.00