

National Conference of Bankruptcy Judges

ENDOWMENT FOR EDUCATION

Title of Project/Recipient	
Address	
Telephone	
Email	
Contact Person	
Award Amount	
Date Award Approved	
<input type="checkbox"/> Interim Report No. _____	For Period _____ to _____
<input type="checkbox"/> Final Report	

Award Purpose and Objectives

Please answer the following questions, restricting your narrative to a maximum of four pages.

1. How the project has achieved or not achieved each of the objectives to date.
2. Delineate any problems encountered, unexpected benefits or lessons learned during the term of the award.
3. What are the future plans for the project's continuation?
4. Please complete the following financial summary.

ACTUAL EXPENDITURES: THROUGH _____

PERSONNEL SALARIES, WAGES AND FRINGE BENEFITS

Project/Recipient: _____

Contact Person: _____

Person	Time in Hours	Pay Rate	Gross Pay	Fringe Benefits	Total
Totals					

ACTUAL EXPENDITURES: THROUGH _____

RENT, MAINTENANCE, UTILITIES OR INSURANCE

Name/Title	Detail	Amount
<u>Rent</u>		
	Total	
<u>Maintenance</u>		
	Total	
<u>Utilities</u>		
	Total	
<u>Insurance</u>		
	Total	

ACTUAL EXPENDITURES: THROUGH _____

TRAVEL

Travel/Out-of-Town	Detail	Amount
(Identify Recipient and nature of reimbursement e.g., air fare, lodging, etc.)		
	Total	
	Travel/Local	
Total		

ACTUAL EXPENDITURES: THROUGH _____

OFFICE SUPPLIES AND TELEPHONE EXPENSES

Office Supplies and Expenses	Detail	Amount
	Total	
Telephone		
	Total	

ACTUAL EXPENDITURES: THROUGH _____

OTHER

All Categories	Amount

- 1. Original Amount of Award _____
- 2. Cumulative Total of Actual Expenditures (including this report) _____
- 3. Total Unpaid Commitments _____
- 4. Unused Balance of Award (4 = 1 less sum of 2 + 3) _____

Budget Item	Actual Expenditures Thru	Commitments As of	Total
A. Personnel Name:	Job Title Gross Pay Other Benefits		
B. Equipment	Description/Cost		
C. Supplies	Category Description/Cost		
D. Travel	Recipient & Nature of Reimbursement (e.g., air fare, lodging, mileage, etc		
E. Other			

Total Expenditures plus unpaid commitments

Amount of Grant

Balance
