



North Carolina Department of Commerce Energy Division

Beverly Eaves Perdue, Governor
Dale Carroll, Deputy Secretary

J. Keith Crisco, Secretary
Ward Lenz, Energy Division Director

Monthly Financial Report Instructions

Budget Items	Current Grant Amount	Amounts Previously Requested	Amount Requested This Period	Amounts Requested To Date	Unobligated Balance of Funds To Date
	(a)	(b)	(c)	(d)	(e)
		Carry over from previous month column (d)		Column (b)+(c)	Column (a)-(d)

Complete all cells by performing the following:

Budget Item: Budget items must exactly match the items shown in the amended scope of work and the budget.

(a) Current Grant Amount

Please fill each line with the budget amount relevant to each item. Budget items must exactly match the budget shown in the approved amendment by SEO.

(b) Amounts Previously Requested

This column shall be filled by the cumulative cash reported in the previous months. The amounts in this column will be transferred from column (d) "Amounts Requested to Date" of your previous report. It should show zero in the first report.

(c) Amount Requested This Period

This column shall include the amount of reimbursement requested for this reporting period.

(d) Amounts Requested To Date

Column (b) plus Column (c)

(e) Unobligated Balance of Funds

Column (a) minus Column (d)

Note:

- 1) Same steps shall be taken to complete the Match/Leverage section.
- 2) This report shall be submitted monthly even if no reimbursement is requested.

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