



## Budget and Financial Report Template Instructions

Starting with the 2015-2016 grant year, BCRF is requesting that grantees use a standard budget and financial report template. The template can be downloaded from the BCRF grants portal or requested by contacting the BCRF grants team at [grants@bcrcure.org](mailto:grants@bcrcure.org). The template contains multiple tabs named for each process: Budget, Interim Financial Reports (1 and 2, submitted with interim progress reports), Final Financial Report (due within 60 days of the end of the grant term) and Budget Reallocation (for the purposes of reallocating funds from one category to another). Please save a copy of the Excel document and use the appropriate form for the requisite process.

Please note the following:

- Interim Financial reports are for the current grant year. Cumulative totals of funding are tracked on the final financial report only.
- Each template is prepopulated with common expenditure categories that may or may not apply to a grantee's budget. Categories can be renamed as needed. Rows can be added but excel will not autofill formulas in in added rows. **Do not delete the shaded rows as these contain formulas for calculating totals.**
- Approved carry forward balances should be included in the total budget column as indicated in all forms, except the proposed budget form accompanying a new or renewing application.
- Amounts should be entered in US dollars using conversion rates applied to the day of the report.
- Forms should be printed out and signed in ink by the person who is responsible for the report and converted to pdf for uploading to the BCRF grants portal. **Please do not sign with electronic signature.**
- All financial report and budgets are submitted through the BCRF grants portal as part of an application or follow up form as indicated below. Hard copies should be included in the proposal and interim report documents mailed to BCRF offices as requested.
- Final financial reports are due within 60 days of the end of the grant term and are uploaded to the portal as a follow up.

The following grant information is requested for each form as indicated:

- **Investigator name (all forms):** The primary investigator(s) on the award. In the case of awards that are shared between institutions, the investigator name associated with the institution preparing the report is adequate.

- **Project title (all forms):** Please be sure that the project title matches the title of the current proposal/award.
- **Grant Start and End dates (all forms):** Please indicate the start and end dates of the current award year. BCRF grants are funded as single year awards.
- **Award amount (all forms):** This is the approved/proposed amount for the current year or proposal.
- **Total Budget (all forms):** Please include carry forward balances from the previous award period (except in proposal budgets). See our policy for carry forward requests below.
- **Internal record locator (interim and final financial reports, budget reallocation):** This field applies to institutions that use internal record identifiers. BCRF does not assign record identifiers.

Each form is discussed individually below.

**Budget template.** Please use the budget template to submit your proposed budget with a new or renewing application. Proposal budgets should only include the requested budget amount for the current application (a single year of funding). It should not include projected balances from the current year.

The budget is uploaded into the application form as a pdf document and does not require a signature.

**Interim financial report template.** Two interim financial reports are required during the grant year and are submitted through the BCRF grants portal with semi-annual narrative progress reports. Report dates are provided in the grants acceptance letter. BCRF will send email reminders 30 days in advance of deadlines. There are two interim report tabs (one for each report).

**Dates:** Interim reports should be dated for 30 days prior to the interim report deadline, i.e. May 15 for June 15 interim reports or December 15 for January 15 interim reports. We realize that not all charges may have cleared for the previous month, but expenditures should be actual amounts rather than estimated, except in the case of the expenditure projections (see below).

### Report columns

- **Approved budget:** This is the approved budget for the current grant year, not a cumulative budget of consecutive years of funding.
- **Expenditures this period:** Include expenditures starting from first day of the grant period (interim report 1) or from the first day after the last report (interim report 2).
- **Previously reported (interim report 2 only):** Please include expenditures reported in the previous interim report of the same grant year. This is not a cumulative total of previously reported expenditures over consecutive years of funding.
- **Cumulative expenses:** This column auto-calculates the sum of total expenditures.
- **Balance:** This column auto-calculates the balance in each category. Excel will not autofill the formula in this column if additional rows are added.

- **Projected budget** (interim report 2 only): Please provide a projected utilization of all unexpended funds through the end of the current grant year. This is required as part of the second semi-annual interim report that accompanies a request for continued funding. ***Please note that as stated in the grants acceptance form, it is a condition of approval for new funds that at least 80 percent of previously awarded BCRF funds be expended by the end of the grant year. Special circumstances are reviewed on a case by case basis and must be discussed with BCRF. If a balance greater than 20% is projected, the grantee (rather than a grants official) should contact BCRF directly to discuss the reasons for the projected balance.***
- **Signature:** The interim reports should be signed by the preparer in ink and converted to a pdf for uploading to the BCRF grants portal. **Please do not attach electronic signatures.** Print or type name and include email and phone number.

**Final Financial Report Template.** The final financial report is due within 60 days of the end of the grant period and is for the full grant term.

Dates of this report are from the first day of the grant period to the final day of the grant period.

**Cumulative award summary.** Please include a summary of past awards, if applicable. Additional lines can be added as needed. This field is optional and is provided for institutions that track balances of consecutive annual awards. This would not apply to institutions who regard the BCRF grant as a single discrete award for one year (regardless of whether the grantee has been funded over consecutive years). Please contact the BCRF grants team at [grants@bcrcure.org](mailto:grants@bcrcure.org) for clarification.

#### **Report columns**

- **Approved budget:** See above
- **Expenditures:** Expenditures for the entire grant year, not cumulative expenditures over consecutive grant years.
- **Unexpended funds:** This column auto-calculates the balance of funds.
- **Variance to budget:** This column auto-calculates the percent variance from the approved budget.
- **Unexpended balance (carry forward request).** Because BCRF awards grants for a year at a time, any unexpended balance is considered a no-cost extension. For renewing grants, BCRF prefers that unexpended funds be applied to the coming grant year rather than returned to BCRF. Unexpended balances greater than 20% of the awarded budget require approval by BCRF. In these cases, BCRF requests notification by email from the PI as to the reasons and plans for spending down the balance. The unexpended balance should be reported on the following interim report as a carry forward balance.