**2016 NORTH CAROLINA TOBACCO TRUST FUND COMMISSION
AGRICULTURAL EDUCATION PROGRM IMPROVEMENT GRANT**

**Project Expense Summary (Exhibit C) Details and Explanations**

Quarterly Reports on Agricultural Education Program Improvement Grants should include an Exhibit C Program Expense Summary. An Excel spreadsheet is provided to record the expenses for both the quarter and for the entire project. Provided below are explanations on completing this document.

Line 2: Name of your Agricultural Education Program (Example: Northwest High School)

Line 3: Indicate the final date of the quarter (Example: March 31, 2016, June 30, 2016, September 30, 2016 or December 31, 2016)

Lines 5-24: These lines are designated for any funds spent on the project from the TTFC Grant

Line 8: Salaries: This section is to record any salary **PAID** to persons/businesses to complete a portion of the project. **DO NOT** record teacher salaries or any salary paid to students for work unless they received financial compensation for work. (Examples: Fred Jones to pour concrete; Wells Fence Co. to install a fence)

Line 14: Include all items/equipment purchased for the project. INCLUDE TAXES AND SHIPPING in the cost for the item. (Example: Fence Posts, Plywood, IPad, etc.)

Line 20: Include any cost incurred in the marketing and promotion of the project. (Example: Signs, advertising campaign expenses, etc.)

Lines 12, 18, 22, and 24: These lines should automatically total the sections.

Lines 26 – 43: These lines are designated for any funds spent on the project from other sources.

Line 29: Do not include teacher salaries as an expense item. This line is for any salaries paid for services provided and paid from sources other than grant funds. (Example: School System Maintenance Department for 3 hours of work)

Line 34: Include all items/equipment purchases for the project from sources other than the grant but necessary for the completion of the grant. Please include taxes and shipping and handling in the cost for the item.

Line 38: Include any cost incurred in the marketing and promotion of the project but paid from other sources than grant funds. (Example: Signs, advertising campaign expenses, etc.)

**Column C:** Column C is for expenses incurred during the quarter of this report

**Column D:** Column D is for expenses incurred for the entire period of the grant. These figures can be determined by reviewing previous quarterly report and adding the current quarter amounts to previous amounts.

**NOTE:** At the final report or at the completion of the project the GRAND TOTAL (line 24) should equal or exceed the amount of grant funds received. Grand funds will only be awarded on the amount spent and not projected amounts. (For example: If your program receives $5000 for the grant, you will receive $2500 at the beginning of the cycle to be used for the project. At the end of the grant (December 31, 2016) your expense summary should show a grand total of $5000 spent in line 24. If the total is less than the maximum grant fund a portion of the final payment will be removed.)

**COPIES OF INVOICES FOR EXPENSES SHOULD BE INCLUDED EACH QUARTER. INVOICES SHOULD BE LEGIBLE AND COST SHOULD MATCH THE EXPENSES LISTED ON THE EXPENSE SUMMARY.**