

## INSTRUCTIONS FOR PREPARING THE FINANCIAL STATUS REPORT

This report is used to report cumulative disbursements by source of funds for the project.

1. Enter the name and address of the entity responsible for receiving the funds. In the case of an award to a state or local court, the grantee is the state supreme court or its designated agency or council responsible for receiving and administering the funds.
2. Enter the name and address where the payment is to be sent, if different from item 1.
3. Enter the month, day and year for the period of the grant award.
4. Enter the Award Number assigned by SJI.
5. Enter the project title.
6. Enter the report number. Number the first report "1," the second report "2," etc.
7. Enter whether report this is a final report.
8. Enter the month, day, and year for the period of time covered in the report.
- 9a. Enter the approved SJI budget in the first column. Enter the approved cash match budget in the second column. Enter the approved in-kind match budget in the third column. Do not populate shaded fields.

The "Project Disbursements" section is for the reporting of actual cumulative project disbursements since the beginning of the project.

- 9b. Will automatically populate.
- 9c. Will automatically populate.
- 9d. Will automatically populate.
10. Self Explanatory.