

Do you need help writing your financial report?

- 1) Take your Brighter Futures Contribution Agreement.
- 2) Open Schedule B of your Contribution Agreement. Schedule B is the budget you sent to the Department of Health and Social Services when you applied for Brighter Futures funding.
- 3) Use Attachment B as a template for your financial report. Attachment B is the last page of your Contribution Agreement. If you need an electronic copy of Attachment B, [click here](#) and then select File=>Save As to download to your computer.
- 4) In the first column, “Activity”, list every project, activity and/or position that are listed in Schedule B of your Contribution Agreement.
- 5) In the second column, “Details”, list the subcategories as they appear in Schedule B of your Contribution Agreement.

👉 **Example:**

Schedule B of your Contribution Agreement lists a youth workshop. The subcategories are facilitator’s fee, travel, accommodation, materials, food and hall rental. In your financial report, list “youth workshop” under “Activity,” and facilitator’s fee, air travel, accommodation, etc. under “Details.”

- 6) Make sure you list **all** projects/activities and their subcategories as they appear in Schedule B of your Contribution Agreement, even if some of the activities have not yet been held.
- 7) In the third column, “Budget,” list the budgets for all activities and their subcategories as they appear in Schedule B of your Contribution Agreement.
- 8) The reporting period for the first financial report is April 1 to August 31, 2004. List all expenditures for this reporting period in the column “1st Report”. Make sure you:
 - a) List expenditures for activities **and** details
 - b) Add up all expenditures and write the total expenditure on the bottom of the column
- 9) For the second and third financial report, use the same template and just add expenditures under “2nd Report” and “3rd Report” respectively.

10) In the column “Total”, write your total expenditures. These are calculated as follows:

First report: “1st Report” expenditures = “Total” expenditures

Second report: “1st Report” + “2nd Report” expenditures = “Total”

Third report: “1st Report” + “2nd Report” + “3rd Report” expenditures = “Total”

11) The last column, “Balance,” shows unspent money. The balance is calculated as follows:

$$\text{Budget} - \text{Total Expenditures} = \text{Balance}$$

Make sure you add up the balance of each activity and write the total balance on the bottom of this column.

12) Send your report to Wellness Planner, Department of Health and Social Services, GNWT, Box 1320, Yellowknife, NT X1A 2L9, Tel: (867) 920-3000, Fax:(867)873-7706.

For a sample of a correctly written financial report, [click here](#).