

The **Detailed Cost Statement** is required to be submitted to the Division of Alcoholic Beverage Control as per the intervals (monthly, bi-monthly, quarterly) as specified in the Award Package. A **Final Detailed Cost Statement (Final Report)** indicating receipt of the final payment must be submitted within 15 days after the subgrantee has received that payment.

<p>Agency Information</p>	<p>Grant Program: EUDL. Subgrant #: as listed on the Subgrant Award Project Title: as listed on the Subgrant Award Subgrantee Name: as listed on the Subgrant Award Vendor ID: tax ID number</p>	<p>Report #: indicate the number of this report (1, 2, 3 ...). For the Final Report, write "Final." Subgrant Period: as listed on the Subgrant Award Dates Covered in This Report: Indicate what period of time is covered in this report, by date.</p>
<p>Section A</p>	<p><i>Section A</i> reflects project activity by budget category. Each column must be completed on every report except the Final Detailed Cost Statement. The agency must report on both subgrant funds and matching funds (if applicable) in this section.</p> <p>Column 1-Approved Project Budget:</p> <ul style="list-style-type: none"> • Use the figures from the Approved Project Budget that are included in the Subgrant Award Package; or • Where there is an approved Grant Adjustment Request Form, use the Approved Project Budget from that form; or • If a budget adjustment is less than \$100, the revision may be reflected in the Approved Project Budget column and the agency must include an explanation of the change in the Remarks section of the Detailed Cost Statement. <p>Column 2- Expenditures: list actual expenditures (salary or bills paid) by the subgrantee. Do not round dollar amounts.</p> <p>Column 3-Year to Date Expenditures: for each budget category, add the Expenditures (Column 2) from this Detailed Cost Statement to the Year-To-Date Expenditures (Column 3) from the previous report (if applicable).</p> <p>Column 4-Unpaid Obligations: all unpaid bills (i.e., outstanding purchase orders or unpaid invoices) must be reflected in this column.</p>	
<p>Section B</p>	<p>Summarizes activity since the last report for both Subgrant Funds and Matching Funds (if applicable)</p> <p>Subgrant Funds</p> <ol style="list-style-type: none"> 1. Balance (from previous report): equals the balance reflected on line five in Section B from the previous report. (Indicate a "zero" in this line for the first Detailed Cost Statement) 2. Funds Received: list any funds received since the last report 3. Subtotal: add line one and line two 4. Expenditures: equals the total of subgrant funds expended from Column 2 of Section A 5. Balance: subtract Expenditures from Subtotal 6. Funds Requested From ABC: indicate subgrant funds requested. Include a completed State Payment Voucher when requesting funds <p>Note: The balance for the current report may reflect a deficit. Please place parenthesis around negative balances.</p> <p>Matching Funds</p> <ol style="list-style-type: none"> 1. Balance (from previous report): equals the balance reflected on line five in Section B from the previous report 2. Funds Received: indicate match funds provided this period 3. Subtotal: add line one and line two 4. Expenditures: equals the total of match expenditures from Column 2 of Section A 5. Balance: subtract expenditures from subtotal 	
<p>Section C</p>	<p>Federal CFDA Number and Federal Award Number (for federal subgrants only) can be found on the Subgrant Award</p>	
<p>Signatures</p>	<p>The Project Director and Agency Financial officer must sign and date at the bottom of the form. Please submit two signed originals.</p>	