



## United Black Fund of Greater Cleveland, Inc. Quarterly Financial Report of UBF Grant

Agency Name: \_\_\_\_\_ Quarter: \_\_\_\_\_

Agency Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Current Quarter From: \_\_\_\_\_ To: \_\_\_\_\_

	A	B	C
	UBF Grant Receipts or Expenses Prior Quarter	UBF Grant Receipts or Expenses Current Quarter	UBF Grant Receipts or Expenses Total to Date
( C ) Prior Report			
<b>UBF GRANT ALLOCATIONS RECEIVED</b>			
Less Related Disbursements:			
<u>Salary Cost</u>			
1: Salaries & Wages			
2: Payroll Taxes (FICA & WKCOMP)			
3. Health & Life Insurance			
4. Consultants & Stipends			
<u>Other Cost</u>			
5. Rent Lease			
6. Utilities			
7. Telephone			
9. Equipment Cost or Depreciation			
9. Repairs			
10. Insurance ( Liability etc )			
11. Contractual Services			
12. Office Supplies & Equipment			
13. Postage			
14. Travel Out of Town			
15. Travel & Entertainment - Local			
16. Conference Fees & Meeting Cost			
17. Promotion/ Advertising			
18. Food & Programs Expenses			
19. Bank & Services Charges			
20. Other			
<b>Total Related Disbursements</b>			
<b>CASH AT END OF QUARTER</b>			

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_