



**Vietnam Veterans of America
8719 Colesville Road, Suite 100
Silver Spring, MD 20910**

SERVICE REPRESENTATIVE GRANT FINANCIAL REPORT INSTRUCTIONS

This report should reflect ALL of the funds spent on or in support of the Service Representative program. In kind expenses such as VA free office space etc. should NOT be used when determining expenses.

Funds received under this program should be spent in support of the Service Representative program only.

Description of Disbursements – These are the categories of recognized acceptable expenditures. We have also added several “Other” lines for purposes that we have not covered.

The column headed “VVA Grant” should include the funds received from VVA and what they were spent on.

The column headed “State Council Share” should include the State Council’s match funds and how they were spent.

TOTAL – This figure should equal the total amount of Service Representative Program expenses for the period regardless of the source of funds.

Remember to certify and sign your report.

NOTE: This report is both a six-month (6) and twelve-month (12) report



Service Representative Grant Financial Report

For Period Ending: _____

Description of Disbursements	VVA Grant	State Council Share	Total
Salaries (full time employee(s))	_____	_____	_____
Benefits	_____	_____	_____
Salaries (part time employee(s))	_____	_____	_____
Benefits	_____	_____	_____
Office Supplies	_____	_____	_____
Telephone	_____	_____	_____
Travel	_____	_____	_____
Training	_____	_____	_____
Other	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		TOTAL	_____

Verification and Certification

The undersigned officers of Vietnam Veterans of America State Council of _____ certify that we have read the forgoing Service Representative Grant financial report and to the best of our knowledge and belief certify that the information contained herewith is true correct and complete.

Name/Title

Name/Title

Date: _____

Date: _____

Signature

Signature

