



This is a sample of a financial report. Typically, when you prepare a financial report, you will need to submit receipts for all expenses to your donor and you will need to annotate the item, vendor, amount and date on each receipt. Scan or send the original receipts to your donor according to your donor's requirements.

Financial Report				
Name of the Organization:	<i>Youth Care Group</i>			
Name of the Project:	<i>Research on New Drugs Usage Among Teenagers</i>			
Project Period:	<i>2015.2-2015.9</i>			
Reported Period:	<i>2015.4-2015.9</i>			
	<i>Budget</i>	Total Income	Total Expense	Balance
Budget Item	Administrative Costs		Admin Expenses	Admin Balance
A	Training materials, venue rentals, office supplies and etc.	¥ 14,982	¥ 10,000	¥ 4,982
	Program Costs		Program Expenses	Program Balance
B	Interview fees(¥153 x 35people)	¥ 5,355	¥ 4,000	¥ 1,355
D	Transcription(¥245 x 35hrs)	¥ 8,568	¥ 3,568	¥ 5,000
E	Questionnaire fees(¥18 x 200copies)	¥ 3,672	¥ 1,670	¥ 2,002
F	Telecommunication/transportation(¥200 x 6 months)	¥ 1,212	¥ 1,200	¥ 12
G	Report Printing (¥2000)	¥ 1,836	¥ 1,800	¥ 36
H	Others (Please specify)			
	TOTAL INCOME	¥ 35,625		
		TOTAL EXPENSES	¥ 22,238	
			TOTAL BALANCE	¥ 13,387