



2023-24 College Ambassador Program

Final Financial Report

Grantees are expected to track and maintain documentation for all expenses throughout the grant time frame. Grantees are also expected to stay within the approved budget for each category; Proof Alliance will not be able to reimburse for expenses over the approved amount. Any deviation from the proposed budget must be pre-approved by Proof Alliance to ensure 100% reimbursement. For more information on eligible expenses and financial reporting, please see your grant contract, Appendix B.

Grant funds cannot be spent on equipment, this includes items as prizes. Equipment includes: iPods, iPads, Tablets, laptops, projectors, cameras, etc. If you would like to purchase an item and are unsure if it is eligible, contact myomyo.aye@proofalliance.org **prior to purchase**.

Category Name and Narrative of Anticipated Expenses: Inver Hills	Budget Approved	Actual Spent
Snacks/Refreshments: Mocktail ingredients: drink mixes, flavoring, fresh and frozen fruit Granola bars and nuts		
Activities/Games:		
Promotion/Advertising: (Paid advertisements, printing flyers/brochures, mailing invitations, signage, etc.)		
Supplies: (Plates, cups, decorations, T-shirts, goodie bags, etc.) Goodie bags, cups, decorations, tumblers with Proof Alliance logo		
Contracts: (Table fees, venue cost, entertainment, non-Proof Alliance speaker)		
Salary/Benefits: (Include name, title, hours needed, and hourly rate)		
Prizes: (Must be no more than 15% of the overall budget. Gift cards must be \$20 or less each in value. We recommend seeking donations to minimize cost of prizes)		

A: TOTAL APPROVED:

B: TOTAL ACTUAL SPENT:

C: BUDGET BALANCE (A-B):