

II. Please provide with your report the information indicated below. Report will not be complete unless all items below are received.

- A detailed itemization of expenditures made from grant funds, and the time period covered by that expense report.

ITEM	DESCRIPTION	AMOUNT
Facilitator	On Retreat Day 10 a.m. to 4 p.m., Preparation of Strategic Plan, Preparation for Retreat.	\$250.00
Caterers	Prepare, deliver & serve lunch	\$130.00
	Continental Breakfast (donuts)	\$12.00
Supplies	Provided by participants	\$0.00
Total Expenditures		\$392.00
Balance to Return	See Attached Check	\$58.00

Copies of Invoices &/or Receipts are attached.

I declare that I am authorized to sign this report on behalf of the above organization, that I have examined the forgoing statements and detailed expense report and to the best of my knowledge they are true, correct and complete.

By:

Lee Riggan

VCCW Chair 2011-2012

Name

Title

December 14, 2011

Signature

Date

All future grants and grant payments are conditioned upon the Foundation's receipt of complete and timely reporting from grantees. If you have any questions regarding the type of information desired, please contact (805) 988-0196, ext.120 or tknight@vccf.org for Tina Knight and ext. 120. Please e-mail us if you would like electronic versions of these forms.