

Memphis City Council Grant Mid-Year Expense Report

Grantee Name: _____
 Project Name: _____
 Contact Name: _____
 Contact E-mail: _____
 Preiod Reported: From: _____ To: _____

	Budget	Actual Cost	Difference
Section 1 - Personnel Costs			
A. Salaries and Wages (list by position, full time and part time, insert rows as needed)			
Employee 1			-
Employee 2			-
Employee 3			-
Employee 4			-
Employee 5			-
Employee 6			-
Employee 7			-
Employee 8			-
Employee 9			-
Employee 10			-
B. Employer Payroll Taxes on above			-
C. Employer Cost of Fringe Benefits and Related Fees on above			-
D. Consultants and Professional Fees (list individually)			
Contractor 1			-
Contractor 2			-
Contractor 3			-
Contractor 4			-
Contractor 5			-
Contractor 6			-
Contractor 7			-

E. Other (Insert rows as needed)

-

-

Section 2 - Operational Costs

A. Equipment

-

B. Supplies

-

C. Printing and Copying

-

D. Telephone and Fax

-

E. Postage and Delivery Fees

-

F. Rent

-

G. Utilities

-

H. Travel

-

I. In-kind Expenses

-

J. Other (Insert rows as needed)

-

-

-

Totals

-

-

-