Monthly grant report

Harbor Mentors (example) | November 2026

Draft. Code found no number errors. Add your story and read it over before you send it.

Youth mentoring grant

Award A1 | Jan 1, 2026 to Dec 31, 2026

THIS MONTH

Costs	**$2,150.00**

AWARD TO DATE

Budget	**$24,000.00**
Spent through Nov 30, 2026	**$22,900.00**
Left in budget	**$1,100.00**

What we did this month

[Send monthly cost report: add your text here. Checked number: Costs $2,150.00.]

[Note money left in the budget: add your text here. Check the proof for this task.]

Before you send

This part is for you. Delete it from the Word file before you send the report.

Fix list

Code checks found no number errors. You still need to check the funder rules and proof.

Tasks this month

[To do] Send monthly cost report

Due Nov 30, 2026 | Award A1 | Rule: Award letter (example)

Costs: $2,150.00 (matches what you entered)

[To do] Note money left in the budget

Due Nov 30, 2026 | Award A1 | Rule: Award letter (example)

Task only. Check the proof by hand.

Where the numbers came from

Each number is the sum of these rows. Click a row to see it.

Youth mentoring grant

Costs: $2,150.00

Cost sheet row 22: $1,800.00

Cost sheet row 23: $350.00

Visits: 0

No rows.

People served: 0

No rows.

Hours: 0.00

No rows.

Spent through Nov 30, 2026: $22,900.00

Cost sheet row 2: $1,800.00

Cost sheet row 3: $275.00

Cost sheet row 4: $1,800.00

Cost sheet row 5: $275.00

Cost sheet row 6: $1,800.00

Cost sheet row 7: $275.00

Cost sheet row 8: $1,800.00

Cost sheet row 9: $275.00

Cost sheet row 10: $1,800.00

Cost sheet row 11: $275.00

Cost sheet row 12: $1,800.00

Cost sheet row 13: $275.00

Cost sheet row 14: $1,800.00

Cost sheet row 15: $275.00

Cost sheet row 16: $1,800.00

Cost sheet row 17: $275.00

Cost sheet row 18: $1,800.00

Cost sheet row 19: $275.00

Cost sheet row 20: $1,800.00

Cost sheet row 21: $275.00

Cost sheet row 22: $1,800.00

Cost sheet row 23: $350.00

Proof links

You added these links. We did not open them.

Cost sheet row 22 | counted

https://example.org/payroll/11

Cost sheet row 23 | counted

https://example.org/receipts/11

Source rows

Row 1 of each sheet is the header, so data starts at row 2.

Cost sheet row 2

line_id: S1 | expense_id: P01 | date: 2026-01-15
award_id: A1 | amount: 1800.00 | expense_total: 1800.00
category: Staff | evidence_url: https://example.org/payroll/01

Cost sheet row 3

line_id: M1 | expense_id: X01 | date: 2026-01-20
award_id: A1 | amount: 275.00 | expense_total: 275.00
category: Supplies | evidence_url: https://example.org/receipts/01

Cost sheet row 4

line_id: S2 | expense_id: P02 | date: 2026-02-15
award_id: A1 | amount: 1800.00 | expense_total: 1800.00
category: Staff | evidence_url: https://example.org/payroll/02

Cost sheet row 5

line_id: M2 | expense_id: X02 | date: 2026-02-20
award_id: A1 | amount: 275.00 | expense_total: 275.00
category: Supplies | evidence_url: https://example.org/receipts/02

Cost sheet row 6

line_id: S3 | expense_id: P03 | date: 2026-03-15
award_id: A1 | amount: 1800.00 | expense_total: 1800.00
category: Staff | evidence_url: https://example.org/payroll/03

Cost sheet row 7

line_id: M3 | expense_id: X03 | date: 2026-03-20
award_id: A1 | amount: 275.00 | expense_total: 275.00
category: Supplies | evidence_url: https://example.org/receipts/03

Cost sheet row 8

line_id: S4 | expense_id: P04 | date: 2026-04-15
award_id: A1 | amount: 1800.00 | expense_total: 1800.00
category: Staff | evidence_url: https://example.org/payroll/04

Cost sheet row 9

line_id: M4 | expense_id: X04 | date: 2026-04-20
award_id: A1 | amount: 275.00 | expense_total: 275.00
category: Supplies | evidence_url: https://example.org/receipts/04

Cost sheet row 10

line_id: S5 | expense_id: P05 | date: 2026-05-15
award_id: A1 | amount: 1800.00 | expense_total: 1800.00
category: Staff | evidence_url: https://example.org/payroll/05

Cost sheet row 11

line_id: M5 | expense_id: X05 | date: 2026-05-20
award_id: A1 | amount: 275.00 | expense_total: 275.00
category: Supplies | evidence_url: https://example.org/receipts/05

Cost sheet row 12

line_id: S6 | expense_id: P06 | date: 2026-06-15
award_id: A1 | amount: 1800.00 | expense_total: 1800.00
category: Staff | evidence_url: https://example.org/payroll/06

Cost sheet row 13

line_id: M6 | expense_id: X06 | date: 2026-06-20
award_id: A1 | amount: 275.00 | expense_total: 275.00
category: Supplies | evidence_url: https://example.org/receipts/06

Cost sheet row 14

line_id: S7 | expense_id: P07 | date: 2026-07-15
award_id: A1 | amount: 1800.00 | expense_total: 1800.00
category: Staff | evidence_url: https://example.org/payroll/07

Cost sheet row 15

line_id: M7 | expense_id: X07 | date: 2026-07-20
award_id: A1 | amount: 275.00 | expense_total: 275.00
category: Supplies | evidence_url: https://example.org/receipts/07

Cost sheet row 16

line_id: S8 | expense_id: P08 | date: 2026-08-15
award_id: A1 | amount: 1800.00 | expense_total: 1800.00
category: Staff | evidence_url: https://example.org/payroll/08

Cost sheet row 17

line_id: M8 | expense_id: X08 | date: 2026-08-20
award_id: A1 | amount: 275.00 | expense_total: 275.00
category: Supplies | evidence_url: https://example.org/receipts/08

Cost sheet row 18

line_id: S9 | expense_id: P09 | date: 2026-09-15
award_id: A1 | amount: 1800.00 | expense_total: 1800.00
category: Staff | evidence_url: https://example.org/payroll/09

Cost sheet row 19

line_id: M9 | expense_id: X09 | date: 2026-09-20
award_id: A1 | amount: 275.00 | expense_total: 275.00
category: Supplies | evidence_url: https://example.org/receipts/09

Cost sheet row 20

line_id: S10 | expense_id: P10 | date: 2026-10-15
award_id: A1 | amount: 1800.00 | expense_total: 1800.00
category: Staff | evidence_url: https://example.org/payroll/10

Cost sheet row 21

line_id: M10 | expense_id: X10 | date: 2026-10-20
award_id: A1 | amount: 275.00 | expense_total: 275.00
category: Supplies | evidence_url: https://example.org/receipts/10

Cost sheet row 22

line_id: S11 | expense_id: P11 | date: 2026-11-15
award_id: A1 | amount: 1800.00 | expense_total: 1800.00
category: Staff | evidence_url: https://example.org/payroll/11

Cost sheet row 23

line_id: M11 | expense_id: X11 | date: 2026-11-20
award_id: A1 | amount: 350.00 | expense_total: 350.00
category: Supplies | evidence_url: https://example.org/receipts/11

File checks

Pack ID 0b391543fd53eec8dabbcfb9b13f8b45d61c49f5270b3cde0e9a756349911265
activities file SHA-256 2fd7826adfd455b533aa2fd9a9f056fb197208a3c6fb4de8b564f9953a251011
expenses file SHA-256 fc9fcfed39917d55e51786b69f7c71c0de953388981e0a8ac51bb537888f9909
Counts use valid rows only. Rows with a repeated ID are left out. People are distinct IDs with at least one visit. Costs and hours are exact to the cent. Award spend counts every imported cost up to the end of this month.
This draft checks records and math. You still need to check the funder rules and allowed costs.