**Attachment: Project Financial Statement Template**

The **Project Financial Statement** for a given project is initially created and updated with funds requested information. As the project progresses, the financial statement for a given project must be updated with all purchase orders, receipts and payment information. At project closure the financial statement should reflect zero balance for commitments and obligations.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Type** | **PO#** | **supplier** | **Description** | **Revenue Requested** | **Revenue Received (IPO)** | **Commitment Amount (PO)** | **Expense****Amount (Payment)** | **Project****Balance (Projected)** | **Project****Balance (Actual)** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| mm/dd/yy | fund request 1 | n/a |  | project #; project name |  |  |  |  |  |  |
| mm/dd/yy | fund request 2 | n/a |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| mm/dd/yy | Revenue | IPO 1 | client |  |  |  |  |  |  |  |
| mm/dd/yy | Revenue | IPO 2 | client |  |  |  |  |  |  |  |
| mm/dd/yy | Revenue | IPO 3 | client |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| mm/dd/yy | Expense | PO 1 | vendor |  |  |  |  |  |  |  |
| mm/dd/yy | payment 1 |  |  |  |  |  |  |  |  |  |
| mm/dd/yy | payment 2 |  |  |  |  |  |  |  |  |  |
| mm/dd/yy | payment 3 |  |  |  |  |  |  |  |  |  |
| mm/dd/yy | Expense | PO 2 | vendor |  |  |  |  |  |  |  |
| mm/dd/yy | payment 1 |  |  |  |  |  |  |  |  |  |
| mm/dd/yy | payment 2 |  |  |  |  |  |  |  |  |  |
| mm/dd/yy | payment 3 |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Total | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
|  |  |  |  |  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Type** | **PO#** | **supplier** | **Description** | **Revenue Requested** | **Revenue Received (IPO)** | **Commitment Amount (PO)** | **Expense****Amount (Payment)** | **Project****Balance (Projected)** | **Project****Balance (Actual)** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| mm/dd/yy | fund request 1 | n/a |  | project #; project name | $300.00 |  |  |  |  |  |
| mm/dd/yy | fund request 2 | n/a |  |  | $300.00 |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| mm/dd/yy | Revenue | IPO 1 | client |  | $0.00 | $200.00 |  |  |  |  |
| mm/dd/yy | Revenue | IPO 2 | client |  | $0.00 | $100.00 |  |  |  |  |
| mm/dd/yy | Revenue | IPO 3 | client |  | $0.00 | $300.00 |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| mm/dd/yy | Expense | PO 1 | vendor |  |  |  | $300.00 |  |  |  |
| mm/dd/yy | payment 1 |  |  |  |  |  |  | $50.00 |  |  |
| mm/dd/yy | payment 2 |  |  |  |  |  |  | $75.00 |  |  |
| mm/dd/yy | payment 3 |  |  |  |  |  |  | $25.00 |  |  |
| mm/dd/yy | Expense | PO 2 | vendor |  |  |  | $300.00 |  |  |  |
| mm/dd/yy | payment 1 |  |  |  |  |  |  | $50.00 |  |  |
| mm/dd/yy | payment 2 |  |  |  |  |  |  | $100.00 |  |  |
| mm/dd/yy | payment 3 |  |  |  |  |  |  | $50.00 |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Total | $600.00 | $600.00 | $600.00 | $350.00 | $0.00 | $250.00 |
|  |  |  |  |  | column | column | column | column | G - H | G - I |
|  |  |  |  |  | tally | tally | tally | tally | revenue | revenue |
|  |  |  |  |  |  |  |  |  | minus | minus |
|  |  |  |  |  |  |  |  |  | commitment | expense |