

NORTH CAROLINA HUMANITIES COUNCIL
FORM CCEH-1
EXPENDITURE REPORT

Instructions for Use and Preparation of Final or Interim Expenditure Report Form CCEH-1

Please send this form, along with voucher register (CCEH-2), to:

Director of Administration and Finance
North Carolina Humanities Council
122 North Elm Street, Suite 601
Greensboro, NC 27401

Instructions:

1. Enter in Column 2 your budget approved by the Humanities Council.
2. Enter in Column 3 the expenditures, by line item, being claimed for the period covered by this report. A voucher register, form CCEH-2, should accompany this expenditure report.
3. To obtain year-to-date expenditure (Column 4), add the amounts shown in Column 3 of this report to the respective amounts in Column 4 on your last report submitted to the Humanities Council. If this is your first report, Column 3 and Column 4 will show identical amounts.
4. To arrive at budget balances in Column 5, subtract line item amounts in Column 4 from those in Column 2.
5. If this is a report indicating how a preliminary cash advance was spent and you desire your final advance, please check the appropriate space under "certification."
6. This report must be signed by the fiscal agent who signed your grant proposal unless another individual was subsequently designated to sign and the Humanities Council has received written notification thereof.

* When the Humanities Council has completed the required auditing and accounting, a copy of this expenditure report and voucher register will be mailed to you for inclusion in your files.

