

NEW JERSEY STATE BAR FOUNDATION

Co-sponsorship Report Form Quarterly Financial Report

All information provided should be based on the fiscal year July 1, 2020 - June 30, 2021.

Name of Project: _____

Total Funding: _____

First Quarter Reporting Period: July 1 - September 30, 2020

Report Due: October 15, 2020

Total Expended _____

Detail of Expenses: Please be precise and itemize all expenditures made during the quarter. Include documentation.

Paid Advertising:

Rental Fee:

Production:

Refreshments:

Duplication:

Facility Rental:

Custodial:

Printing:

Photocopying:

Postage:

Other (specify):

Any unused funds must be returned to the New Jersey State Bar Foundation with this report within 30 days of the completion of the project.

NEW JERSEY STATE BAR FOUNDATION
Co-sponsorship Report Form
Quarterly Financial Report

Name of Project: _____

Total Funding: _____

First Quarter Reporting Period: July 1 - September 30, 2020

Total Expended _____

Second Quarter Reporting Period: October 1 - December 31, 2020

Report Due: January 15, 2021

Total Expended _____

Detail of Expenses: Please be precise and itemize all expenditures made during the quarter. Include documentation.

Paid Advertising:
Rental Fee:
Production:
Refreshments:
Duplication:
Facility Rental:
Custodial:
Printing:
Photocopying:
Postage:
Other (specify):

Any unused funds must be returned to the New Jersey State Bar Foundation with this report within 30 days of the completion of the project.

NEW JERSEY STATE BAR FOUNDATION
Co-sponsorship Report Form
Quarterly Financial Report

Name of Project: _____

Total Funding: _____

First Quarter Reporting Period: July 1 - September 30, 2020

Total Expended _____

Second Quarter Reporting Period: October 1 - December 31, 2020

Total Expended _____

Third Quarter Reporting Period: January 1 - March 31, 2021

Report Due: April 15, 2021

Total Expended _____

Detail of Expenses: Please be precise and itemize all expenditures made during the quarter. Include documentation.

Paid Advertising:
Rental Fee:
Production:
Refreshments:
Duplication:
Facility Rental:
Custodial:
Printing:
Photocopying:
Postage:
Other (specify):

Any unused funds must be returned to the New Jersey State Bar Foundation with this report within 30 days of the completion of the project.

NEW JERSEY STATE BAR FOUNDATION
Co-sponsorship Report Form
Quarterly Financial Report

Name of Project: _____

Total Funding: _____

First Quarter Reporting Period: July 1 - September 30, 2020

Total Expended _____

Second Quarter Reporting Period: October 1 - December 31, 2020

Total Expended _____

Third Quarter Reporting Period: January 1 - March 31, 2021

Total Expended _____

Fourth Quarter Reporting Period: April 1 - June 30, 2021

Report Due: July 15, 2021

Total Expended _____

TOTAL FUNDS EXPENDED JULY 1, 2020- JUNE 30, 2021 _____

Detail of Expenses: Please be precise and itemize all expenditures made during the quarter. Include documentation.

Paid Advertising:

Rental Fee:

Production:

Refreshments:

Duplication:

Facility Rental:

Custodial:

Printing:

Photocopying:

Postage:

Other (specify):

Any unused funds must be returned to the New Jersey State Bar Foundation with this report within 30 days of the completion of the project.

NEW JERSEY STATE BAR FOUNDATION
Co-sponsorship Report Form
End of Project Narrative Report

The New Jersey State Bar Foundation (the "Foundation") must report project information and financial data to the IOLTA Fund of the Bar of New Jersey on a quarterly basis. In order to do that accurately, the Foundation requires that all cosponsors who have received funding from the Foundation for a project submit a quarterly report on the following dates: October 15, January 15, April 15 and July 15, and within 30 days of completion of a project. Any remaining unused funds should be returned to the Foundation and accompany this report. To facilitate this process, the following reporting format is requested for the end of project report:

Name of Project:

Name of Cosponsor:

Address:

Telephone/Fax:

Contact Person:

Telephone/Fax:

1. Describe the project in detail, including its purpose and goals.
2. How many people were served by the project? If possible, please provide demographic information.
3. If you produced any written, audio or visual material in relation to the project, including the actual project, any press releases, advertisements or flyers, please list and attach a copy.
4. If you have not already done so, please provide a written story or case study outlining how the grant directly impacted a client, which can be used for the Bar Foundation's marketing purposes. Make sure that all appropriate permissions have been obtained before submission.
5. Please submit a detailed financial report indicating all expenditures made during the course of the project. See attached form. Please be precise. Include documentation. This final financial report should be certified by your chief officer and your financial officer.

Submitted by: _____
Chief Officer Date

Financial Officer Date

Should you have any questions about the reporting requirements, please contact Mary Jean Barnes at 732-937-7507 or mjbarnes@njsbf.org.

Any unused funds must be returned to the New Jersey State Bar Foundation with this report within 30 days of the completion of the project.

NEW JERSEY STATE BAR FOUNDATION

Co-sponsorship Report Form End of Project Financial Report

Name of Project: _____

Total Funding: _____

Total Unused Funds: _____

Detail of Project Expenses: Please itemize all expenditures made on the project. Include documentation.

Paid Advertising:

Rental Fee:

Production:

Refreshments:

Duplication:

Facility Rental:

Custodial:

Printing:

Photocopying:

Postage:

Other (specify):

Any unused funds must be returned to the New Jersey State Bar Foundation with this report within 30 days of the completion of the project. This financial report should be certified by your chief officer and your financial officer.

Submitted by: _____

Chief Officer

Date

Financial Officer

Date