

Expenditure Responsibility Report Template
(Startup Grantee without a 501(c)(3) or fiscal agent)*

*If you are unsure if this template is applicable to you please refer to your grant contract or contact WFF.

The Walton Family Foundation (“WFF”) is required to obtain annual reports for grants to entities that have not received 501 (c) (3) tax exempt status from the IRS or that are not considered governmental entities such as a public school. If you have not received 501 (c) (3) status from the IRS or you have not been approved as a public school, you must use this template to report on the grant to WFF. You must provide reports annually until the grant funds are fully expended or until unused funds are returned to WFF. If at the end of the reporting period any unexpended funds remain, these funds must be returned to the Foundation promptly. **Please provide your report to WFF no later than June 30th of the current year.** Please follow the format below when making your annual report to WFF.

Grant #: _____

School Name: _____

Previous School Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Title/Position: _____

Phone: _____ Email: _____

Date of Grant: _____

Amount of Grant: _____

Month/Year School Opened: _____ Current School Year Total Enrollment: _____

Received 501 (c) (3) _____ (Please attach a copy of IRS exemption letter)

Received Charter _____ (Please provide proof of charter from governmental agency)

During the calendar year _____, the following efforts were made to establish the school: (Write a short narration of efforts made to establish school and why a school was not established or has not been established yet).

I, confirm that all grant funds were expended for educational purposes and that grant funds were not used to attempt to influence legislation or the outcome of any specific public election; to carry on directly or indirectly, any voter registration drive; to make grants to individuals or to other non-charitable organizations or undertake any activities for a non-charitable purpose.

Use of Grant Funds – *(Name of school)* spent the grant funds in the following manner.

Please provide a brief accounting of how your grant was expended.

Expense Classification *	Approved Amount	Amount Expended	Purpose
Expended Funds Total			

* Expenses may be classified according to category such as legal fees, consulting fees, travel expense, salary expense, etc.

Any unused funds should be returned to The Walton Family Foundation in accordance to the terms and conditions of the grant letter.

I hereby certify that the above and attached statements are true and accurate:

Signature and Title

Date

**Please return all pages via e-mail:
The Walton Family Foundation, Inc.
E-Mail: EdReform@wffmail.com**