



# WARREN COUNTY

## DIVISION OF CULTURAL & HERITAGE AFFAIRS

### LAP-25 FINAL FINANCIAL REPORT: ITEM DEFINITIONS

PROJECT INCOME CHART	
<b>1A</b>	Charged admission to your events (total admission fees and ticket sales)
<b>2A</b>	Any other income earned as a result of the funded project/program, money received from memberships, sales of merchandise, programs, non-project related activities.
<b>3A-5A</b>	Donations received from an individual, corporation, foundation or government agency (do not include the LAP grant). Enter total on appropriate line(s). Insert a zero if donations not received for any or all of the categories.
<b>6A</b>	Funds on hand for the project/program, not including LAP funding.
<b>SUBTOTAL</b>	Insert separate numbers for each column (projected-- original estimated budget and actual-- true numbers) for lines 1A-6A.
<b>LAP GRANT</b>	How much did your organization request (projected) and how much did it receive (actual)?
<b>TOTAL PROJECT INCOME</b>	Total columns for both projected and actual, including subtotal and LAP grant numbers.
PROJECT EXPENSES CHART	
<b>1B-3B</b>	Arts organizations only. For organizations with salaried employees, report only the percentage of time actually committed to this project/program. Do not use total salary.
<b>4B-5B</b>	Persons paid outside your organization for project/program.
<b>6B</b>	Rented space outside of your organization ("off-site") for your project/program.
<b>7B</b>	Paid travel expenses for this project/program.
<b>8B</b>	Expenses in promoting/advertising your project/program.
<b>9B</b>	Expenses such as phone, postage, and office supplies.
<b>TOTAL PROJECT EXPENSES</b>	Tally columns 1B to 9B on Expense page
SUMMARY OF EXPENSES	
<b>Take the numbers from the income and expense charts and tally on this form.</b>	
<b>1C</b>	Manually enter figures from Subtotal from Income page
<b>2C</b>	Manually enter figures from LAP Grant Request & Actual from Income page ("Total Project Income")
<b>3C</b>	Total lines for 1C and 2C, which should agree with "Total" for Projected and Actual on the Income page
<b>4C</b>	Manually enter figures ("Total Project Expenses")
<b>5C</b>	Difference between Income and Expenses. Indicate any deficits with a [bracket]. If budget is balanced, the number should be zero. <b>Note:</b> Some organizations carry a surplus to the next fiscal year.

***The budget sheets and summary (tallies) has been updated as of 8/12/25***

# LAP 25-FINAL FINANCIAL REPORT: PROJECT INCOME CHART

Please complete the following as they relate to your arts funded project(s).

*Please tally your columns.*

Name of Organization		
ARTS PROJECT INCOME	PROJECTED IN AGREEMENT BUDGET*	ACTUAL BUDGET
<b>EARNED INCOME</b>		
1A. Admission fees or ticket sales		
2A. Other Income Earned (sales, memberships, etc.)		
<b>OTHER SUPPORT</b>		
3A. Private or Corporate Support <b>Source:</b>		
4A. Foundation Support <b>Source:</b>		
5A. School/Government Support <b>Source:</b>		
6A. Grantee Cash* <b>*Do not</b> include LAP funds		
<b>SUBTOTAL:</b> Organization Arts Project Income (Total 1A-6A)		
<b>WCCHA (LAP) GRANT:</b> Requested-- projected Received--actual	Requested (Projected) \$	Received (Actual) \$
<b>Total Project Income (Tally Subtotal &amp; Grant Amount)</b>		

Initials of person completing	
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# LAP 25-FINAL FINANCIAL REPORT: IN-KIND CONTRIBUTIONS

*Although in-kind is not required, if you have any to account for, please include.*

*Please tally your columns.*

NAME OF ORGANIZATION		
IN-KIND CONTRIBUTIONS (2025)		
TYPE OF DONATION	IDENTIFY & EXPLAIN	MONETARY VALUE
Volunteer hours		
Services		
Site <i>(Ex. School/college or church stage, no charge, but what is value if they did)</i>		
Other		
<b>Total</b>		

Please calculate a SEPARATE VALUE for any IN-KIND donations which made this project/program possible.\*

\$

*\*Itemization of volunteer time is at **\$34.79 per hour**, in addition to donation of materials, space & services.*

Initials of person completing report

# LAP 25-FINAL FINANCIAL REPORT: PROJECT EXPENSES

*This includes all funding, including grant, for organizational expenses.*

*Please tally your columns.*

ARTS PROJECT EXPENSES	PROJECTED IN AGREEMENT BUDGET*	ACTUAL EXPENSES
<b>Personnel (Arts Organizations, only)</b>		
1B. Project Director		
2B. Consultant(s)		
3B. Other (Specify):		
<b>Outside Fees &amp; Services (All Organizations)</b>		
4B. Artists' Fees *Not an organization member		
5B. Other (specify) *Not an organization member		
6B. Space, Rental or Other Equipment		
7B. Travel		
8B. Marketing & Public Relations		
9B. Other Operating Expenses (Specify):		
<b>Total (Project Expenses 1B-9B)</b>	\$	\$

Initials of person completing report	
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# LAP 25-FINAL FINANCIAL REPORT: SUMMARY OF EXPENSES

*Summary of Projected & Actual Income and Expenses for all Organizations*

*Please tally your columns.*

Name of Organization		
PROJECT EXPENSES	PROJECTED	ACTUAL
1C. Arts Project Income ("Subtotal")	\$	\$
2C. LAP Grant Requested/Received	\$	\$
3C. Total Income ("Total Project Income")	\$	\$
4C. Project Expenses ("Total Project Expenses")	\$	\$
5C. Compare Lines 3C and 4C to indicate surplus or deficit	\$	\$
<p><b><i>*This column is the same as your projected budget in your original grant agreement for 2025.</i></b></p>		

Initials of person completing report	
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