

FORM B2: RUNNING BUDGET SUMMARY for PROJECTS with CASH EXPENDITURES ONLY

Use one form for each group of costs with the same eligibility requirements.

Agreement No.: _____ Recipient: _____ Payment Request No.: _____ Page: _____ of _____

FOR PROJECTS WITH MORE THAN ONE GROUP OF ELIGIBILITY REQUIREMENTS: Group No.: _____ Fund Source(s): _____

(1) Element No.	(2) Cash Expenditures This Request	(See instructions)		(5) Cumulative Cash Expenditures on Prev. Form B2	(6) New Cumulative Cash Expenditures	(7) Budget	(8) Eligible Cumulative Element Cost
		(3) Elig. %	(4) Elig. Am't				
							(9)

(10) For each fund administered by Ecology that supports this group of costs, enter the name of the fund and the fund share (%) at right.	Fund: _ Share: %	Fund: _ Share: %	Fund: _ Share: %
(11) Compute fund amounts. In each column, multiply box 9 above by the fund share (%) in line 10 and enter the result.			

INSTRUCTIONS FOR COMPLETING FORM B2

1. (First line) Enter the agreement number, recipient name, payment request number and page numbers.
2. (Second line) If the terms of the agreement establish groups of costs by different eligibility requirements, enter the group which is documented on this page. Otherwise, enter "1." Enter the name(s) of the fund source(s).
3. (Column 1) Enter the number of each budget element (task, subtask, or object) established in the agreement.
4. (Column 7) Enter the amount budgeted for each element in the agreement.
5. (Column 3) Enter the eligibility percentage for each element as specified in the agreement as a decimal. If none is specified, enter a "1."
6. (Column 2) On the line corresponding to each element, enter the cash expenditures reported for that element from box 8 of form C2.
7. (Column 4) Multiply column 2 by column 3 and enter the result.
8. (Column 5) If this is the first billing, leave this column blank. Otherwise, enter the cumulative costs computed in column 6 of the previous Form B2.
9. (Column 6) For each element, add the entries in columns 4 and 5 to obtain new cumulative cash expenditures.
10. (Column 8) For each element, compare the entry in column 6 (cumulative total element cost) with the entry in column 7 (budget amount). **IF THE CUMULATIVE TOTAL COSTS FOR ANY ELEMENT EXCEED THE BUDGET, THE EXCESS WILL NOT BE ELIGIBLE WITHOUT AN AMENDMENT.** For each element, enter the smaller of the entries in column 6 and 7 in column 8 (this is the eligible element amount to this point).
11. (Box 9) Add column 8. This is the Maximum Eligible Costs Based on the Budget.
12. (Line 10) Enter the name of each Ecology administered fund which supports this group of costs in a column at the right. Below it, enter the percentage of eligible costs which will be supported by that fund as specified in the agreement (fund share).
13. (Line 11) For each fund, multiply the fund share (%) by box 9, and enter the result on line 11. This is the cumulative amount requested from the fund for this group of costs.
14. If there is only one group, transfer the amounts on line 11 to Form A, line 11. If there is more than one group, add the fund amounts computed on line 10 of all Forms B2 for each fund, and enter on line 11 of Form A.

FORM B2 -Additional Instructions

Running Budget Summary for Projects with Cash Payments Only

HEADING	In the heading, enter the following; * Grant (Agreement) number * Recipient name * Payment request number * Page number (1 of 1, 1 of 2, etc.) * Group number if there is more than one group in the grant budget * Fund source for the group if a group is indicated
COLUMN (1) ELEMENT NO.	* Indicate the task number * There will <u>ALWAYS</u> be one (1) line on this form for each task, even if there are no expenses for a particular task in the current billing * There is <u>only</u> one (1) line on this form for each task, subtasks are <u>NEVER</u> listed on this form
COLUMN (2) CASH EXPENDITURES THIS REQUEST	* Enter the total current expenses for the task as computed on the C2 form * If there are subtasks shown on the C2 form, the total of all the subtasks for the task would be the task total
COLUMN (3) ELIG. %	* PPG grants from Solid Waste & Financial Assistance have costs that are 100% eligible * If the costs are 100% eligible, enter the number 1 (one) in this space * <u>DO NOT ENTER THE FUND SHARE PERCENTAGE IN THIS SPACE</u>
COLUMN (4) ELIG. AMT.	* Multiply the dollar amount in Column (2) by the decimal percentage equivalent in Column (3) to obtain the correct dollar amount for this space
COLUMN (5) CUMULATIVE CASH EXPENDITURES ON PREVIOUS FORM B2	* If this is the first billing for a grant, enter a zero in this space * If this is not the first billing, enter the amount shown in Column (6) on your LAST billing's B2 form
COLUMN (6) NEW CUMULATIVE CASH EXPENDITURES	* Add the amounts in Column (4) and Column (5) to obtain the correct amount for this space * This is the total amount spent to date for this task
COLUMN (7) BUDGET	* Enter the Budget amount for each task in this Column * The correct Budget can be found in the original Grant Agreement

**COLUMN (8)
ELIGIBLE
CUMULATIVE
ELEMENT COST**

* If the grant has been amended, the Budget figures from the most recent amendment should be used

* Enter the smaller of Column (6) or Column (7)

* Your eligible costs can **NEVER** exceed the amount budgeted for a task

* The dollar amount in this space is the total eligible amount spent to date (over the life of the grant) for the task

**BOX (9)
TOTAL ELIGIBLE
CUMULATIVE
ELEMENT COSTS**

* Sum the Eligible Cumulative Element Cost for all the tasks to obtain a total amount of eligible costs for the grant to date

**LINE (10)
FUND &
SHARE %**

* Enter the proper abbreviation for the fund source of the grant

Ex: LTCA for Local Toxic Control Account
STCA for State Toxic Control Account

* Enter the percent of the eligible costs that will be reimbursed by the Dept. of Ecology

* This is commonly called the Fund Share Percentage

* The correct percentage can be found on the Budget page of the signed grant agreement; PPG grants are 100%

**LINE (11)
FUND AMOUNT**

* Multiply the total in Box (9) and the percentage on Line (10) for this space

* The amount obtained is the total amount to date requested from the fund dollars available