



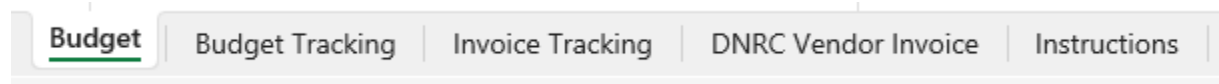
The Montana Department of  
**Natural Resources  
& Conservation**

# Budget Tracker Instructions

CITT Off-Season Stock Water Mitigation Grant Program

Grant Recipients will utilize the Budget Tracker for all reimbursement requests and to track the expenses related to the project. The Budget Tracker has five worksheets in the Excel file:

- Budget
- Budget Tracking
- Invoice Tracking
- DNRC Vendor Invoice
- Instructions



This document will provide examples of what each worksheet will include. All Budget Trackers will be created for you as you start your project.

## Budget

In the example below, the table reflects the amount that is awarded to the Grant Recipient, the name of the project, and the funding for the appropriate categories.

Project Budget		
RECIPIENT:	Samantha Kemp	
PROJECT TITLE:	Kemp Stock Water Improvements	
CONSTRUCTION RELATED ACTIVITIES	OFF-SEASON STOCK WATER MITIGATION GRANT	TOTAL
Permitting	\$250.00	\$250.00
Project Management	\$0.00	\$0.00
Environmental Review	\$0.00	\$0.00
Materials/Supplies	\$1,000.00	\$1,000.00
Construction	\$25,000.00	\$25,000.00
Contingency	\$2,625.00	\$2,625.00
TOTAL PROJECT BUDGET	\$28,875.00	\$28,875.00

## Budget Tracking

The purpose of the worksheet is to show a ***balance of the project*** when reimbursement requests are submitted.

UNIFORM STATUS OF FUNDS SPREADSHEET FOR:					[RECIPIENT]		
DATE:					[PROJECT TITLE]		
	OFF-SEASON STOCK WATER MITIGATION GRANT				Total Budget		
CONSTRUCTION RELATED ACTIVITIES	Budgeted	Previously Expended	Amount of Draw	Balance Remaining	Budgeted	Expended	Balance
Permitting	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Project Management	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Environmental Review	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Materials/Supplies	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Contingency	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00	\$0.00
TOTAL PROJECT COSTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Invoice Tracking

The purpose of the Invoice Tracking spreadsheet is to reflect the individual expenditures made for the project. Think of it as a **check register**.

UNIFORM INVOICE TRACKING SPREADSHEET FOR:						[RECIPIENT]				
DATE:						[PROJECT TITLE]				
Vendor's Name	Invoice or Pay Estimate Number	Invoice Date or Time Period Covered	Task Description (match budget)	Total Amount of Invoice	Check Number / Credit Card	Date Paid	OFF-SEASON STOCK WATER MITIGATION GRANT	#	Total Amount Paid This Invoice	Notes on Split or Partial Invoices
				\$0.00			\$0.00		\$0.00	
				\$0.00			\$0.00		\$0.00	
				\$0.00			\$0.00		\$0.00	
				\$0.00			\$0.00		\$0.00	
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				\$0.00			\$0.00		\$0.00	
				\$0.00			\$0.00		\$0.00	
				\$0.00						

## Vendor Invoice

The *Vendor Invoice Form* is the **cover sheet** required for the reimbursement request. It identifies the grant recipient, grant number, period of performance, invoice information and total amount of request.

STATE OF MONTANA			
VENDOR INVOICE		• VENDOR RETURNS SIGNED ORIGINAL	
		• FILE ORIGINAL WITH TRANSFER-WARRANT CLAIM.	
VENDOR'S NAME AND ADDRESS		BILLED TO	
		DNRC-WATER RESOURCES DIVISION	
		PO Box 201601	
		Helena, MT 59620-1601	
		Attn Grant Manager:	Samantha Kemp
PROJECT INFORMATION:			
Grant Agreement Number:		Project Name	
Period of Performance:		Reimbursement Request Number:	
DESCRIPTION OF GOODS DELIVERED OR SERVICES RENDERED:			
Name of Business/Vendor	Invoice Number	Dates of Service/ Invoice Date	Budget Category / Task Number and Description (see Grant Agreement Attachment B Budget)
			Amount
			GRAND TOTAL
			\$0.00
STATE USE ONLY APPROVED FOR PAYMENT		I certify that this invoice is correct in all respects and that payment has not been received.	
		Authorized Recipient Name	
		Date Processed	
Authorized Signature		Authorized Recipient Signature	
Date		Title	

## Example Reimbursement Request

Below is an example of how you would use the budget tracker for a reimbursement request. In this example, I am requesting reimbursement for \$500.00 in Materials/Supplies and \$250.00 in Permitting. On the *Budget Tracking* tab, I enter the total amount in the “Amount of Draw” column on the appropriate line.

STATUS OF FUNDS SPREADSHEET FOR: Samantha Kemp					Kemp Stock Water Improvements		
DATE:							
	OFF-SEASON STOCK WATER MITIGATION GRANT				Total Budget		
CONSTRUCTION RELATED ACTIVITIES	Budgeted	Previously Expended	Amount of Draw	Balance Remaining	Budgeted	Expended	Balance
Permitting	\$250.00		\$250.00	\$0.00	\$250.00	\$250.00	\$0.00
Project Management	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Environmental Review	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Materials/Supplies	\$1,000.00		\$500.00	\$500.00	\$1,000.00	\$500.00	\$500.00
Construction	\$25,000.00			\$25,000.00	\$25,000.00	\$0.00	\$25,000.00
Contingency	\$2,625.00			\$2,625.00	\$2,625.00	\$0.00	\$2,625.00
				\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL PROJECT COST</b>	<b>\$28,875.00</b>	<b>\$0.00</b>	<b>\$750.00</b>	<b>\$28,125.00</b>	<b>\$28,875.00</b>	<b>\$750.00</b>	<b>\$28,125.00</b>

After I do so, the form automatically calculates the total and subtracts it from the award. You can now see that after entering \$750.00 request, the balance remaining is \$28,125.00.

I then go to the *Invoice Tracking* tab and list individual charges. In this case, I had one purchase in the Permitting category totaling \$250 and two purchases in Materials/Supplies category totaling \$500 and I itemized all of my charges. The Task Description for each expense needs to fall into one of the categories on the *Budget Tracking* tab.

INVOICE TRACKING SPREADSHEET FOR: Samantha Kemp										
DATE: Kemp Stock Water Improvements										
Vendor's Name	Invoice or Pay Estimate Number	Invoice Date or Time Period Covered	Task Description (match budget)	Total Amount of Invoice	Check Number/ Credit Card	Date Paid	OFF-SEASON STOCK WATER MITIGATION GRANT	#	Total Amount Paid This Invoice	Notes on Split or Partial Invoices
Permits R US	2025-001	03/27/25	Permitting	\$250.00	1253	03/27/25	\$250.00	1	\$250.00	
Home Depot	HD854	03/26/25	Materials/S	\$200.00	Visa	03/26/25	\$200.00	1	\$200.00	
Lowes	LW565	03/26/25	Materials/S	\$300.00	Visa	03/26/25	\$300.00	1	\$300.00	
				\$0.00			\$0.00		\$0.00	
				\$0.00			\$0.00		\$0.00	
	TOTAL INVOICES			\$750.00			\$750.00		\$750.00	
	TOTAL BUDGET						\$28,875.00		\$28,875.00	
	BALANCE						\$28,125.00		\$28,125.00	

Tip: Make sure all information listed in the *Invoice Tracking* tab matches what is on your physical receipts.

**If it doesn't match, your reimbursement request will be returned to you.**

As you can see, the form automatically calculates to show you that you have \$28,125 remaining on the grant. This matches the *Budget Tracking* tab.

The **Vendor Invoice Form** summarizes the request and serves as your cover sheet. Your signature certifies that it is accurate and complete. The Vendor Invoice Form below is color coded to highlight all the parts that you need to fill out.

Yellow = Enter your name and full mailing address. This should match the address in your agreement.

Orange = Enter Grant Agreement Number, dates expenses were incurred, project name and reimbursement request number (first reimbursement request=1, second=2, etc).

Blue = Details of your request – be sure everything here matches the *Invoice Tracking* and *Budget Tracking* tabs.

Green = Enter Authorized Representative's name, date, and title. Sign.

STATE OF MONTANA			
<b>VENDOR INVOICE</b>		<ul style="list-style-type: none"> <li>VENDOR RETURNS SIGNED ORIGINAL</li> <li>FILE ORIGINAL WITH TRANSFER-WARRANT CLAIM.</li> </ul>	
VENDOR'S NAME AND ADDRESS		BILLED TO	
Samantha Kemp 123 First Avenue Helena, MT 59601		DNRC-WATER RESOURCES DIVISION	
		PO Box 201601	
		Helena, MT 59620-1601	
		Attn Grant Manager:	Samantha Kemp
PROJECT INFORMATION:			
Grant Agreement Number:	SW-25-0999	Project Name	Kemp Stock Water Improvements
Period of Performance:	3/1-27/2025	Reimbursement Request Number:	1
DESCRIPTION OF GOODS DELIVERED OR SERVICES RENDERED:			
Name of Business/Vendor	Invoice Number	Dates of Service/ Invoice Date	Budget Category / Task Number and Description (see Grant Agreement Attachment B Budget)
Permits R US	2025-001	3/27/2025	Permitting
Home Depot	HD854	3/26/2025	Materials/Supplies
Lowe's	LW565	3/23/2025	Materials/Supplies
			GRAND TOTAL
			\$750.00
STATE USE ONLY APPROVED FOR PAYMENT		I certify that this invoice is correct in all respects and that payment has not been received.	
		Authorized Recipient Name	Samantha Kemp
		Date Processed	3/28/2025
Authorized Signature		Authorized Recipient Signature	
Date		Title	Owner

**See Reimbursement Instructions** for information about the reimbursement process.