



## Guide to Hennepin Green Partners Budget Reporting

The Freshwater Society has received the Hennepin Green Partners grant from Hennepin County to help offset the costs of Master Water Steward capstone projects. Each capstone group will be allotted a share of this money to be reimbursed for certain costs associated with the project.

Each capstone pair will be required to track its own budget throughout the year and send a budget report to Freshwater Society once the allotted grant money has been spent. We will ask you to keep a record of all your purchases on a spreadsheet provided by Hennepin County (see below). You will send all receipts and invoices to Freshwater Society for reimbursement as you purchase items for your capstone. The following is a guide to using the reporting spreadsheet and labeling receipts for Freshwater Society. If you have further questions, contact Lindsey Wyckoff at [lwycckoff@freshwater.org](mailto:lwycckoff@freshwater.org).

### General Guidelines

- No single item can exceed \$500
- Funds must be split between the capstone installation and the education & outreach campaign
- Funds may be used for design services, excavation services, plants, mulches, gravel/rocks, rain barrels, gutters or other materials
- Funds for outreach may be used for copying, food for outreach events, books or other educational materials
- **Keep ALL receipts and invoices related to the project, or no reimbursement!**

### Expense Tracking

Each pair of Stewards working on the capstone project will fill out one reporting sheet between them. Type the names of both partners in the green area at the top of the spreadsheet. The Hennepin County Green Partners Budget spreadsheet has five sections for the different spending categories you will use. These are:

**A: Staff Time** (money used for contract work, design work, site assessments, homeowner labor, etc.)

**B: Project Supplies** (supplies for installation projects and outreach events)

**C: Food and Space** (securing a venue and buying food for outreach events)

**D: Marketing and Communications** (paying to put an ad in a newspaper, printing costs, etc.)

**E: Other Expenses** (anything that doesn't fit into the above categories)

The vast majority of your expenses will fall under categories A, B, and C. Each receipt you report on this spreadsheet will be assigned a code based on which category it falls under (e.g. A1, C5). For example, if your first purchase is a site assessment for a raingarden, that receipt will be labelled A1. If you then purchase a bag of mulch, that receipt will be labeled B1. If you have a receipt that includes items from more than one category, use the category relevant to the majority of the items.

Before you send receipts to Freshwater, make a copy of the receipt for your records and record the purchase on your budget spreadsheet. **Report receipts in chronological order by category.** Be as specific as possible when describing what was bought in the description box. For example, say “mulch and compost for raingarden installation” instead of “mulch.” Excel automatically calculates subtotals for each category as well as a grand total. Use this to keep track of how much of your Green Partners budget you have left to spend. **It will be each group’s responsibility to manage its own budget throughout the capstone process.**

**Do NOT include purchases which are to be covered by MCWD Cost Share in your Green Partners budget report.** When you have finished your capstone project, send your completed Green Partners budget report to Freshwater Society.

### **Receipt Labeling**

Send your receipts and invoices, original or photocopied, to Freshwater Society as you spend money throughout the year. Include the following information on the receipts you send us:

- Write the name of the person to be reimbursed
- Write a short description of what was bought (e.g. “mulch for raingarden install”)
- **Write the receipt’s budget code (A1, C5, etc.)**
- Circle the date of purchase
- Circle or write the total to be reimbursed

**\*\*\* If some items on the receipt are not project related, cross these out & adjust the total to be reimbursed accordingly**

Always keep a copy of each receipt for your records. Please **be very clear** when labeling receipts. If you send us photocopies, **only include 1 receipt per page.**

## Example Report

Microsoft Excel - Green Partners Budget Report for MWS										
	A	B	C	D	E	F	G	H	I	
1	<b>Freshwater Society--Master Water Stewards Program</b>									
2	<b>Steward Names: Lindsey Wyckoff &amp; Joe Steward</b>									
3	Please list receipts in chronological order. You must number and list your receipts for each section (B1, B2, B3; C1, C2, etc.) on this report document. List each receipt separately and describe what was purchased. Terms like "supplies" and "food" are not specific enough. Please provide enough information for budget auditors to understand what was purchased and its purpose for the project. For example, "supplies" might be "plants, mulch and double-shredded mulch for rain garden" and "food" might be "lunch for recycling workshop participants, Dec 2014". Please contact Patience Caso with any questions or for assistance with this budget report, 612-348-9352 or patience.caso@hennepin.us .									
4										
5	<b>A. Staff Time</b>							<b>Grand total</b>		
6	<b>Date</b>	<b>Vendor</b>	<b>Person Reimbursed</b>	<b>Description</b>	<b>Hours</b>	<b>Pay Rate</b>	<b>Total</b>	<b>Receipt #</b>	<b>\$ 258.50</b>	
7	4/14/2015	Metro Blooms	Lindsey Wyckoff	Site consultation for raingarden			75.00	A1		
8	5/1/2015	Metro Blooms	Lindsey Wyckoff	Raingarden design			75.00	A2		
9							0.00	A3		
10							0.00	A4		
11	<b>SUB-TOTAL</b>							150.00		
12	<b>B. Project Supplies</b>									
13	<b>Date</b>	<b>Vendor</b>	<b>Person Reimbursed</b>	<b>Description</b>	<b>Hours</b>	<b>Pay Rate</b>	<b>Total</b>	<b>Receipt #</b>		
14	6/15/2015	Home Depot	Joe Steward	Mulch for raingarden installation			85.00	B1		
15								B2		
16								B3		
17								B4		
18								B5		
19								B6		
20								B7		
21	<b>SUB-TOTAL</b>							85.00		
22	<b>C. Food and Space</b>									
23	<b>Date</b>	<b>Vendor</b>	<b>Person Reimbursed</b>	<b>Description</b>	<b>Hours</b>	<b>Pay Rate</b>	<b>Total</b>	<b>Receipt #</b>		
24	10/20/2015	Cub Foods	Joe Steward	Snacks & drinks for outreach event			23.50	C1		
25								C2		
26								C3		
27								C4		
28								C5		
29	<b>SUB-TOTAL</b>							23.50		
30	<b>D. Marketing and Communications</b>									
31	<b>Date</b>	<b>Vendor</b>	<b>Person Reimbursed</b>	<b>Description</b>	<b>Hours</b>	<b>Pay Rate</b>	<b>Total</b>	<b>Receipt #</b>		
32								D1		
33								D2		
34								D3		
35	<b>SUB-TOTAL</b>							0.00		
36	<b>E. Other Expenses</b>									
37	<b>Date</b>	<b>Vendor</b>	<b>Person Reimbursed</b>	<b>Description</b>	<b>Hours</b>	<b>Pay Rate</b>	<b>Total</b>	<b>Receipt #</b>		
38								E1		

Example Receipt

# Grocery Store

Crystal, MN

2/24/2013

06:45 PM Expires 5/25/2013



Lindsey Wyckoff  
Invitation envelopes  
+ food for outreach  
event

CI

014070168	OLD DUTCH	FN	\$2.87
010701680	ENVELOPES	T	\$0.99
072345048	GRAPES	FN	\$6.37

Subtotal \$10.23

Tax \$0.71

**TOTAL \$10.94**

\*3957 VISA CHARGE \$10.94

\*\*SAMPLE RECEIPT\*\*