



Instructions Form CRO 5 - Financial Report

Form CRO 5 is to be used to summarize the funding and costs of the organization's grant program.

Enter the name of the organization and the program title for which you have received funding.

Program Revenues

Part I involves program revenues. Please identify the type of revenue and enter in column 2 the funding generated within the City of Portsmouth, including the CRO Grant on line I E. Enter in column 3 the program funding provided from other sources. Column 4 is the sum of the previous two columns.

Program Expenses

Part II involves program expenses, consisting of Compensation and Other Expenses. Column 2 represents program expenses on behalf of Portsmouth residents. Column 3 represents program expenses for non-Portsmouth residents. Column 4 represents the sum of the previous two columns. Capital Outlay for construction, furniture, vehicles, and equipment are to be entered on this form also.

An interim report may be requested by the CRO Review Committee during the year. A final report is to be submitted to the CRO Review Committee by **May 1** via email at civic@portsmouthva.gov or mailed to CRO Review Committee at 801 Crawford Street, C/O City Manager's Office, 801 Crawford Street, 6th Floor, Portsmouth, VA 23704.