

## INSTRUCTIONS FOR FINAL PROJECT BUDGET REPORT

**FINAL PROJECT BUDGET.** This form must be used when reporting the final project budget as required by the contract. Having the Final Invoice prepared first, will aide in completing the Final Project Budget Report.

### THE FORM:

- Provide all requested information.
- Include the name and phone number of the person who can answer financial questions.
- The contract number is the GLO number, not your internal number.
- The first three columns are where the current contract budget is entered.
- The second three columns are where to show actual project expenses as reported on the final invoice (this could or could not amend the current contract budget depending on how your final expenses are reported at the time of final invoicing).
- The last six columns and the totals beneath the chart will automatically calculate to reflect the final budgets for CMP, Local and Third Party Match, remaining funds to be de-obligated by GLO (if any), and percent of obligation met for the project.

### IMPORTANT FACTS TO REMEMBER:

- The form must be signed by an authorizing official.
- Email the form, in PDF format, to:

[CMPreceipts@glo.texas.gov](mailto:CMPreceipts@glo.texas.gov)

If needed, contact Sharon Moore at:

smoore.moore@glo.texas.gov  
(512) 463-5819