

APPENDIX D

Maine Technology Institute Milestone and/or Semi-Annual Financial Report

Please use the Cash Method of Accounting (Funds already paid out). Fill in the blanks where applicable. Use additional sheets if needed.

All items below are required to be backed up with supporting documentation.

Cells in gray and green are formula driven.

Principal Contact: _____ Company Name: _____
 Date Submitted: _____ Phone/Email: _____
 Project Title: _____

Milestone # / of #	Milestone Period (start / end)	Total Milestone		Milestone Expenses			Total Project		Progress
		Milestone Expenses	Milestone Budget	MTI Funds	Cash Match	In-Kind Match	Total Project Expenses To Date	Total Project Budget from Form D	% Expenses vs. Budget

Personnel (List names, titles, rates): When reporting, please include time logs to support hours worked.

1	Name	Hours	Hourly Rate	Fringe Rate							
	Title										#DIV/0!
2	Name	Hours	Hourly Rate	Fringe Rate							#DIV/0!
	Title										#DIV/0!
3	Name	Hours	Hourly Rate	Fringe Rate							#DIV/0!
	Title										#DIV/0!
Personnel Subtotal					0	0	0	0	0	0	#DIV/0!

Consultants/Contractors (List Names and rates):

1											#DIV/0!
2											#DIV/0!
Contractual Services Subtotal					0	0	0	0	0	0	#DIV/0!

Equipment Totals (List type, serial #, and cost): Equipment over \$5,000 will require an Exhibit A Security Agreement

1											#DIV/0!
2											#DIV/0!
Equipment Subtotal					0	0	0	0	0	0	#DIV/0!

Supplies (List category and cost):

1											#DIV/0!
2											#DIV/0!
3											#DIV/0!
4											#DIV/0!
Supplies Subtotal					0	0	0	0	0	0	#DIV/0!

Travel (List where and reason):

1											#DIV/0!
2											#DIV/0!
Travel Subtotal					0	0	0	0	0	0	#DIV/0!

Other (List and describe)

1											#DIV/0!
2											#DIV/0!
Other Subtotal					0	0	0	0	0	0	#DIV/0!

Sales and Marketing

1											#DIV/0!
2											#DIV/0!
Sales and Marketing Subtotal					0	0	0	0	0	0	#DIV/0!

Overhead/Indirect Applied (Provide detail on separate page):

Totals:					0	0	0	0	0	0	#DIV/0!
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By signing this document the 'grantee' represents that all resources represented are real and were specifically dedicated to the funded project.

COMPANY SIGNATURE: _____

MTI SIGNATURE: _____

PRINTED NAME : _____

PRINTED NAME : _____

DATE: _____

DATE: _____