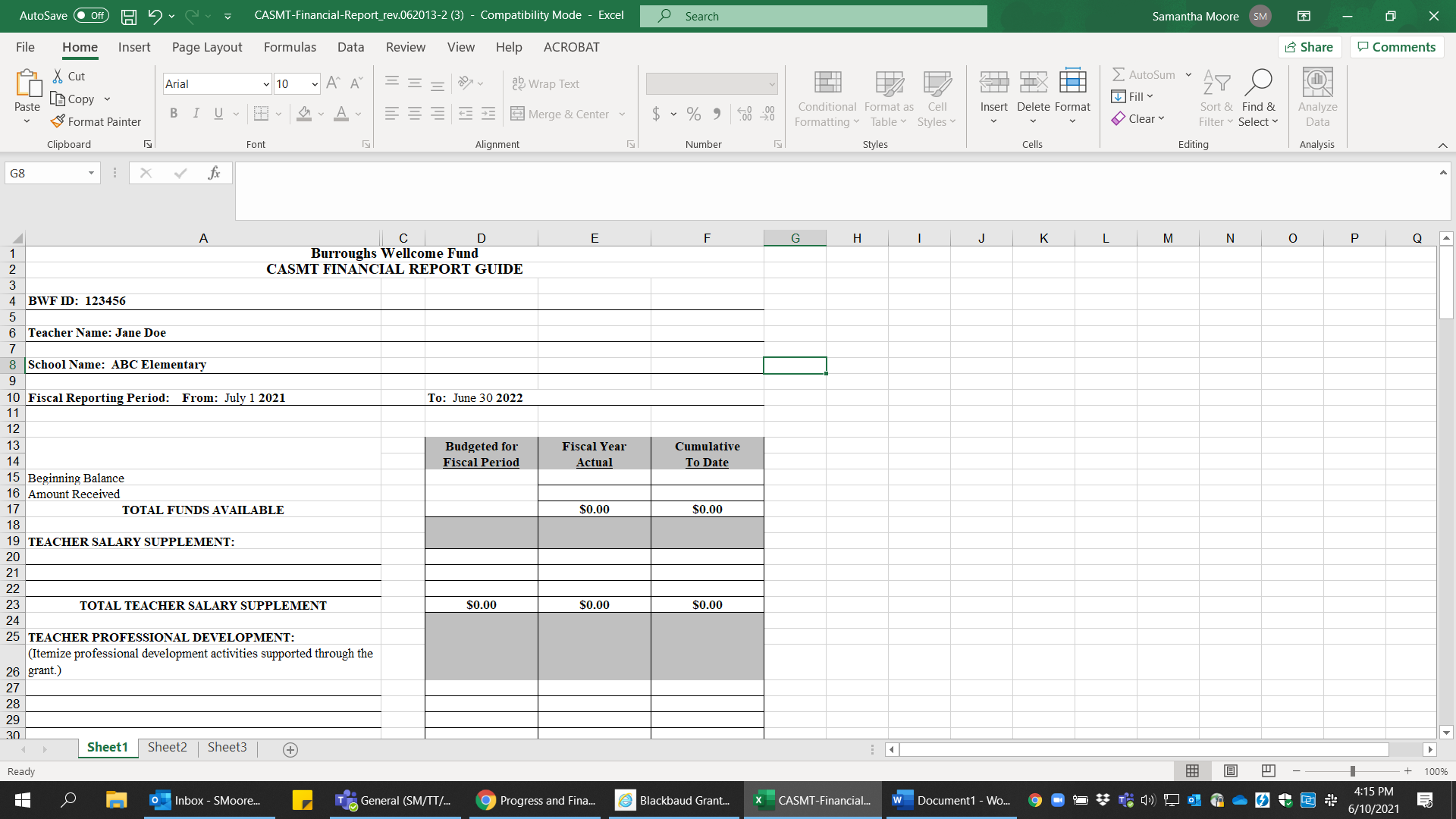
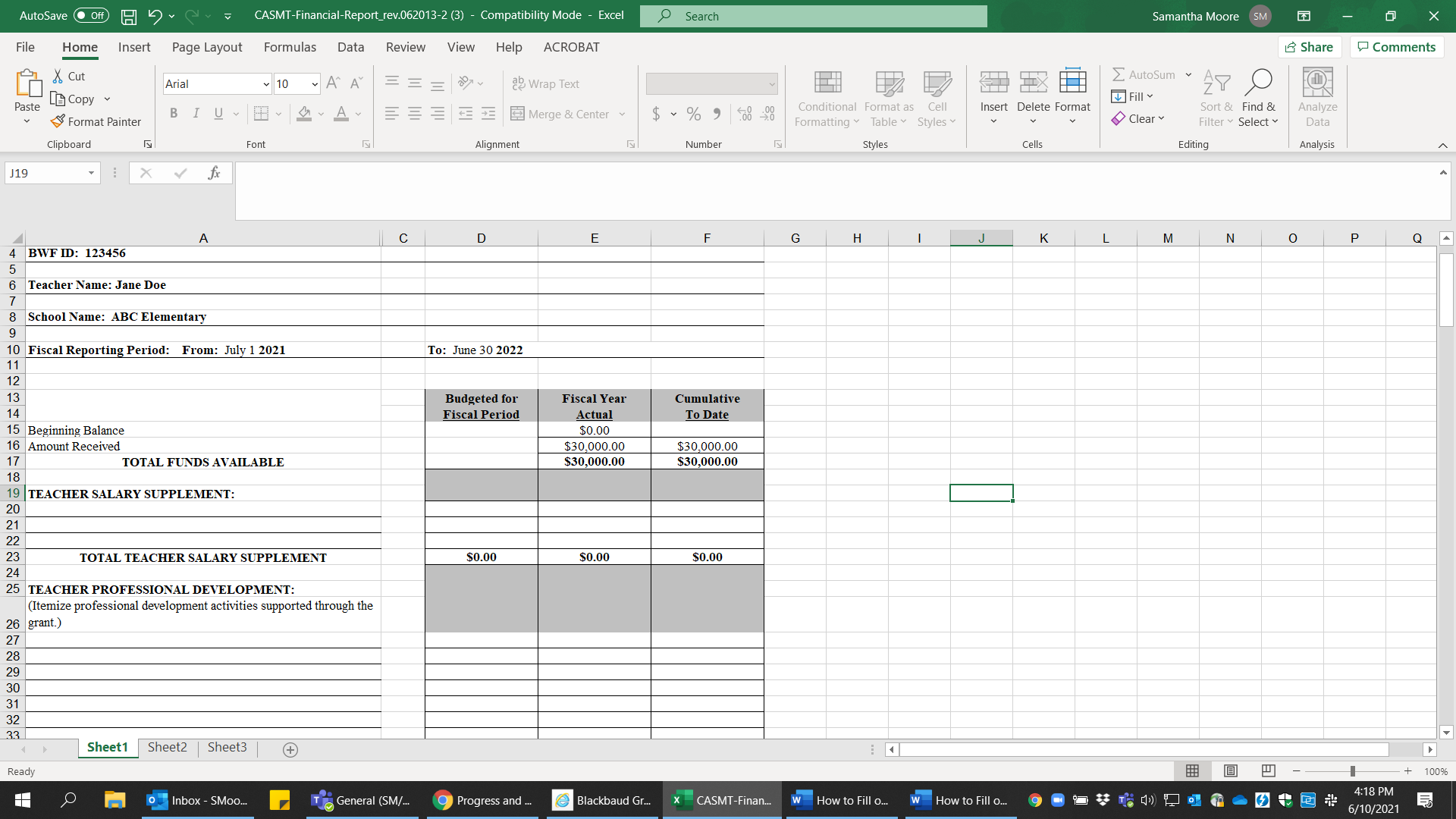
**How to Fill out the CAST Financial Report**

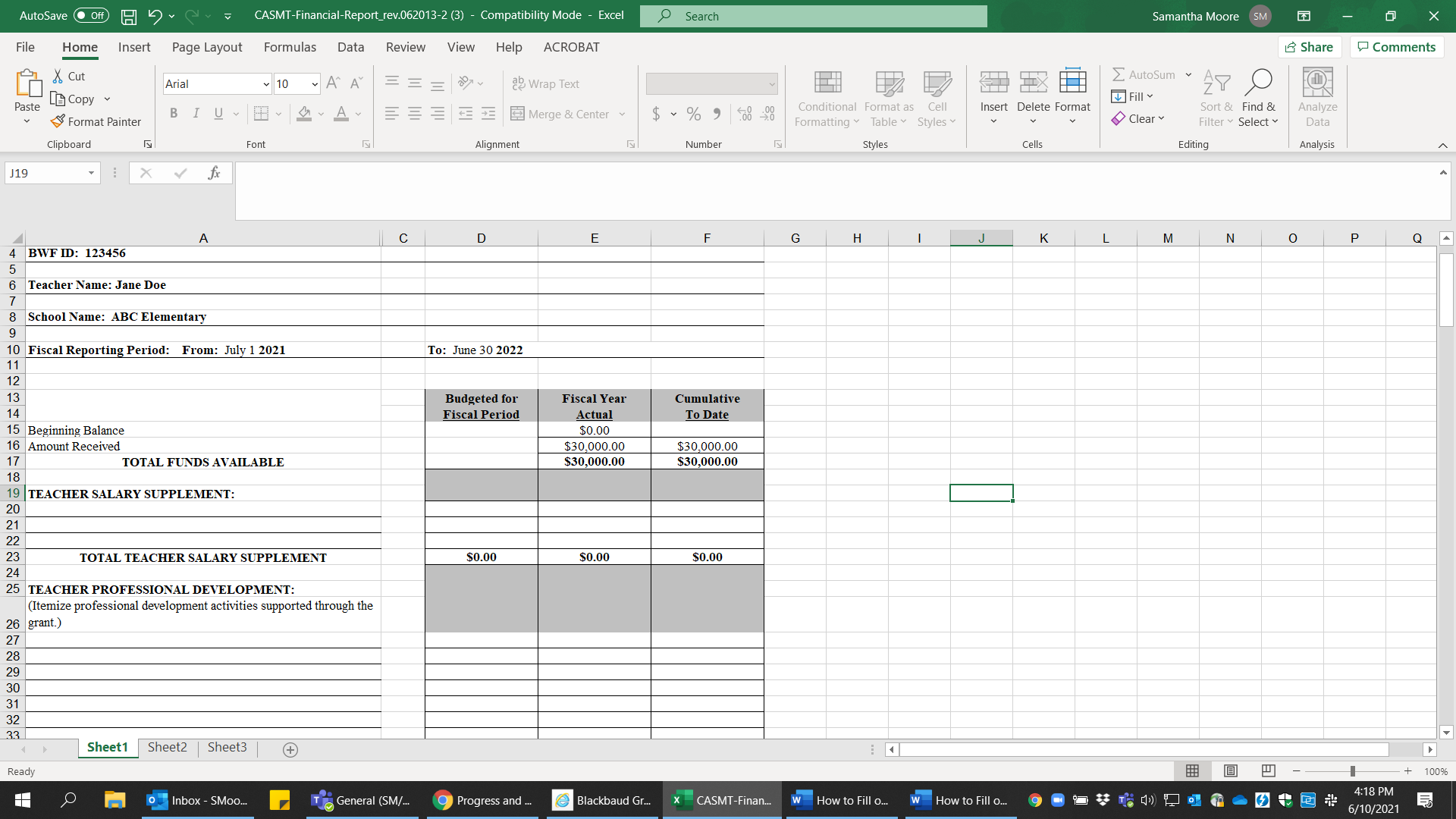
**Step 1:** Fill out the BWF Grant ID, the teacher’s name, the school’s name, and year that you are reporting for (NOTE: If you do not know your Grant ID number, please contact Samantha Moore at [smoore@bwfund.org](mailto:smoore@bwfund.org))



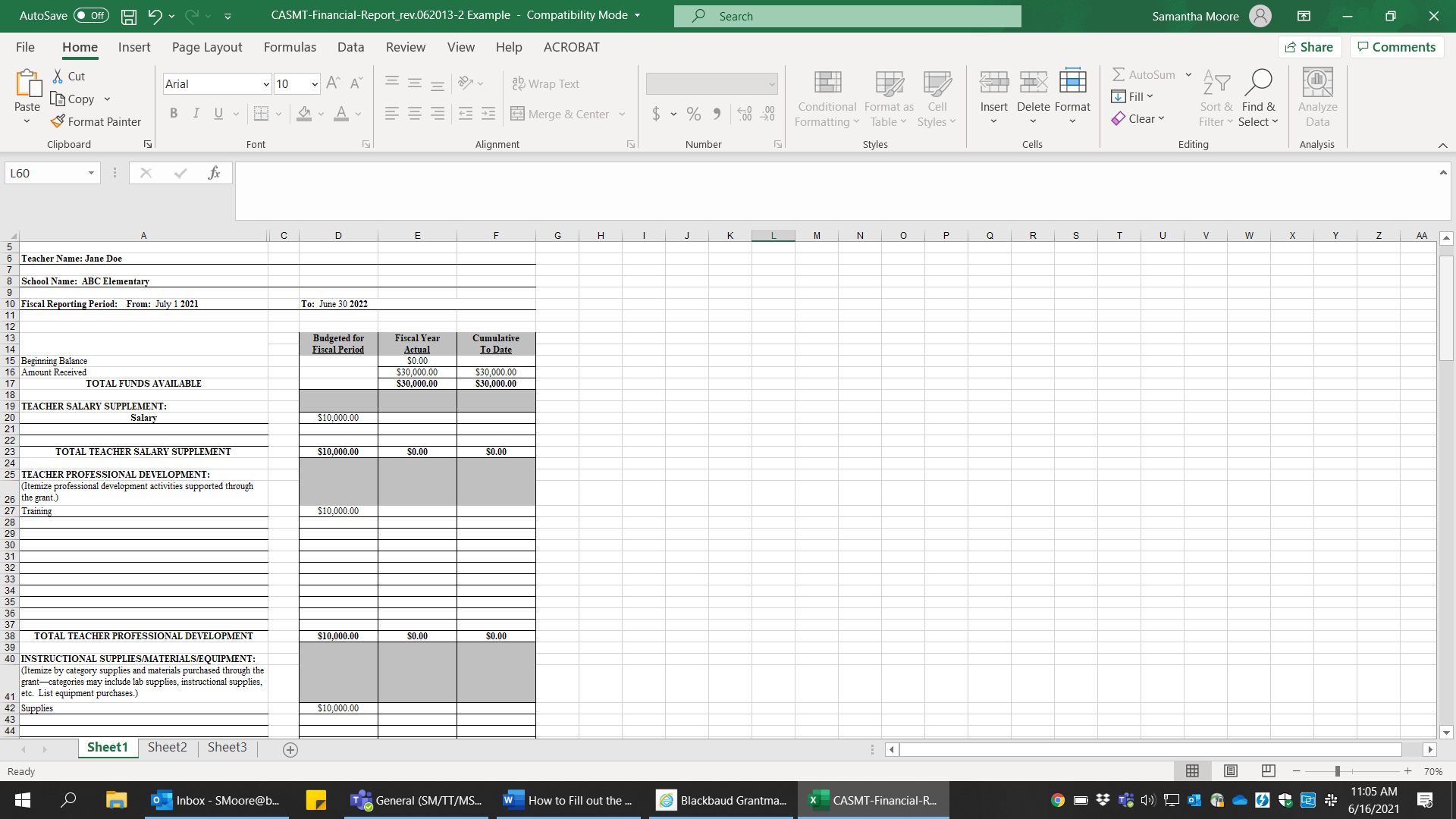
**Step 2:** Enter your Beginning Balance and the Amount Received for this year. The Beginning Balance should be the same number as the remaining balance from the previous year. If this is your first year of the grant, the Beginning Balance would be zero. The Amount Received is the total amount of funds paid within the fiscal period. For CAST grants, this is usually $30,000 per year, but may be a different amount in the fifth/final year. (NOTE: If you do not know your Remaining Balance from the previous year or the Amount Paid, please contact Samantha Moore at [smoore@bwfund.org](mailto:smoore@bwfund.org))

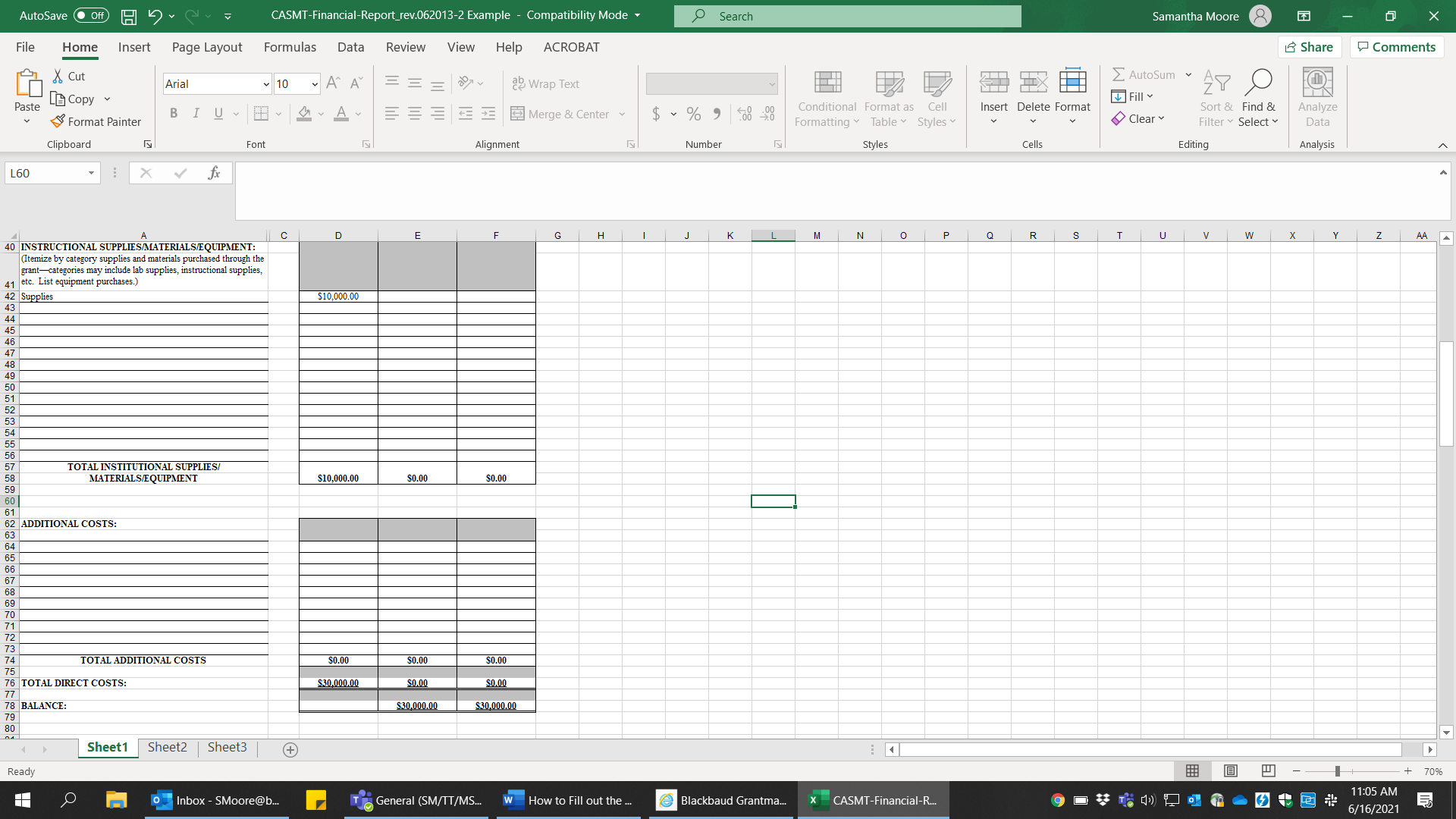


**Step 3:** Enter the Cumulative total of Funds Received. This will be equal to all funds received to date for the grant. For a first year grant with one payment, the Fiscal Year and Cumulative Total will be equal.

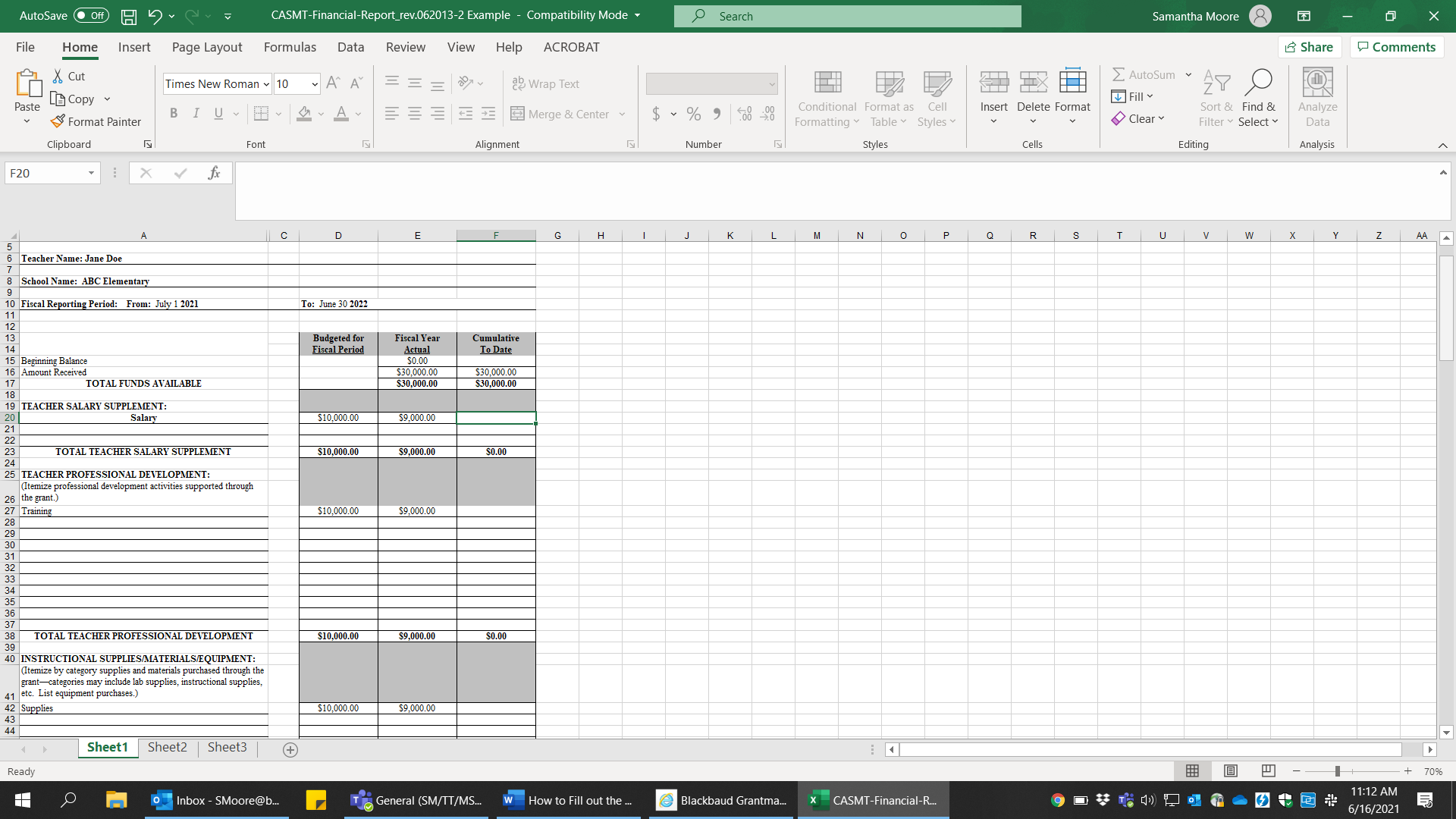


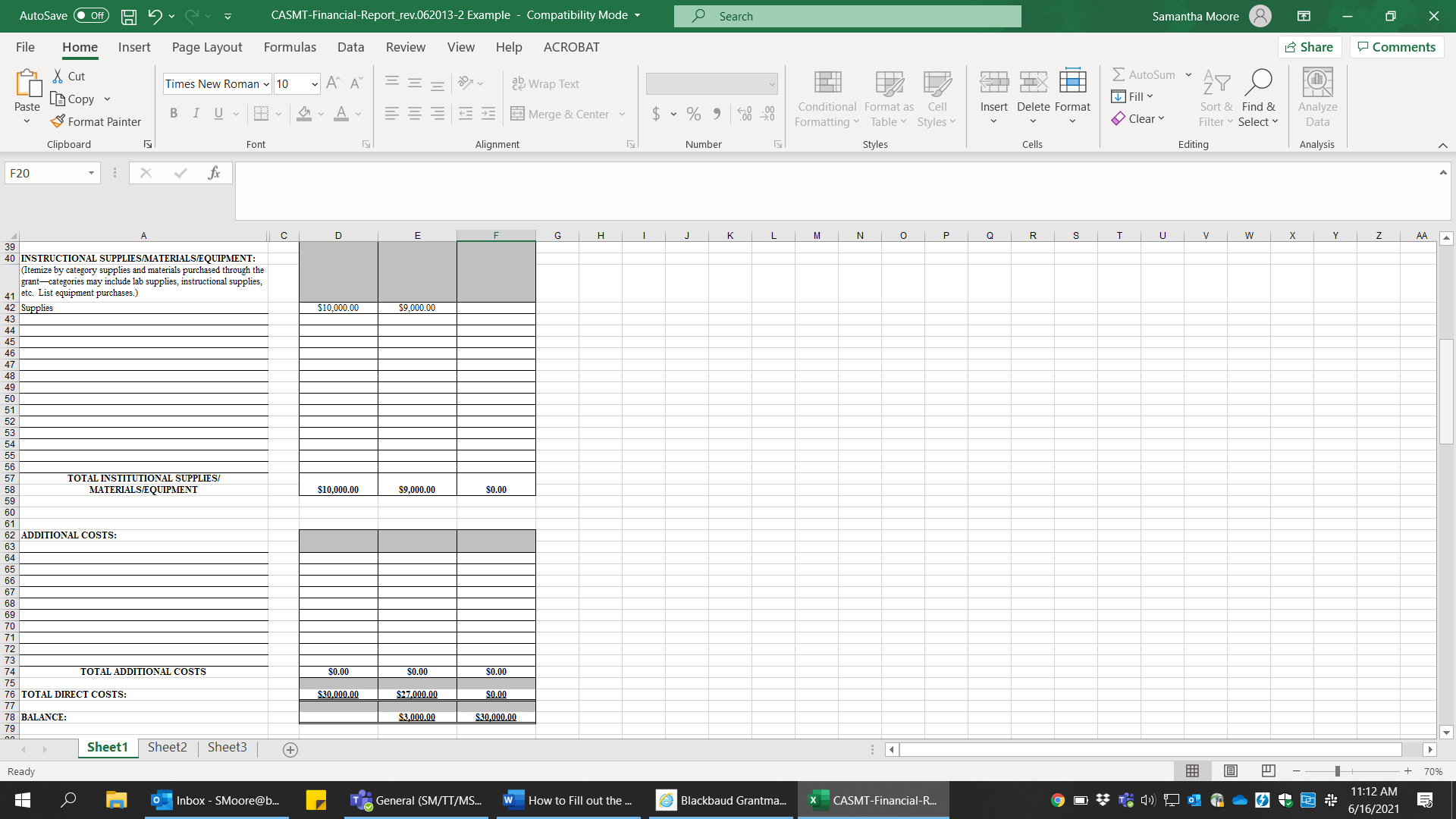
**Step 4:** In the leftmost column, enter the budget for the fiscal year. This should match the budget form from the progress report.



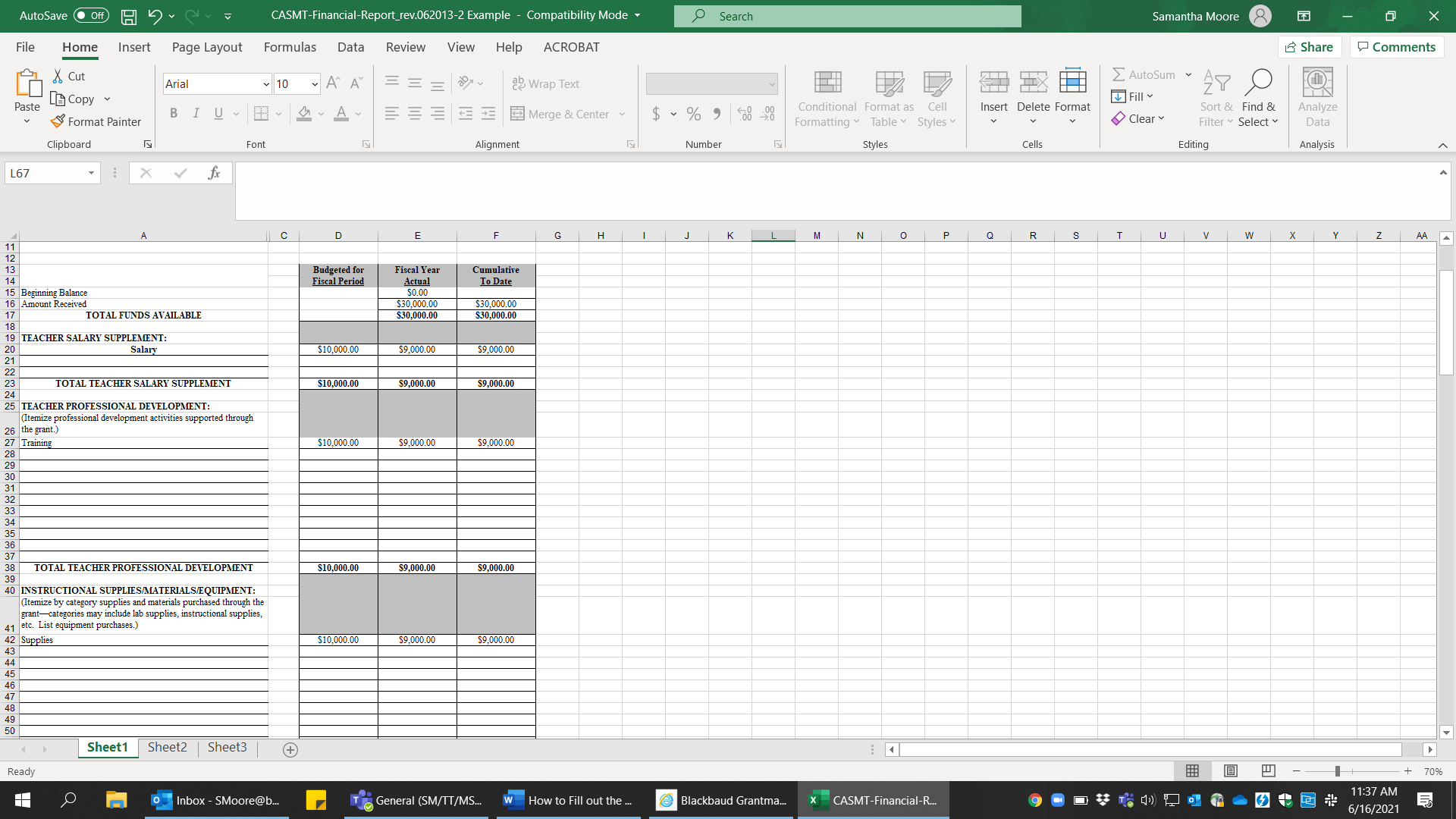


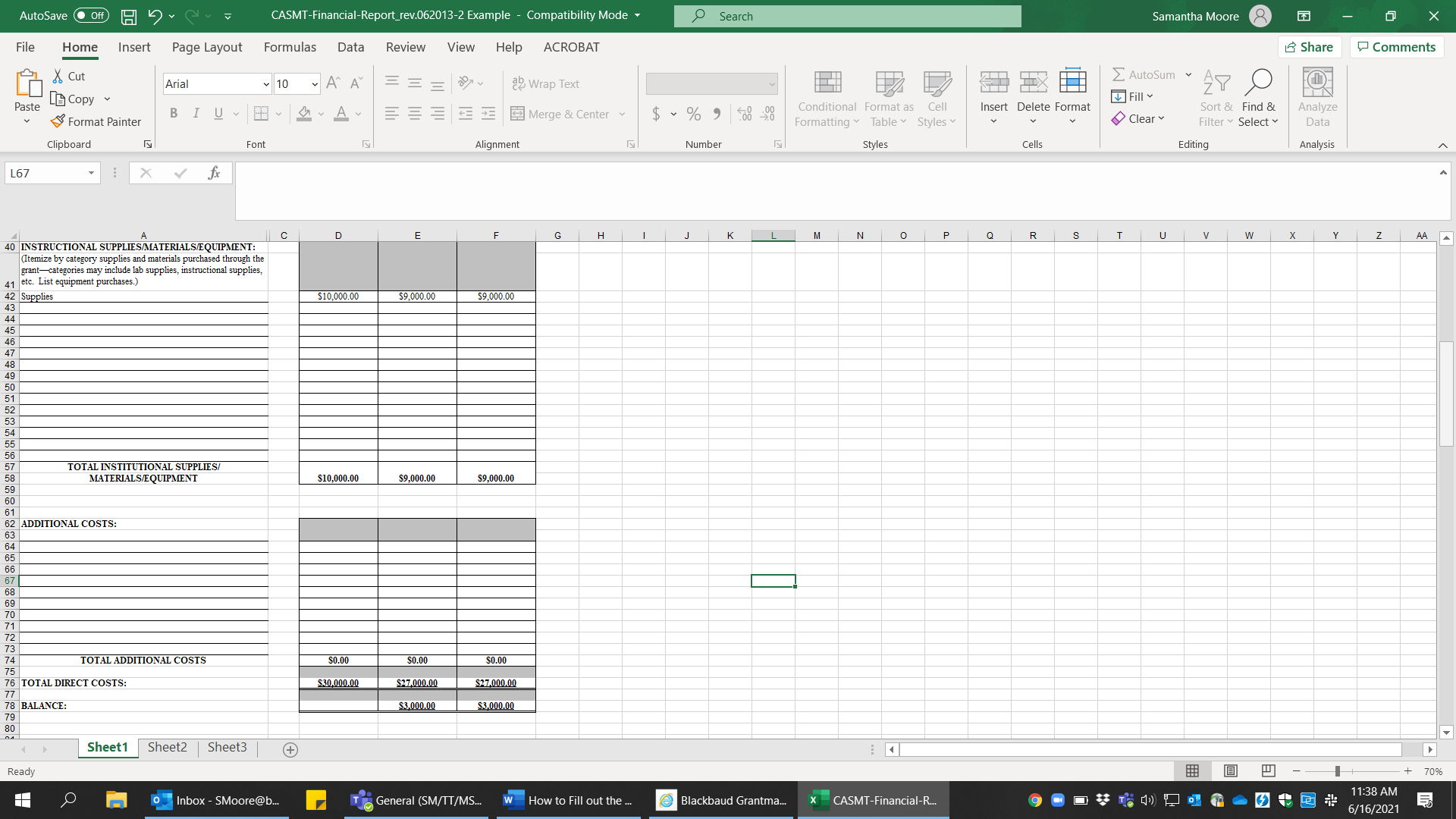
**Step 5:** Enter in the middle column all expenses for the current fiscal year into each category (Teacher Salary Supplement, Professional Development, Instructional Supplies/Materials/Equipment, Additional Costs). The form should automatically add all costs together for the Total Direct Costs for the Current Fiscal Year.



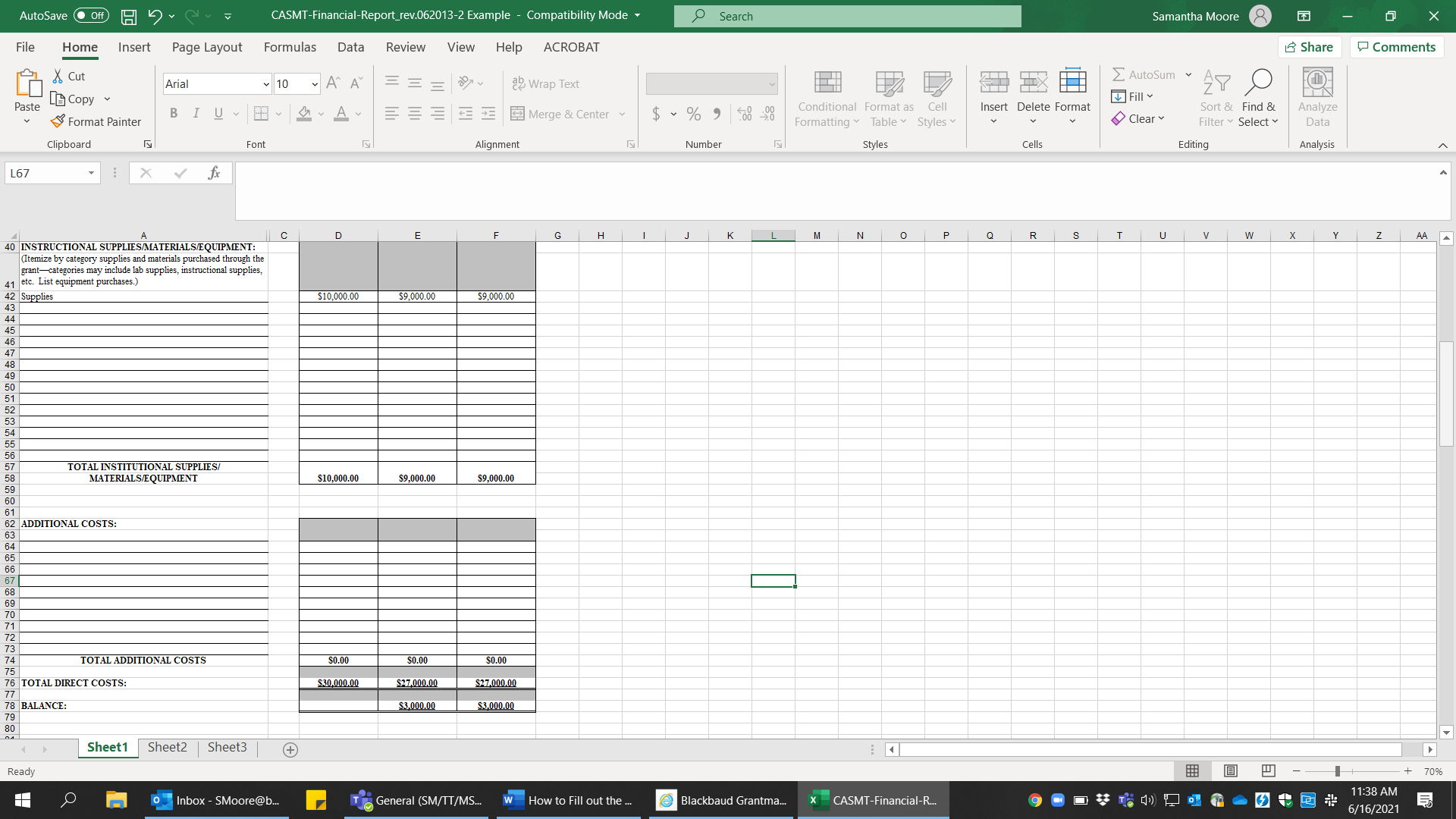


**Step 6:** Enter in the rightmost column all expenses for all active years into each category (Teacher Salary Supplement, Professional Development, Instructional Supplies/Materials/Equipment, Additional Costs). The form should automatically add all costs together for the Cumulative to Date Totals.





The balance is also automatically calculated. The fiscal year balance and cumulative balance should be the same amount.



**Step 7:** Have the Teacher and Financial Officer Sign and date the form. Electronic signatures are accepted. If you have any questions or problems with the form, please contact Samantha Moore at [smoore@bwfund.org](mailto:smoore@bwfund.org). Thank you for filling out your CAST Financial report!

