



Bethune-Cookman University

Monthly Progress Report

Project/Activity Title: _____

Project/Activity Director: _____

Reporting Period: _____

Funding Agency: _____

Section 1: Objective Status

Instructions: Use the table below to report the status of each objective or sub-objective in your program by duplicating the table as many times as necessary. Please report the objectives as indicated in the proposal as submitted and approved by the funding agency/sponsor. Additionally, the source documentation for all quantitative or qualitative data must accompany this report, i.e. attendance logs, surveys, raw data, and analyzed results.

Table 1

<i>Objective Status</i>		
Step 1	Objective/ Measurable Terms	Objective 1:
Step 2	Anticipated Results	
Step 3	Status of Objective	
Step 4	How did you measure the objective	
Step 5	Improvement Plan <i>(If Applicable)</i>	

Section 2: Program Implementation

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Page 1



Section 3: Expenditures

Instructions: Use the table below to show the expenditures of your activity during the reporting period. The total of these expenditures should total the amount of your Budget vs. Actual reports and should include the information in Section 2: Program Implementation. Additionally, please tie each expense to the related objective. In the column for the objectives please list the number that corresponds with your objectives in the previous section. **Note:** Some expenses in this section are generic to your program and will not be tied to a specific project as above, i.e. salaries and fringe benefits.

Table 3

Expense Category	Amount	Objective
Salary		
Fringe Benefits		
Student Wages		
Travel		
Office Supplies		
Software		
Consultants		
Assets Non Cap (<\$5k)		
Assets Cap (>\$5k)		
Renovations		
Communications		
Miscellaneous		

Instructions: Use the Table 4 to give details regarding the specific expenditure categories listed. For the travel category please include who traveled, where, and for what purpose. Please list all assets or software purchased, location of the asset and the reason for the purchase. In the consultants category please list the consultant, where they are from and the purpose for the expense. The description for the renovation category should state the purpose of the renovation. *Note:* The total of these expenditures should total the amount listed in Table 3. Additionally, please tie each expense to the related objective. In the column for the objectives please list the number that corresponds with your objectives in the previous section.



Table 4

Description/ Purpose	Objective	Amount
Travel:		
Assets/Software:		
Consultants:		
Renovation:		

Section 4: Issues and Concerns

Instructions: Please detail all issues and concerns that you may have. Please be specific as to the related objective or sub-objective. Lastly, please indicate a time, if needed, you would like to schedule an appointment to address the issue. Please attach additional sheets if necessary.

SPC/PAM, OSP Date (reviewed)

Project/Activity Director, Date

Director, OSP

Date (reviewed)