Folder File Labeling

Grant/ Project Folder labeling
6 part folder
- First Section = Applications and Contracts with grantor (if contracts with grantor are modified those also go here) I separate out with post it notes or colored paper.
- Second Section = Contracts with independent contractors and insurance documents (if contracts with contractors are modified those also go here)
- Third Section = Financial documents and billing information (also in-kind match can be put here)
- Fourth Section = Reporting to the Grantor (I personally don't use this section as well as I should as I keep my in a separate folder based on Fiscal Year, I should have a copy in this section too) *You do what is best for you.*
- Fifth Section = Product and services information
- Sixth Section = Correspondence in regards to the project

Meeting records
6 part folder
- First Section = Official Meeting Packet with Agenda, minutes, financial reports, and any other documentation from the meeting.
- Second Section = July – December Accounts Receivable
- Third Section = January – June Accounts Receivable
- Fourth Section = July – December Accounts Payable
- Fifth Section = January – June Accounts Payable
- Sixth Section = Payroll, Payroll Liability payments, Quarterlies

Banking reports
3 part folder
- Section 1 = Checking Account = Bank Statements and QuickBooks Reconciliation Reports
- Section 2 = Savings Account = Bank Statements and QuickBooks Reconciliation Reports
- Section 3 = Petty Cash Account = Account Register and QuickBooks Reconciliation Reports

Quarterly grant reports
6 part folder
- Different grants tabbed out with posit it notes with grant number and quick name
- First Section = Advance Reporting
- Second Section = 1st quarter reports
- Third Section = 2nd quarter reports
- Fourth Section = 3rd quarter reports
- Fifth Section = 4th quarter reports
- Sixth Section = Final reports