

**Instructions:**

1. Review example form on page 2.
2. Compile all receipts and organize by date.
3. Complete the form.
4. Scan in all receipts into one PDF document. If you are in need of assistance, please email [NLRNeighborhoodServ@nlr.ar.gov](mailto:NLRNeighborhoodServ@nlr.ar.gov) .
5. Submit form and receipt PDF in one (1) email to [NLRNeighborhoodServices@nlr.ar.gov](mailto:NLRNeighborhoodServices@nlr.ar.gov)

If you have any trouble submitting this by email, would prefer a paper copy, or have any questions, please contact: Neighborhood Services (501) 791-8500 or [NLRNeighborhoodServ@nlr.ar.gov](mailto:NLRNeighborhoodServ@nlr.ar.gov)

City of North Little Rock  
Community Garden Program – Dept. of Neighborhood Services

## RECEIPT REPORT FORM

Garden Name: \_\_\_\_\_ Ward:    1            2            3            4

Garden Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**MID-YEAR RECEIPTS**

**FINAL RECEIPTS**

Receipts for:    Spring 2021    Fall 2021            Spring 2022            Fall 2022            Spring 2023            Fall 2023

Total Amount Funded (\$): \_\_\_\_\_

Date	Description	Amount

**Total Amount Spent (\$):** \_\_\_\_\_

**Total Amount Remaining** *(Total Amount Spent - Total Amount Spent):* \_\_\_\_\_

# **\*EXAMPLE RECEIPT REPORT FORM\***

Garden Name: **The Garden of Goodness**

Ward:     1           2           3           4

Garden Manager: **Anna Sawyer**

Date: **11/15/2022**

**MID-YEAR RECEIPTS**

**FINAL RECEIPTS**

Receipts for:   **Spring 2021**   **Fall 2021**       **Spring 2022**   **Fall 2022**       **Spring 2023**   **Fall 2023**

Total Amount Funded: **\$1,000**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
<b>4/19/2022</b>	<b>Lowe's – Irrigation supplies, tools</b>	<b>\$187.99</b>
<b>4/27/2022</b>	<b>Custom Inc – Educational garden signs</b>	<b>\$433.50</b>
<b>5/3/2022</b>	<b>Southern Exposure Seed Exchange - Seeds</b>	<b>\$76.37</b>

**Total Amount Spent (\$): \$697.86**

**Total Amount Remaining (\$1,000-\$697.86): \$302.14**

**Note:**

The Garden of Goodness scanned in all 3 receipts, organized in chronological order, and emailed to [NLRNeighborhoodServ@nlr.ar.gov](mailto:NLRNeighborhoodServ@nlr.ar.gov)