

**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 [NLRNeighborhoodServ@nlr.ar.gov](mailto:NLRNeighborhoodServ@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**

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

Date Funded:

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

Date Funded: **Spring 2021**

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

Date	Description	Amount
<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).