



DRGR Math Rules Cheat Sheet

MAKE SURE THAT:

FIGURES WERE ENTERED IN THE RIGHT PLACE:

- NSP funds should be entered into the **Total Budget, Program Funds** field when adding activities, NOT **Other/Matching Funds**.

UNDERSTAND HOW NUMBERS ARE CALCULATED WITH:

VOUCHERS

- Program Fund: Available Amount = (Obligated Amount – (Drawn Amount + Draw Pending Amount))
- Program Income: Available Amount = Sum of All Program Income Received

PROJECTS & ACTIVITIES

- Double-check that:
 - activity budgets are not larger than the project budget they are attached to.
 - individual project budgets – and all project budgets combined – do not exceed the total amount of the grant.
 - (if using the “Bucket” Project function) make sure the Bucket Amount matches the grant amount.

OBLIGATIONS & DRAWDOWNS

- Obligation amounts must be *less than* the Total Budget Amount and *greater than* the **Total Drawn Amount** (you cannot decrease the obligated amount to less than the amount that has already been drawn down).