

# INSTRUCTIONS FOR FILING CASH REPORT AND CASH REQUEST FORM

This form replaces all other state cash report/request forms. All subgrantees are required to submit cash reports in accordance with the grant award contract and special conditions.

**All cash reports must be signed and submitted electronically to**  
[danni.mcgowan@nebraska.gov](mailto:danni.mcgowan@nebraska.gov)

**ITEMS 1, 2, 3, & 4:** Obtain this information from the grant award and enter it in the boxes.

**ITEM 5:** Check the appropriate box for regular or final request for funds.

**ITEM 6:** Check the appropriate box for regular or final report of expenditures.

**ITEM 7:** **Total Expenditures:** The information submitted in the total expenditures, as well as the supporting accounting records, are subject to state audit for accuracy, completeness and compliance with the terms of the grant award. **NOTE:** Do not include any pending requests until they are approved in writing by the Chief of the Community-based Juvenile Services Aid Program.

- (I) Enter the present operating budget. This must reflect any approved budget revisions through a subgrant adjustment request.
- (II) Enter sum of cumulative expenditures from previous periods (Column IV from previous period's report).
- (III) Enter the current reporting period's expenditures in each category charged to this year's funds.
- (IV) Allow column to auto populate, no action needed.

**ITEM 8: STATE FUNDS**

- (A) This amount will auto populate from the Approved Budget State Total in Column I.
- (B) Total funds received to date from the Crime Commission.
- (C) This amount will auto populate from the To Date State Expenditures Total in Column IV.
- (D) This amount will auto populate and calculate the balance on hand (B - C).

**ITEM 9: MATCH FUNDS**

- (A) This amount will auto populate from the Approved Budget Match Total in Column I.
- (B) No Information needed.
- (C) This amount will auto populate from the To Date Match Expenditures Total in Column IV.
- (D) No Information needed.

**ITEM 10: TOTAL FUNDS**

- (A) This amount will auto populate from the total state funds and match funds budgeted (8a + 9a).
- (B) No Information needed.
- (C) This amount will auto populate from the state and match funds that were expended (8c + 9c).
- (D) No Information needed.

**ITEM 11: CASH REQUEST**

List the month and year that funds are being requested, maximum of two (2) months.  
List the amount of funds being requested.

**ITEM 12: CERTIFICATION**

This report is to be signed by the Project Director or Fiscal Officer.

In the event funds need to be refunded or deobligated by the subgrantee to the Crime Commission, the subgrantee is required to complete Item 11 (Cash Request), as a refund or deobligation and include the amount. The total awarded funds in column 8B will also need to reflect the refunded or deobligated amount. If you plan to request a refund or deobligate funds, the Grants Financial Monitor of the Community-based Juvenile Services Aid Program must be contacted first to discuss any necessary steps in completing this process.

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