

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 and special conditions.

YEAR REPORTING Enter the year reporting.
QUARTER Check the appropriate box when reporting for the quarter.
MONTH Check the appropriate box when reporting for the month.

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 (Awarded and Match)

The amounts submitted and supporting documentation are subject to a financial monitor for accuracy, completeness and compliance with the terms of the grant award. **NOTE: Do not include any pending Subgrant Adjustment requests until they are approved in writing by the Chief of the Community-based Juvenile Services Aid Program.**

- (I) Enter the present approved 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.
- (IV) Amounts will auto populate, no action needed.

ITEM 8: STATE FUNDS

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

ITEM 9: MATCH FUNDS

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

ITEM 10: TOTAL FUNDS

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

ITEM 11: CASH REQUEST

- Enter Month(s) and Year for which the funds are being requested.
 - May request multiple past months for the same quarter on one line (i.e. Jan-Mar).
- Enter Amount Requested
 - **Cash on hand shall not exceed 30 days.**

ITEM 12: AWARDED FUNDS DEOBLIGATED OR REFUNDED

- Check the box corresponding your request to Deobligate and/or Refund awarded monies.
- Enter the Amount of the Deobligation and/or Refunded monies in the "Amount" column.

NOTE: Contact Teri King if you plan to deobligate funds or submit a refund to discuss any necessary steps in completing this process.

ITEM 13: CERTIFICATION

- Signature of Project Director or Fiscal Officer
 - Digital signature that has been created in Adobe Reader or Adobe Pro Digital ID or another signature certified program is allowed.
- Type the Name and Title of the Project Director or Fiscal Officer signing the form.
- Enter the Date the form is signed using the format MM/DD/YYYY or click on the down arrow at the end of the field to bring up the calendar to select the date.

Cash Reports/Cash Requests are required quarterly even if grant funds are not received or expenses are not incurred. Reports are due by the 15th of the month following the end of each quarter during the grant period, as well as the final cash report reflecting the total grant expenditures at the end of the grant period. When the 15th falls on a holiday, Saturday or Sunday, all reports are due the prior working day. The final cash report must be submitted within forty-five (45) days from the end date of the grant.

Regardless of the start date of the grant project, all quarterly reports are due for quarters as listed below:

Jan – March: Due April 15th	July – Sept: Due October 15th
April – June: Due July 15th	Oct – Dec: Due January 15th

**All cash reports must be signed by Project Director or Fiscal Officer
and submitted electronically to
Teri.King@nebraska.gov**