

# INSTRUCTIONS FOR FILING FISCAL CASH REPORT AND CASH REQUEST FORM

**This form replaces all other Cash Reports Forms. All Sub-grantees are required to submit Cash Reports in accordance with their grant award contract/letter of agreement bearing an original signature.**

**ITEMS 1,2,3,&4:** Obtain this information from the Grant Award and enter it in the appropriate 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. Check the appropriate box for Match Waiver or Match Exemption, if applicable to your agency.

**ITEM 7:** **Total Expenditures:** The information submitted in the Total Expenditures, as well as the supporting accounting records, are subject to Federal and 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 Federal Grants Administrator.**

- |   |  |
|---|--|
| (I) Approved Project Budget:                  | Enter the present operating budget. This must reflect any approved budget modifications.   |
| (II) Previous Cumulative Expenditures:        | Sum of cumulative expenditures from previous periods. (Column D from previous period's report.)  |
| (III) Expenditures for this Reporting Period: | Enter the current reporting period's expenditures in each category charged to this year's funds.   |
| (IV) Current Cumulative Expenditures:         | Show all expenditures (including this reporting period) by cost category (Column B & C) and by source of funds since the beginning of the project. |

**ITEM 8: CASH STATUS - FEDERAL or STATE FUNDS:**

- (A) Total Federal or State Funds Budgeted from Grant Award.
- (B) Total Awarded Funds Received to Date.
- (C) Funds Expended (Breakdown of Column IV(G) Total)
- (D) Balance on Hand at the End of Quarter (B-C)

**ITEM 9: LOCAL MATCH:**

- (A) Total Match Funds Budgeted From Grant Award.
- (B) No Information needed.
- (C) Funds Expended (Breakdown of Column IV(G) Total)

**ITEM 10: TOTAL:**

- (A) Total Funds Budgeted from Grant Award.
- (B) No information needed.
- (C) Total Funds Expended (8 (C) + 9 (C) = 10 (C) )

**ITEM 11: CASH REQUEST:**

- (A) List Month/Year for which funds are being requested
- (B) Awarded Funds Request: Monthly or Quarterly funds request.
- (C) Advance Requested (STATE FUNDS ONLY) Advance Requested will be for a maximum of **ONE** month of total project budget, unless otherwise agreed to by the Grant Administrator.

**ITEM 12: DEOBLIGATIONS or REFUNDS:**

- (A) Check the box corresponding your request to De-obligate and/or Refund awarded monies.
- (B) Enter the Amount of the De-obligated and/or Refunded monies in the "Amount" column. **NOTE:** The "Total Awarded Funds" in Column 8B should also reflect this amount.
- (C) "Total Returned" will automatically calculate by adding the De-obligated and Refund Amounts.

**ITEM 13: PRIORITY SPENDING (VOCA FUNDS ONLY):**

Provide reporting period expenditures based on priority categories, if applicable. If dollar amounts are known for expenses, please provide. If unable to track, use the percentage of victims served during the reporting period and apply that percentage to the total cash request for the dollar amount to get priority spending amount.

**ITEM 14: CERTIFICATION:** This report is to be signed by the Authorized Official or Designee.