

INSTRUCTIONS FOR FILING FISCAL CASH REPORT AND CASH REQUEST FORM

This form replaces all other Cash Reports Forms. All Subgrantees are required to submit Cash Reports in accordance with their grant award contract/letter of agreement.

All Cash Reports must be submitted in duplicate, each copy 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.

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. **NOTE:** Do not include any pending requests until they are approved in writing by the Program Administrator.

(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/STATE FUNDS:

(A) Total Federal 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 that funds are being requested for.

ITEM 12: CASH REQUEST:

(A) Advance Requested: Advance requested will be for a maximum two months of the total project budget, unless otherwise agreed to by Federal Grants Administrator.

(B) Awarded Funds Request: Monthly funds request.

*When requesting Funds, Please submit original on white with 1 yellow copy.

ITEM 13: CERTIFICATION: This report is to be signed by the Project Director or other authorized officials

as designated in the Grant Award and by the Fiscal Officer. Signatures on both copies must be original signatures.

If funds need to be refunded or deobligated by the subgrantee to the Crime Commission, they would need to mark the funds in the cash request column 11A as a refund with the amount in column 12A of the refund or deobligation. The total awarded funds in column 8B would also have to reflect the refunded amount.