

# Monthly Financial Reports

## An Instructional Aid

At the beginning of the grant period, after all required documents have been received; your Monthly Financial Report Workbook will be emailed to your financial point of contact. Your Monthly Report Workbook contains 2 pages for each month of the grant period that you will complete, sign, and attach the proper back up documentation.

The two pages will look similar to this, but with the information filled in:

The image displays two side-by-side spreadsheets. The left spreadsheet is the 'MONTHLY FINANCIAL REPORT FORM' for the 'STATE OF NEVADA OFFICE OF THE ATTORNEY GENERAL FFY 2016 STOP/SASP VIOLENCE AGAINST WOMEN GRANT'. It includes a header with project details, a 'BUDGET SUMMARY' table with columns for STOP, SASP, and TOTAL, and a 'BUDGET DETAILS' table with columns for various budget categories like Personnel, Fringe, Consultant/Contracts, Travel, Supplies/Operating, Equipment, Training, Other, and Match. The right spreadsheet is the 'BACK UP DOCUMENTATION SUMMARY' for the month of July 2016. It features a table with columns for 'Employee/Vendor', 'Payment Date', 'STOP Amount', 'SASP Amount', and 'Backup Description'. The table is organized into sections for PERSONNEL, FRINGE, CONSULTANT/CONTRACTORS, TRAVEL, SUPPLIES/OPERATING, EQUIPMENT, TRAINING, OTHER, and MATCH, with summary rows for each section and a final 'TOTAL TO BE REIMBURSED' row.

After each month you will compile these reports and send them into us through either the postage system or through email. The addresses for each mailing method are...

Attn: Lesley Volkov  
 Office of the Attorney General – Grants  
 100 N Carson St, Carson City, NV 89701

Or

[AGGrants@ag.nv.gov](mailto:AGGrants@ag.nv.gov)

## Page 1 – Budget Details

23 Only fill in Current Expenses for each Grant.	1. BUDGET DETAILS										
24 Budget Categories	Award Amount	Previously Reported	Current Expenses	Reported to Date	Balance Remaining	Award Amount	Previously Reported	Current Expenses	Reported to Date	Balance Remaining	
25 Personnel											
26 Fringe											
27 Consultant/Contracts											
28 Travel											
29 Supplies/Operating											
30 Equipment											
31 Training											
32 Other											
33 Match											
34 TOTALS											
Total For STOP:			-	Total For SASP:			-				
Total Federal Funds Requested on this Claim:			-								
I certify that to the best of my knowledge and belief, this report is correct and complete and that all expenditures and unpaid obligations are for the purposes set forth under the terms of the approved project.											
2.											
Signature of Authorizing Official			Date			Title					
Preparer's Name :			Preparer's Phone:			Preparer's E-Mail:					
FOR AG OFFICE USE ONLY	Vendor Number:				Address Info:		n/a			NOTES: Resubstance to:	
	Funding Info.		STOP		SASP						
	Org Code		7013		7021						
	Audited By:	Date:	BA Number		1040-18		1040-21				
			GL Number		8795		8795				
Reviewed By:	Date:	Job Number		1658815		1601715		RECEIVED:			
		AMOUNT									
3.											

1. Current Expenses :

The highlighted column is where you will enter your expenditures for the month. The rest of the boxes in that section will auto calculate based on what has been entered, so there is no need to type elsewhere.

2. Signature and Preparer's Information: In this section you will just fill out the information provided and then get the authorizing official's signature once everything has been filled out and this page printed.

3. Back Up Summary Tab : This is where you'll find the tab to get to the backup summary page.

**Example:**

23 24	Only fill in Current Expenses for each Grant.	BUDGET DETAILS									
		STOP					SASP				
25	Budget Categories	Award Amount	Previously Reported	Current Expenses	Reported to Date	Balance Remaining	Award Amount	Previously Reported	Current Expenses	Reported to Date	Balance Remaining
26	Personnel	15,000.00	700.00	700.00	1,400.00	13,600.00	-	-	-	-	-
27	Fringe	2,100.00	120.00	120.00	240.00	1,860.00	-	-	-	-	-
28	Consultant/Contracts	-	-	-	-	-	-	-	-	-	-
29	Travel	-	-	-	-	-	-	-	-	-	-
30	Supplies/Operating	500.00	5.34	-	5.34	494.66	-	-	-	-	-
31	Equipment	-	-	-	-	-	-	-	-	-	-
32	Training	-	-	-	-	-	-	-	-	-	-
33	Other	-	-	-	-	-	-	-	-	-	-
34	Match	-	-	-	-	-	-	-	-	-	-
35	<b>TOTALS</b>	17,600.00	825.34	820.00	1,645.34	15,954.66	-	-	-	-	-
36		<b>Total For STOP:</b>		820.00			<b>Total For SASP:</b>		-		
37		<b>Total Federal Funds Requested on this Claim:</b>		820.00							

## Page 2 – Back Up Summary Page

BACK UP DOCUMENTATION SUMMARY				
1.	2.	Month/Year: July 2016		3.
4.				
Employee/Vendor	Payment Date	STOP Amount	SASP Amount	Backup Description
<b>PERSONNEL</b>				
<b>Total Personnel Draw:</b>		\$0.00	\$0.00	
<b>FRINGE</b>				
<b>Total Fringe Draw:</b>		\$0.00	\$0.00	

- Employee/Vendor: The breakdown of each individual employee/Vendor for each category. We are looking for specifics. So instead of “utilities” please put the name of each company providing the utility for example “NV Energy” instead, so it matches the invoice we will be looking at.
- Payment Date: The date payment was made. Note, the payment date is what determines which monthly report the claim goes on. So even if the service occurred in July, if the payment for it was made in August it would go in the August report.
- Amount: The individual amounts for each line item.
- Backup Description:  
In this section you’ll identify what documents have been provided for each claim. What documents are needed?
  - Personnel
    - Timecards
    - Proof of Payment
  - Fringe Benefits
    - Allocation Breakdown
    - Invoice
    - Proof of Payment

- Contracts/Supplies/Other
  - Invoice
  - Proof of Payment
- Travel
  - Travel documentation
  - Proof of Payment

Match: Documentation must meet the *same* criteria as that for reimbursable expenses. Expenditures that are to be applied as matching funds for other federal grants may not be double counted as matching funds for this sub-grant.

Below please see an example of how the backup summary page should look and please remember to fully fill out the back up summary page. This makes it easier for your report to be reviewed.

**Example:**

BACK UP DOCUMENTATION SUMMARY				
1.	2.	Month/Year: July 2016	3.	4.
Employee/Vendor	Payment Date	STOP Amount	SASP Amount	Backup Description
<b>PERSONNEL</b>				
Jane Doe	7/8/2016	\$ 350.00		Payroll Summary/ Timesheet
Jane Doe	7/22/2016	\$350.00		Payroll Summary/ Timesheet
Total Personnel Draw:		\$700.00	\$0.00	
<b>FRINGE</b>				
Jane Doe	7/8/2016	\$35.00		Payroll Summary/Timesheet
Jane Doe	7/22/2016	\$35.00		Payroll Summary/Timesheet
Some sort of Healthcare	7/5/2016	\$50.00		Invoice/Check #000
Total Fringe Draw:		\$120.00	\$0.00	
<b>CONSULTANT/CONTRACTORS</b>				
Total Consultant/Contractor Draw:		\$0.00	\$0.00	
<b>TRAVEL</b>				
Total Travel Draw:		\$0.00	\$0.00	
<b>SUPPLIES/OPERATING</b>				
Office Depot	7/29/2016	\$5.34		Receipt/Invoice
Total Supplies/Operating Draw:		\$5.34	\$0.00	
<b>EQUIPMENT</b>				
Total Equipment Draw:		\$0.00	\$0.00	
<b>TRAINING</b>				
Total Training Draw:		\$0.00	\$0.00	
<b>OTHER</b>				
Total Other Draw:		\$0.00	\$0.00	
<b>MATCH</b>				
Total Match:		\$0.00	\$0.00	
<b>TOTAL EXPENDITURE AMOUNT:</b>		\$825.34	\$0.00	
<b>TOTAL DRAW AMOUNT:</b>		\$825.34	\$0.00	
<b>TOTAL TO BE REIMBURSED:</b>		\$825.34		