

AUTO THEFT PREVENTION AUTHORITY (ATPA) 2010 SEMI-ANNUAL FINANCIAL REPORT

AUTHORITY: 1992 PA 174; **COMPLIANCE:** Mandatory; **PENALTY:** Cancellation of grant/loss of funds

Submit the original 2010 Semi-Annual Financial Report, one copy, and all attachments to the ATPA within 30 days after the end of the reporting period. For assistance, call (517) 336-6197 or Fax (517) 336-6427.

| | | | |
|-------------------------------|----------------------------|-------------------------|-------------|
| I. Grantee Information | | 1. Project Number | |
| 2. Name of Grantee | 3. Reporting Period From | 4. Reporting Period To | |
| 5. a. Mailing Address | b. City | c. State | d. ZIP Code |
| 6. Project Title | 7. Beginning Date of Grant | 8. Ending Date of Grant | |

II. Financial Information

An expenditure detail sheet must be attached for each category with expenditures during this reporting period.

| 9. Expenditure Item | 10. Approved Budget Amount | 11. Amount Previously Expanded | 12. Expenditures Paid This Period | 13. Total Expenditures (Col. 11 + Col. 12) |
|--|----------------------------|---------------------------------|-----------------------------------|--|
| (A) Sworn Employees | | | | |
| (B) Other Employees | | | | |
| (C) Vehicles | | | | |
| (D) Field Operations | | | | |
| (E) Office Operations | | | | |
| (F) Contractual Services/Other | | | | |
| TOTAL | | | | |
| 14. List Equipment Purchased This Reporting Period Note: Attach copies of invoices and payment vouchers. | | 15. Payment Information | | |
| | | (A) Total Expenditures to Date | | |
| | | (B) ATPA Share (50% of Line A)* | | |
| | | (C) ATPA Payment to Date | | |
| | | (D) Balance Due | | |
| *Nonprofit/Neighborhood Organization: ATPA Share is 100% | | | | |

III. Authorization and Certification

I certify that this is a true and correct statement of expenditures for the above named project during the listed reporting period and that documentation to support these expenditures is available for review.

| | |
|-------------------------------------|--|
| 16. Location of Documentation | |
| 17. Name of Financial Officer | 18. Title |
| 19. Signature of Financial Director | 20. Date |
| 21. Name of Project Director | 22. Title |
| 23. Signature of Project Director | 24. Date |
| 25. Prepared By | 26. Telephone Number (Include Area Code) |

AUTO THEFT PREVENTION AUTHORITY (ATPA) 2010 SEMI-ANNUAL FINANCIAL REPORT INSTRUCTIONS

I. Requirements

A. This 2010 Semi-Annual Financial Report is required for ATPA programs and must be submitted and received by the ATPA no later than 30 days following the end of the reporting period. This report is the partial basis for advance of funds or the sole basis for **reimbursement** of expenditures incurred by the grantee.

B. Questions regarding the completion of this report should be directed to the ATPA at (517) 336-6197.

II. Distribution

A. Submit the original 2010 Semi-Annual Financial Report, one copy, and all attachments to the ATPA within 30 days after the end of the reporting period. All materials must be sent to:

Auto Theft Prevention Authority
714 S. Harrison Road
East Lansing, Michigan 48823

B. Retain copies of the 2010 Semi-Annual Financial Report and all attached materials for your records.

Note: Ensure that all required signatures have been obtained before submitting the report to the ATPA. Otherwise, the report will be returned and the grant payment will be delayed.

III. Form Completion

A. Complete all information as requested within the report.

B. Item 14 – List equipment purchased during this reporting period. Attach copies of all invoices and payment vouchers.

C. Column 9 – Expenditure Item: An expenditure detail sheet must be attached for each category with expenditures during this reporting period.

D. Column 10 – Approved Budget Amount: Specify the total budget figures for each of the budget categories as they appear on the approved budget or the most recently approved budget revision.

E. Column 11 – Amounts Previously Expended: See Column 13 in the previously submitted report.

F. Column 12 – Expenditures Paid This Period: Specify the actual expenditures paid this period.

G. Column 13 – Total Expenditures: The total after Column 11 is added to Column 12.

IV. Payment Information (Item 15)

A. Total Expenditures to Date: The amount totaled in Column 13.

B. ATPA Share (50% of Line A); Nonprofit/Neighborhood Organization: ATPA Share is 100% of Line A.

C. ATPA Payment to Date: Specify the total ATPA payments received to date.

D. Balance Due: The amount in Line B minus Line C.