

FINANCIAL STATUS REPORTS

Report Period	Due Date
10/1/13-10/31/13	11/30/13
11/1/13-11/30/13	12/30/13
12/1/13-12/31/13	1/30/14
1/1/14-1/31/14	2/28/14
2/1/14-2/28/14	3/30/14
3/1/14-3/31/14	4/30/14
4/1/14-4/30/14	5/30/14
5/1/14-5/31/14	6/30/14
6/1/14-6/30/14	7/30/14
7/1/14-7/31/14	8/30/14
8/1/14-8/31/14	9/30/14
9/1/14-9/30/14	10/30/14

Financial Status Reports (FSRs) are due monthly, on the 30th day of the subsequent month (28th of the month in Feb.). FSRs are **REIMBURSEMENT ONLY**; do not include expenses for any expenditure you have not already paid.

HOW TO COMPLETE AN FSR:

1. Project Directors, Financial Officers and Program Staff are authorized to complete an FSR.
2. The user must login to MAGIC: www.michigan.gov/magic.
3. At the Main Menu, scroll down to your Application.
4. Click on the "View Reports" button.
5. At this time, disregard the "Obligation Report." It will be used at the end of your FSR reporting cycle.
6. The remaining reports are listed in order by month. Please be sure to break out your costs by state agreement vs. local match (whatever your program match percentage is) on the bottom of the financial report or it will give you an error message.
7. FSRs are due by the 30th of each month (except Feb.), regardless of whether you have spent any money or not during the previous month (submit a \$0 FSR if no funds were expended.) Dates are outlined within your Grant Agreement.
8. **Reimbursement requests that include more than one month's expenditures will NOT BE APPROVED and will be returned to you for correction and re-submission. Failure to meet financial reporting responsibilities as identified within the Grant Agreement may result in withholding payment or the cancellation of your grant award.**
9. FSRs are required for every month **even if you have spent your entire award in a previous month**, until your grant is placed in a "Grant Closed" status.

REMINDERS AND TIPS:

- You **must submit** a financial report even if you have not spent any grant funds. To do this you would submit a report showing "0" expenditures.
- A common error is made when "Total Expenditures" do not match the "Total Funding" amounts (in the Expenditures Current for the month). These totals **MUST** match in order for the system to allow for your submission.
- The monthly FSR available for reporting will be underlined. Until you have submitted a financial report for the previous month, the next month will not be available online.