

FINANCIAL STATUS REPORT INSTRUCTIONS

INTRODUCTION

The Financial Status Report (FSR) is an Excel workbook designed to simplify grant budget tracking and reimbursement requests. The FSR contains multiple tabs that pull information from the previous tabs and provide certain automatic calculations. The FSR reflects the grant's budget and has subsequent reimbursement request tabs grantees will use to request payment for expenditures. Grantees must submit supporting expense documentation and a narrative project Progress Report with the FSR.

Budget Tab

EGLÉ will complete the "Budget" tab for the specific grant project based on the grant agreement's information.

Request Tabs

The grantee will complete the subsequent "Request" tabs to request reimbursement for expenditures. Each tab is designed to be used for one report/request period as outlined in the grant agreement's reporting timetable.

COMPLETING THE REQUEST TABS

Start with the first Request tab and continue from left to right through the tabs as you complete your reimbursement requests. Use a new Request tab for each reimbursement request.



Do not overwrite previously used tabs; this will cause miscalculations through the remainder of the file.

Expense information can only be entered in yellow shaded cells. White cells automatically fill or calculate as needed for each request tab. To assist with accurate reporting, cells with formulas are intentionally locked and password protected.

Grantee Information Section:

- Report Period - Enter the start and end dates of the reporting period
 - The report period schedule is in the grant agreement for reference

Expenditures Section:

- Vendor - Enter the name of the vendor used
- ¹Invoice Number - Enter the vendor invoice number
- ²Task Number - Enter corresponding Task Number (in numeric format) based on the Tasks listed on the Budget tab
- ³Amount - Enter the invoice amount

¹ Multiple invoices for the same type of expense can be compiled and entered as one line item. Enter "see attached" in the invoice number column.

² EGLÉ assigns Task Numbers during the creation of the Budget tab. Refer to the Budget tab to match your expenditure to the associated Task.

³ Your original budget may include dollar amounts rounded to the nearest whole number. Please enter the exact amount of the invoice. Do not round any amounts entered.

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Progress Report Section:

Upon entering the expenditure amounts for the reporting period, the workbook will calculate the following and carry forward to each subsequent tab: funds expended for the reporting period, funds expended to date, and the grant fund balance to date. Calculated amounts are based on the Task numbers. Please check all totals for accuracy.

- Activity this period - Optional space to provide a summary of work performed for the associated Task
- Yellow section under Task Subtotal - Optional space for notes on the overall project

Summarization of Expenditures Section:

- Indirect Amount, Match Amount, and Retention will only contain calculated amounts if they are part of the grant agreement budget

Statement of Review and Approval Section (to be completed by the Grantee Authorized Signatory):

- Name - Type name
- Signature - Sign document

ADDITIONAL INFORMATION

Budget Revisions

Proposed budget modifications may be submitted using the Budget Revision sheet on the last tab within the FSR. Approved project line-item amounts are pre-populated. Only enter in yellow shaded cells. Work with your EGLE contact to complete a revision.

Supporting Documentation

Required supporting documentation may vary by program area and funding source; however, the following is typically required: itemized receipts for all contractual services, materials, supplies, equipment, lodging, and meal costs. Contact your EGLE contact for specific requirements and resources.

Organize documentation so the documents are in the same order as listed on the FSR. Additionally, color-coding or labeling with Task Numbers such that the EGLE contact can easily connect the documentation with the respective expense values listed on the FSR is greatly appreciated. It will assist in reducing review times and help expedite the processing of your payment.

Requesting Payment

Request payment for project expenses incurred during the reporting period according to the schedule outlined in the grant agreement. To request payment, submit the FSR to the appropriate contact with supporting documentation and include all the following:

- Grantee and project name
- Name of the grant program
- Specific amount requested for reimbursement/payment

Important

Do not attempt to make changes to the Budget tab or other protected portions of the FSR. Each tab pulls information from the preceding tabs. Therefore, any errors will reflect throughout the document. All changes must be authorized and made by EGLE.