

INSTRUCTIONS: SUD QUARTERLY EXPENDITURE REPORT

This report must be completed quarterly and electronically submitted to: MDHHS-BHDDA-Contracts-MGMT@michigan.gov. The SUD Quarterly Expenditure Reports are due: 1/31, 4/30, 7/31 and 11/30. This report form is also used as a projection of 4th quarter expenditures, due 10/1. When the due dates fall on non-business days, the reports are due by 5 PM on the next business day.

Complete the top portion of the report form with agency contact information:

- Federal Employer ID Number
- Contract Number
- Date Prepared
- Program (protected cell)
- Agency Name (select from drop down)
- Address
- City, State, Zip Code
- Report Period (identify quarter of which you are reporting)
- Agreement Period (protected cells)

The bottom portion of the report identifies expenditures by quarter, approved budget, current balance and percent of budget expended. This section identifies categories within SUD State Agreement funding sources (i.e. Community Grant, Prevention, SDA, PFS, STR, and Problem Gambling Prevention).

The Projection Report, due 10/1, allows a projection of the 4th quarter expenditures and is used to alert MDHHS to potential year-end re-allocations within the State Agreement funding sources.

Completing columns on the “Expenditure” side of the report:

- 1st Quarter – Expenditures by category for period of October – December
- 2nd Quarter – Expenditures by category for period of January - March
- 3rd Quarter – Expenditures by category for period of April – June
- 4th Quarter – Expenditures by category for period of July – September

Quarterly expenditures that were reported and approved previously must match the prior quarterly expenditures on this report. If previous quarterly expenditures do not match, this report will be rejected back to the agency for corrections.

Example: When reporting 2nd quarter expenditures, the first quarter expenditure column should be populated with expenditures that were previously submitted to

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and approved by the Contract Manager and the 2nd quarter column should be populated with expenditures you are reporting for the 2nd quarter.

YTD Expenditures – Total expenditures of all quarters reported are calculated, by formula in a protected cell.

Completing columns on the “Agreement” side of the report:

Budget – Enter the current approved budget amount.

The current approved budget must match the budget associated with the MDHHS-signed allocation letter, dated prior to the end of the reporting period. The allocation letter is signed by the Director of Contract Management & Customer Service.

Example: If your reporting period is January-March, and you received notice of an award (from Director of Office of Recovery Oriented Systems of Care) but did not receive an allocation letter before March 31, then you must use the approved budget on your most recent allocation letter. The allocation letter will include a table with your total budget by category.

Balance – Subtracts budget from YTD Expenditures, by formula in a protected cell.

Expend % – Calculates current percentage of budget spent, by formula in a protected cell.

Do not enter formulas into the cells.

Use whole numbers only (no cents/decimals). This ensures that rounding errors will not occur when MDHHS combines reports from various agencies.