

**Michigan Great Lakes Protection Fund**  
Grantee Instructions for Financial Status Report Completion

**Introduction**

Grant agreements require periodic reports from the grantee, which include a Narrative Progress Report and a Financial Status Report (FSR).

The FSR is an Excel workbook designed to simplify financial reporting for grantees by performing required mathematical calculations. The FSR is comprised of multiple sheets for each reporting period, and a summary sheet.

Upon entering the grant funds expended for the reporting period the workbook will calculate: grant funds incurred to date, and the grant fund balance to date. Please check all totals for accuracy.

Supporting expense documentation and a project Progress Report must be submitted with the FSR. **If zero grant expenses are incurred, the Progress Report must explicitly state this and the FSR must still be submitted, reflecting zero grant expenses.**

**Completing the FSR Header Information**

Grantee Organization Name / Project Name / Tracking / Project Number:

- This is completed by the State contact and the information is automatically transferred to each reporting period sheet.

Period Covered: Enter the start and end dates of the reporting period.

**Completing the Expense Information (Tabs for Each Reporting Period)**

- Expense information input only occurs in cells shaded in **yellow**. White cells automatically fill or calculate, as needed, for each reporting period. To assist with accurate reporting, cells with formulas are intentionally locked and password protected. Your original budget may include dollar (\$) amounts rounded to the nearest whole number. Please do not round any amounts entered.
- In the **Expenditures** section, select an expenditure category from the drop-down list in the Category column. You may need to scroll to find your category. Enter your invoice number in the Invoice Number Column. Refer to the Progress Report section for the category to enter in the Category Number column. Enter the amount in the Amount column.
- The **Progress Report** section white cells will update on their own as you enter amounts in the Expenditures section. Use the **Activity this period** column for a short description of the expenditures reported.
- **Indirect Costs:** Indirect costs are calculated automatically from information derived from the agreement budget.

The FSR calculates all line item subtotals and the total project expenses to date. Please also review the total project expenses to date ensuring that the report accurately represents expenses.

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**Supporting Documentation**

Please submit invoices or itemized receipts for all contractual services, materials, supplies, equipment, lodging, and meal costs.

- **Organization of Supporting Documentation:** Should be organized so that the documents are in the same order as listed on the FSR. Additionally, color-coding or labeling such that EGLE contact can easily connect documentation with respective expense values listed on the FSR is greatly appreciated and will assist in reducing review times and help expedite the processing of your payment

**Additional information**

Do not attempt to make changes to the protected portions of the FSR. All changes must be authorized and made by EGLE.

**Requesting Payment**

Payment for project expenses incurred during the reporting period are to be requested on a quarterly or semi-annual basis as designated in the grant agreement, and not accrued until a later quarter or the project end. To request payment, submit an invoice or written request for payment including all of the following:

- grantee name,
- project title,
- tracking / project number, and
- the specific amount requested for reimbursement/payment.