

## INSTRUCTIONS

(Submit by the 10th day of the Following Month)

Item:

- A. The Subgrant Number is the CJCC/OCJS number referred to on the subgrant award. Please use this project number on all reports and correspondence.
- B. The Project Title refers to the same 25-character title used on the approved budget application.
- C. Report Period Ending is the last day of the month which the report covers.
- D. If this is the final monthly report for this project, check the box provided.
- E. The Subgrantee is the eligible unit of local government or qualified private agency which holds the award with the CJCC/OCJS. Enter name, address, city and zip code.
- F. The Federal Identification Number is the nine digit number used by the Subgrantee on the Federal Quarterly Tax Return, IRS Form 941. Do not use the federal identification number of the implementing agency if the implementing agency is not the same as the subgrantee. All subgrantees are required to furnish this number prior to any fund disbursements from the CJCC/OCJS.
- G. The implementing agency is the public or private agency which will actually administer the project on behalf of the subgrantee. Show name, address, city and zip code of the implementing agency.
- H. The Cost Categories list the expense categories as found in the approved application.
- I. The Approved Budget figures should be those figures as found in the subgrant application or a budget adjustment form issued by the CJCC/OCJS as a result of an approved budget category adjustment. These figures exclude Project Income.
- J. Paid Expenditures for Report Period includes expenses paid from grant funds in the appropriate cost categories, lines 1 through 6.
- K. Total Paid Expenditures Year-To-Date: Add this month's figures from Column J to the year-to-date total (Column K) from the prior monthly report. If this is the first report, the Year-To-Date figures will be the same as the figures in Column J.
- L. Unpaid Expenditures (obligations) includes only those actual liabilities that are unpaid which have not already been included in columns J and K. As the unpaid become paid, reduce the unpaid expenditures (obligations) total by the amount paid during the month of the report and increase the paid expenditure totals in Columns J and K.
- M. Fund Distribution: Total amount of grant funds from line 7 should be reported under the appropriate headings. Subgrants awarded will distribute total expenditures and unpaid expenditures (obligations) according to the percentages set forth in the subgrant award.  
  
Subgrants with percentage distributions reflected on the subgrant award must report the federal share on the OCJS Awarded funds (line 1), the local share on the Cash (line 2) and the local share of In-Kind match (line 3). The total (line 4) should reflect the total of the approved budget and total expenditures.

- N. Fund Cash Position: CJCC/OCJS awarded funds, all local/state cash match and project income generated by the project.
  - 1. Cash Balance Beginning of the Month (from line N-4 on prior monthly report).
  - 2. Add in actual receipts for the month in the appropriate funding source column.
  - 3. Subtract paid expenditures by fund distribution for this month, as shown in section M or Project Income in Section H.
  - 4. Cash on Hand (insert on line N-1). The cash balance may be positive or negative. It will be positive if the sum of lines N-1 and N-2 is greater than line N-3, and negative if the sum of lines N-1 and N-2 is less than line N-3.

Grant funds are the awarded funds and their match, if required. Project Income is the earnings by the subgrantee/implementing agency received during the grant period and realized from grant-supported activities which may include but are not limited to income from service fees, sale of commodities, usage or rental fees sale of assets purchased with grant funds, and royalties on patents and copyrights. Service fees include seminar registration fees but exclude organization membership fees for activities beyond the scope of the grant. Donations, defined as funds being given as a gift without charge are excluded from Project Income.

Project Income expenditures must be in compliance with CJCC/OCJS expenditure guidelines. The rules governing allowable expenditures for Project Income are the same as the rules governing allowable expenditures for grant funds. See General Fiscal Documentation Guidelines for greater detail on Project Income.

- O. The Request for Payment amount should be determined by the actual cash balance and amount needed to operate until the next Monthly Financial Report is submitted and the amount requested on that report has been received, or the amount needed to cover a purchase, or the amount needed to cover a purchase invoice or contract, based on the subgrant award. No funds will be disbursed following the initial advance, until the required monthly reports have been submitted to and approved by the CJCC/OCJS. Enter the amount requested immediately to the right of the dollar sign.
- P. Certification of the Report requires the signature of either the Authorizing Official, the Project Director or the Financial Officer indicated in the approved application. If the designated official is other than the above, a letter signed by the Authorizing Official must specifically designate that person by name and title.
- Q. Enter the name, address and telephone number of the person preparing the report and the date of preparation.
- R. Supporting Documentation - All projects are required to submit financial documentation on a semi-annual basis. The financial documentation should be submitted with your June financial report (due July 10) for the first six months (January - June) and your December financial report (due January 10) for the remaining six months (August - December). The financial documentation should consist of agency records, including payroll records and time sheets, that can substantiate expenditures reported on the monthly financial reports. *Please note that we will accept supporting documentation with each monthly financial report if that is easier for your agency.*