

WELCOME!

Please note...

- This webinar is being recorded and will be posted on PCCD's *Gun Violence Grants and Funding* webpage once it becomes available.
- Please check your audio settings to make sure you are able to hear today's presentation using your computer or other device.
- We cannot hear you.
- You will be able to submit questions through the Q&A feature in the Live Event.
- Questions submitted through this feature will not be visible to all participants but will be received and reviewed by PCCD staff.
- PCCD staff will allot 15-20 minutes at the end of the webinar to answer questions that have been submitted by participants through the Q&A feature.
- To the extent possible, any questions that we are not able to address in today's webinar will be answered offline.
- A copy of PowerPoint Slides from today's session are posted on PCCD's website.

FISCAL REPORTING & GRANTS MANAGEMENT

Webinar for PCCD Gun Violence Reduction Grantees

November 3, 2021

What We'll Cover Today

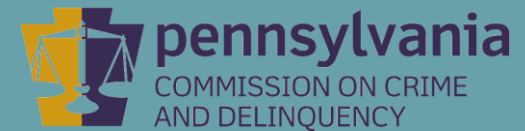
The goal of today's session is to help familiarize organizations receiving FY 2021 Gun Violence Reduction Grant funds with PCCD's fiscal reporting and grants management policies, procedures, and best practices.

As always, we're here to help if you have any questions or need any assistance! Just reach out to the Fiscal Staff member assigned to your grant in Egrants.

- **Welcome & Introductions**
- **Fiscal Report Walkthrough: Completing Quarterly Fiscal Reports in Egrants**
 - *Creating a Quarterly Report*
 - *Entering Expenditures*
 - *Balancing the Fiscal Report's Financial Information*
 - *Submitting the Fiscal Report*
- **Fiscal Accountability: Documentation**
 - *Requirements*
 - *Types of Supporting Documentation*
 - *Time and Effort Reporting*
 - *Other Information & Best Practices*
- **Questions & Answers**

PART 1: FISCAL REPORT WALKTHROUGH

A Guide to Completing
Quarterly Fiscal
Reports in Egrants



INFORMATION GUIDE

This walkthrough provides a detailed, step-by-step process of how to create a Fiscal Report in PCCD's Egrants system.

You may follow this walkthrough page by page or click on a step listed on the right of this slide for information on a specific step of the process.

TABLE OF CONTENTS

1. [Creating a Quarterly Report in Egrants](#)
2. [Creating a Quarterly Fiscal Report](#)
3. [Entering Expenditures into Each Budget Category](#)
4. [Balancing the Fiscal Report's Financial Information](#)
5. [Submitting the Fiscal Report](#)
6. [Creating an Interim Fiscal Report](#)

Creating a Quarterly Report in Egrants

Creating a Quarterly Report in Egrants

Log into Egrants at <https://www.pccdegrants.pa.gov/Egrants/Login.aspx>.

Enter your Keystone Login credentials to log in to Egrants



If you have an existing CWOPA\ or MUSER\ account, you can continue to sign in using that account information.

If you have already signed up for Keystone Login through another state agency's data-system, please use your Keystone Login information to sign in below.

All other Egrants users who do not have a Keystone Login account should click the Register link below.

Keystone Login
UserName

Keystone Login
Password

Log in

[Forgot Password?](#)

[Forgot UserName?](#)

[Not Registered? Register as a new Keystone Login user](#)

Creating a Quarterly Report in Egrants

On the Main Menu, click the top menu item link which reads “To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report (Project Management tab).”

Welcome to PCCD Egrants!

Please select a menu tab or prompt link to continue.

[CLICK HERE](#) To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report ([Project Management](#) tab).

[CLICK HERE](#) To create a new Application (or Concept Paper) in response to a Funding Announcement ([Funding Announcement](#) tab).

[CLICK HERE](#) To view any Alerts and/or Tasks assigned to you ([Work Manager](#) tab).

[CLICK HERE](#) To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county ([User Management](#) tab).

[CLICK HERE](#) To Subscribe to receive an email when new granting opportunities become available.

[CLICK HERE](#) To Unsubscribe from Email notifications when granting opportunities become available.



Creating a Quarterly Report in Egrants

On the right side of the Project Management Search page, you'll see a menu titled Quick Searches. Click on the linked titled **Awarded Projects – Active**.

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant ID:

Applicant Agency:

Recipient Agency:

Funding Announcement:

Keywords:

Quick Searches
[Applications In Process \(0\)](#)
[Awarded Projects - Active \(1\)](#)

Creating a Quarterly Report in Egrants

Information about your active grants will appear below the Search Criteria section. Click on the **Grant ID** link that matches the grant you are creating a report for.

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant ID:

Applicant Agency:

Recipient Agency:

Funding Announcement:

Keywords:

Quick Searches
[Applications In Process \(0\)](#)
[Awarded Projects - Active \(1\)](#)

Awarded Projects - Active Quick Search results displayed

<u>Grant ID</u>	<u>Applicant Agency</u>	<u>Title</u>	<u>Receipt Date</u>
29999	Sample Agency	Security Cameras and Sound Systems - Elementary	10/12/2018

Creating a Quarterly Report in Egrants

On the Project Summary page, click the top menu item link which reads “To enter/update/view a Program, Fiscal, or Inventory Report for this grant (Monitoring menu item).”

Grant ID: 29999 Project Title: Security Cameras and Sound Systems - Elementary

Status: Open - Awarded Fund Announcement: [School Safety and Security Grant Program](#)

PROJECT SUMMARY



[CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant (Monitoring menu item).

[CLICK HERE](#) To view any Audit Information for this grant (Audit menu item).

[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources (Fiscal Details menu item).

[CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due (Reporting Requirements menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Phase	Documents	Start - End Dates	Status
29999:	Create Project Modification Request (PMR)		
	Application	11/1/2018 - 10/31/2019	Open - Awarded  

[View Issues/Comments](#)

Creating a Quarterly Fiscal Report in Egrants

On the Main Summary page, click the **Create Program Report** or **Create Fiscal Report** button to open the appropriate report page. Please click on the highlighted link below to continue the walkthrough:

[Quarterly Fiscal Report Walkthrough](#)

[Final Program Report Walkthrough]

The screenshot displays the 'MAIN SUMMARY' page in the Egrants system. At the top, there are three buttons: 'Create Program Report' (highlighted in yellow), 'Create Fiscal Report' (highlighted in yellow), and 'Create Inventory Report'. Below these buttons, the page is titled 'MAIN SUMMARY'. Under the title, there are 'Filter Criteria' with two dropdown menus: 'Phase: [All]' and 'Approval Status: [All]'. To the right of these filters, a note states: 'To access a fiscal or program report, click on the period ending date to open the report.' Below the filters, there are two sections: 'Cumulative Fiscal Reports' and 'Program Reports'. Each section has a red text warning: 'Delinquent Quarterly Report Periods: 29999 (6/30/2019)' for fiscal reports and '29999 (12/31/2018, 3/31/2019, 6/30/2019)' for program reports. Below each warning is a table with the following columns: Phase, Period Ending, Report Type, Status, Last Update Date, Approval Status, and Entered By.

If the **Create Program Report** or **Create Fiscal Report** button does not appear, you will need to request the Program Creator or Fiscal Creator roles. The Egrants Registration Walkthrough includes directions on how to request these roles.

Creating a Quarterly Fiscal Report

Creating a Quarterly Fiscal Report

On the MAIN SUMMARY page, click the **Create Fiscal Report** button.

The screenshot displays the 'MAIN SUMMARY' interface. At the top, there are three buttons: 'Create Program Report', 'Create Fiscal Report' (highlighted with a yellow border), and 'Create Inventory Report'. Below these is the 'MAIN SUMMARY' heading. On the left, under 'Filter Criteria', there are two dropdown menus: 'Phase: [All]' and 'Approval Status: [All]'. To the right of these filters is the instruction: 'To access a fiscal or program report, click on the period ending date to open the report.' Below this, there are two sections: 'Cumulative Fiscal Reports' and 'Program Reports'. Each section includes a red warning message: 'Delinquent Quarterly Report Periods: 29999 (6/30/2019)' for cumulative reports and '29999 (12/31/2018, 3/31/2019, 6/30/2019)' for program reports. Each section also features a table with the following columns: Phase, Period Ending, Report Type, Status, Last Update Date, Approval Status, and Entered By.

If the **Create Fiscal Report** button does not appear, you will need to request access to this ability by completing an [Egrants Role Request Form](#).

Creating a Quarterly Fiscal Report

Back Button will not take you back pages, instead use the application menus and controls.

System will time out at: 11:36:00 AM.
Remaining time: 19:31


System Test System Test [Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) System Test System Test
[Project Monitoring](#) [Audit](#) [Fiscal Details](#) [Reporting Requirements](#)

Grant ID: 29999
Project Title: Security Cameras and Sound Systems - Elementary
Applicant Agency: [Sample Agency](#)

Project Start: 11/1/2018
Project End: 10/31/2019
Adjusted Award: \$25,000.00
Total Award: \$25,000.00

SUBGRANTEE CUMULATIVE FISCAL REPORT

This report submitted for the calendar quarter ending: 6/30/2019

Report Period Ending Date: * 6/30/2019 






Report Type: * Quarterly Interim

Report Status: Draft
Approval Status: Pending
Status Updated By: [Ms. Phyllis Cull](#)

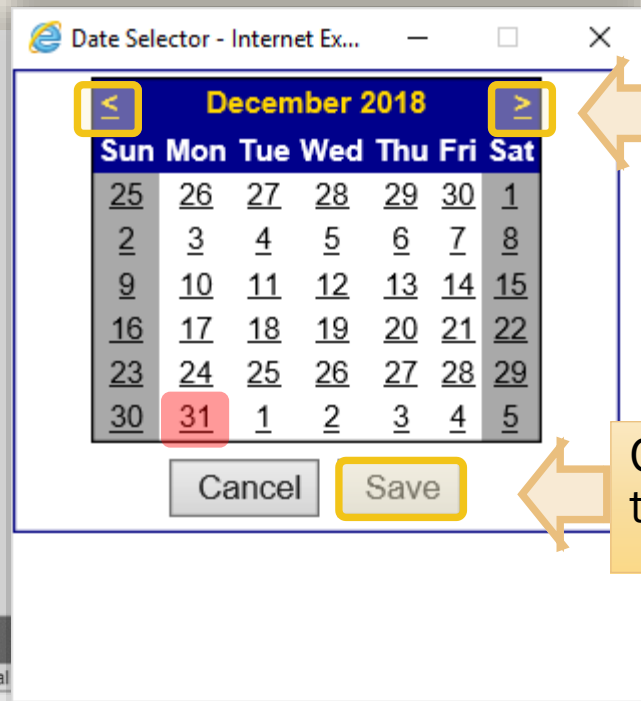
If the auto-populated **Report Period Ending Date** is not correct, click on the **Calendar Icon** to access the pop-up calendar and change the date.

Financial Information	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00
State	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00

 Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget ?
 Personnel	0.00	0.00	0.00	0.00	0.00
 Employee Benefits	0.00	0.00	0.00	0.00	0.00
 Travel (Including Training)	0.00	0.00	0.00	0.00	0.00
 Equipment	0.00	0.00	0.00	0.00	0.00
 Capital & Operating Expenses	20,456.00	0.00	0.00	0.00	0.00

Creating a Quarterly Fiscal Report



Use the forward and back arrows to select the correct month and year of the reporting period.

Click on the desired end date and then click the Save button.

System will time out at: 11:36:00 AM.
Remaining time: 19:31

Project Start: 11/1/2018
Project End: 10/31/2019
Adjusted Award: \$25,000.00
Total Award: \$25,000.00

SUBGRANTEE CUMULATIVE FISCAL REPORT

Report submitted for the calendar quarter ending: 6/30/2019

Submitted Date:
Return Date:
Resubmitted Date:

	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00
State	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00

Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
Personnel	0.00	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	20,456.00	0.00	0.00	0.00	0.00

Entering Expenditures into Each Budget Category

Entering Information into Each Budget Category

SUBGRANTEE CUMULATIVE FISCAL REPORT Remaining time: 15:33

This report submitted for the calendar quarter ending: 6/30/2019
 Report Period Ending Date: * 6/30/2019

Report Type: * Quarterly Interim Final

Report Status: Draft
 Approval Status: Pending
 Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date:
 Return Date:
 Resubmitted Date:

Financial Information	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00
State	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00
Project Income				0.00	0.00	0.00
Interest				0.00	0.00	0.00
State Match				0.00	0.00	0.00
Cash Match (New Approp.)				0.00	0.00	0.00
In-Kind Match				0.00	0.00	0.00
Project Income Match				0.00	0.00	0.00
Total Σ	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00

Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
Personnel	0.00	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	20,456.00	0.00	0.00	0.00	0.00
Consultants	4,544.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	0.00	0.00	0.00	0.00

Fiscal Report review:
 The Fiscal Report includes a **Financial Information** "top-half" and a **Budget Categories** "bottom-half."

It is important to remember that the top half Totals and bottom half Total should mirror each other as the fiscal report is completed.

Entering Information into Each Budget Category

SUBGRANTEE CUMULATIVE FISCAL REPORT Remaining time: 15:33

Report Status: Draft
 Approval Status: Pending
 Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date:
 Return Date:
 Resubmitted Date:

Column Review:
 The Budget column will auto-populate.

Financial Information	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00
State	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00
Project Income	0.00				0.00	0.00
Interest	0.00				0.00	0.00
State Match	0.00				0.00	0.00
Cash Match (New Approp.)	0.00				0.00	0.00
In-Kind Match	0.00				0.00	0.00
Project Income Match	0.00				0.00	0.00
Total Σ	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00

Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
Personnel	0.00	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00			0.00	0.00
Equipment	0.00			0.00	0.00
Supplies & Operating Expenses	20,456.00			0.00	0.00
Consultants	4,544.00			0.00	0.00
Construction	0.00			0.00	0.00
Other	0.00			0.00	0.00
Total Σ	25,000.00			0.00	0.00

The top half indicates the source or sources of the grant's funding.

The bottom half indicates how the grant's funds are budgeted within the eight Budget Categories.

Entering Information into Each Budget Category

Column Review:
The **Expenses Paid This Period** column is a combination of user entry and automatic calculations.

Remaining time: 15:33

Report Status: Draft
Approval Status: Pending
Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date:
Return Date:
Resubmitted Date:

Financial Information	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Unexpended Cash Σ
Federal	0.00	0.00		0.00
State	25,000.00	0.00		25,000.00
Project Income	0.00	0.00		0.00
Interest	0.00	0.00		0.00
State Match	0.00	0.00		0.00
Cash Match (New Approp.)	0.00	0.00		0.00
In-Kind Match	0.00	0.00		0.00
Project Income Match	0.00	0.00		0.00
Total Σ	25,000.00	0.00		25,000.00

Enter the **total** of expenditures listed in the **Budget Categories** bottom half in the applicable funding fields.

In this example, **state funds** will be entered.

Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Obligations	Over Budget
Personnel	0.00	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	20,456.00	0.00			0.00
Consultants	4,544.00	0.00			0.00
Construction	0.00	0.00			0.00
Other	0.00	0.00			0.00
Total Σ	25,000.00	0.00			0.00

The **bottom** half provides a breakdown of how the grant's funds were spent during the reporting quarter.

Entering Information into Each Budget Category

SUBGRANTEE CUMULATIVE FISCAL REPORT Remaining time: 15:33

This report submitted for the calendar quarter ending: 6/30/2019
 Report Period Ending Date: * 6/30/2019

Report Type: * Quarterly Interim Final

Report Status: Draft
 Approval Status: Pending
 Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date:
 Return Date:
 Resubmitted Date:

Financial Information	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00
State	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00

[Subgrantee Obligations" detail information.](#)

	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget ?
Employee Ben	0.00	0.00	0.00	0.00	0.00
Travel (Incl	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	20,456.00	0.00	0.00	0.00	0.00
Consultants	4,544.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	0.00	0.00	0.00	0.00

Click on the **Supplies & Operating Expenses** category link to open the Expenditure Detail for this category.

Entering Information into Each Budget Category

SUPPLIES & OPERATING EXPENSES EXPENDITURE DETAILS

Total Expenses Paid This Period: \$0.00

Sample Agency (Agency Budget)

Supply Item	Budget	Expenses Paid This Period	Total Cumulative Expenses	Outstanding Subgrantee Obligations
AC Power Panel	126.00	0.00	0.00	0.00
Administrative Console	783.00	0.00	0.00	0.00
Amplifier	1,273.00	0.00	0.00	0.00
Cables and wiring for surveillance system	873.00	0.00	0.00	0.00
Caller ID Board	778.00	0.00	0.00	0.00
Equipment Cabinet	870.00	0.00	0.00	0.00
Input/Output Card	480.00	0.00	0.00	0.00
Main Control Assembly	3,345.00	0.00	0.00	0.00
Output Card	846.00	0.00	0.00	0.00
Rack Mount Kit	98.00	0.00	0.00	0.00
Samsung Techwin SND-L6013RN - network surveillance camera	4,740.00	0.00	0.00	0.00
Samsung WiseNet X XRN-2010 - standalone NVR - 32 channels	2,544.00	0.00	0.00	0.00
Server	2,014.00	0.00	0.00	0.00
Software license for surveillance system	969.00	0.00	0.00	0.00
Visual Console	717.00	0.00	0.00	0.00
	20,456.00	0.00	0.00	400.00

Budgeted line items for this category are listed to the left.

The budgeted cost of each line item is listed to the right.

Entering Information into Each Budget Category

SUPPLIES & OPERATING EXPENSES EXPENDITURE DETAILS

Total Expenses Paid This Period: \$0.00

Sample Agency (Agency Budget)

Supply Item	Budget	Expenses Paid This Period	Total Cumulative Expenses	Outstanding Subgrantee Obligations
AC Power Panel	126.00	0.00	0.00	0.00
Administrative Console	783.00	0.00	0.00	0.00
Amplifier	1,273.00	0.00	0.00	0.00
Cables and wiring for surveillance system	873.00	873.00	0.00	0.00
Caller ID Board	778.00	0.00	0.00	0.00
Equipment Cabinet	870.00	870.00	0.00	0.00
Input/Output Card	470.00	0.00	0.00	0.00
Main Control Assembly	876.00	0.00	0.00	0.00
Output Card	98.00	0.00	0.00	0.00
Rack Mount Kit	4,740.00	0.00	0.00	0.00
Samsung Techwin SND-L6013RN - network surveillance camera	2,544.00	0.00	0.00	0.00
Samsung WiseNet X XRN-2010 - standalone NVR - 32 channels	2,014.00	2,014.00	0.00	0.00
Server	969.00	0.00	0.00	0.00
Software license for surveillance system	717.00	0.00	0.00	0.00
Visual Console	20,456.00	0.00	0.00	0.00

Enter the **expenses paid** during this reporting quarter.

Entering Information into Each Budget Category

SUPPLIES & OPERATING EXPENSES EXPENDITURE DETAILS

Total Expenses Paid This Period: \$0.00

Sample Agency (Agency Budget)

Supply Item	Budget	Expenses Paid This Period	Total Cumulative Expenses	Outstanding Subgrantee Obligations
AC Power Panel	126.00	0.00	0.00	0.00
Administrative Console			0.00	0.00
Amplifier			0.00	0.00
Cables and wiring for surveillance system			0.00	0.00
Caller ID Board			0.00	0.00
Equipment Cabinet			0.00	0.00
Input/Output Card			0.00	0.00
Main Control Assembly			0.00	0.00
Output Card			0.00	0.00
Rack Mount Kit			0.00	0.00
Samsung Techwin SND-L6013RN - network surveillance camera	4,740.00	0.00	0.00	0.00
Samsung WiseNet X XRN-2010 - standalone NVR - 32 channels	2,544.00	0.00	0.00	0.00
Server	2,014.00	2,014.00	0.00	0.00
Software license for surveillance system	969.00	0.00	0.00	0.00
Visual Console	717.00	0.00	0.00	0.00
	20,456.00	0.00	0.00	0.00

Column Review:
Outstanding Subgrantee Obligations are any invoices that have been received, or purchase orders or requisitions that have been executed during this reporting quarter, but have not yet been paid.

Entering Information into Each Budget Category

SUPPLIES & OPERATING EXPENSES EXPENDITURE DETAILS

System Test System Test System Test System Test System Test System Test

Save Save And Continue Editing Cancel

Total Expenses Paid This Period: \$0.00

Sample Agency (Agency Budget)

Supply Item	Budget	Expenses Paid This Period	Total Cumulative Expenses	Outstanding Subgrantee Obligations
AC Power Panel	126.00	0.00	0.00	126.00
Administrative Console	783.00	0.00	0.00	783.00
Amplifier	1,273.00	0.00	0.00	0.00
Cables and wiring for surveillance system	873.00	873.00	0.00	0.00
Caller ID Board			0.00	778.00
Equipment Cabinet			0.00	0.00
Input/Output Card			0.00	0.00
Main Control Assembly			0.00	3,345.00
Output Card			0.00	0.00
Rack Mount Kit	98.00	0.00	0.00	0.00
Samsung Techwin SND-L6013RN - network surveillance camera	4,740.00	0.00	0.00	0.00
Samsung WiseNet X XRN-2010 - standalone NVR - 32 channels	2,544.00	0.00	0.00	0.00
Server	2,014.00	2,014.00	0.00	0.00
Software license for surveillance system	969.00	0.00	0.00	0.00
Visual Console	717.00	0.00	0.00	717.00
	20,456.00	0.00	0.00	0.00

Save Save And Continue Editing Cancel

Enter the **outstanding obligations** received and/or executed during this reporting quarter.

Entering Information into Each Budget Category

SUPPLIES & OPERATING EXPENSES EXPENDITURE DETAILS

Total Expenses Paid This Period: \$0.00

Sample Agency (Agency Budget)

Supply Item	Budget	Expenses Paid This Period	Total Cumulative Expenses	Outstanding Subgrantee Obligations
AC Power Panel	126.00	0.00	0.00	126.00
Administrative Console	783.00	0.00	0.00	783.00
Amplifier	1,273.00	0.00	0.00	0.00
Cables and wiring for surveillance system	873.00	873.00	0.00	0.00
Caller ID Board	778.00	0.00	0.00	778.00
Equipment Cabinet	870.00	870.00	0.00	0.00
Input/Output Card	480.00	0.00	0.00	0.00
Main Control Assembly	3,345.00	0.00	0.00	3,345.00
Output Card	846.00	0.00	0.00	0.00
Rack Mount Kit	98.00	0.00	0.00	0.00
Samsung Techwin SND-L6013RN - network surveillance camera	4,740.00	0.00	0.00	0.00
Samsung WiseNet X XRN-2010 - standalone NVR - 32 channel	2,544.00	0.00	0.00	0.00
Server	2,014.00	2,014.00	0.00	0.00
Software license for surveillance system	969.00	0.00	0.00	0.00
Visual Console	717.00	0.00	0.00	717.00
	20,456.00	0.00	0.00	0.00

When reporting is complete for this category, click **Save**.

Entering Information into Each Budget Category

SUBGRANTEE CUMULATIVE FISCAL REPORT

This report submitted for the calendar quarter ending: 6/30/2019

Report Period Ending Date: * 6/30/2019

Report Type: * Quarterly Interim Final

Report Status: Draft

Approval Status: Pending

Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date:

Return Date:

Resubmitted Date:

Financial Information	Budget	Expenses Paid This Period	Total Cumulative	Outstanding Subgrantee	Total Funds Received To	Unexpended Cash
Federal	0.00	0.00	0.00	0.00	0.00	0.00
State	25,000.00	0.00	0.00	0.00	5,000.00	25,000.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00

Each column will auto-calculate:

- Expenses Paid This Period
- Total Cumulative Expenses
- Outstanding Subgrantee Obligations

Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

Budget Categories	Budget	Expenses Paid This Period	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
Personnel	0.00	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	20,456.00	3,757.00	3,757.00	5,749.00	0.00
Consultants	4,544.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	3,757.00	3,757.00	5,749.00	0.00

Entering Information into Each Budget Category

SUBGRANTEE CUMULATIVE FISCAL REPORT

This report submitted for the calendar quarter ending: 6/30/2019

Report Period Ending Date: * 6/30/2019

Report Type: * Quarterly Interim Final

Report Status: Draft

Approval Status: Pending

Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date:

Return Date:

Resubmitted Date:

Financial Information	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00
State	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00

Next, click on the **Consultants** category link to open the Consultants Expenditure Detail.

Clicking Subgrantee Obligations* detail information.

	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget ?
Travel (including Training)	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	20,456.00	3,757.00	3,757.00	5,749.00	0.00
Consultants	4,544.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	3,757.00	3,757.00	5,749.00	0.00

Entering Information into Each Budget Category

CONSULTANTS EXPENDITURE DETAILS

Save Save And Continue Editing Cancel
Total Expenses Paid This Period: \$0.00

Sample Agency (Agency Budget)

CONSULTANT

Name / Position	Service Provided	Budget	Expenses Paid This Period	Total Cumulative Expenses	Outstanding Subgrantee Obligations
Acme Surveillance and Security	Installation of surveillance system	4,544.00	2,145.00	0.00	562.00
		4,544.00	0.00	0.00	0.00

Save Save And Continue Editing Cancel

Enter the **expenses paid** and **outstanding obligations** during this reporting period for the Consultants category.

Entering Information into Each Budget Category

CONSULTANTS EXPENDITURE DETAILS

Save Save And Continue Editing Cancel
Total Expenses Paid This Period: \$0.00

Sample Agency (Agency Budget)

CONSULTANT

Name / Position	Service Provided	Budget	Expenses Paid This Period	Total Cumulative Expenses	Outstanding Subgrantee Obligations
Acme Surveillance and Security	Installation of surveillance system	4,544.00	2,145.00	0.00	562.00
		4,544.00	0.00	0.00	0.00

Save Save And Continue Editing Cancel

When reporting is complete for this category, click **Save**.

Entering Information into Each Budget Category

SUBGRANTEE CUMULATIVE FISCAL REPORT

This report submitted for the calendar quarter ending: 6/30/2019
 Report Period Ending Date: * 6/30/2019

Report Type: * Quarterly Interim Final

Report Status: Draft
 Approval Status: Pending
 Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date:
 Return Date:
 Resubmitted Date:

Financial Information							Expended Cash
Federal							0.00
State							25,000.00
Project Income							0.00
Interest							0.00
State Match							0.00
Cash Match (New Approp.)							0.00
In-Kind Match							0.00
Project Income Match							0.00
Total Σ		25,000.00	0.00	0.00	0.00	25,000.00	25,000.00

Each column will auto-calculate to incorporate the additional Consultants category expenditures:

- Expenses Paid This Period
- Total Cumulative Expenses
- Outstanding Subgrantee Obligations

Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
Personnel	0.00	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	20,456.00	3,757.00	3,757.00	5,749.00	0.00
Consultants	4,544.00	2,145.00	2,145.00	562.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	5,902.00	5,902.00	6,311.00	0.00

Entering Information into Each Budget Category

SUBGRANTEE CUMULATIVE FISCAL REPORT

This report submitted for the calendar quarter ending: 6/30/2019

Report Period Ending Date: * 6/30/2019

Report Type: * Quarterly Interim Final

Report Status: Draft

Approval Status: Pending

Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date:

Return Date:

Resubmitted Date:

Financial Information	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00
State	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00

Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
Personnel	0.00				0.00
Employee Benefits	0.00				0.00
Travel (Including Training)	0.00				0.00
Equipment	0.00				0.00
Supplies & Operating Expenses	20,456.00				0.00
Consultants	4,544.00				0.00
Construction	0.00				0.00
Other	0.00				0.00
Total Σ	25,000.00	5,902.00	5,902.00	6,311.00	0.00

Egrants will alert you if any category becomes overbudget.

% Over Budget
0.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00

Balancing the Fiscal Report's Financial Information

Balancing the Fiscal Report's Financial Information

SUBGRANTEE CUMULATIVE FISCAL REPORT

This report submitted for the calendar quarter ending: 6/30/2019

Report Period Ending Date: * 6/30/2019

Report Type: * Quarterly Interim Final

Report Status: Draft

Approval Status: Pending

Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date:

Return Date:

Resubmitted Date:

Financial Information	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal		0.00	0.00	0.00	0.00	0.00
State		0.00	0.00	0.00	25,000.00	25,000.00
Project Income		0.00	0.00	0.00	0.00	0.00
Interest		0.00	0.00	0.00	0.00	0.00
State Match		0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)		0.00	0.00	0.00	0.00	0.00
In-Kind Match		0.00	0.00	0.00	0.00	0.00
Project Income Match		0.00	0.00	0.00	0.00	0.00
Total Σ		0.00	0.00	0.00	25,000.00	25,000.00

Column review:
The Total Funds Received to Date column will automatically calculate with the exception of any interest that may be required to be reported by the user.

Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations"

Budget Categories	Budget	Expenses Paid This Period	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
Personnel	0.00	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	20,456.00	3,757.00	3,757.00	5,749.00	0.00
Consultants	4,544.00	2,145.00	2,145.00	562.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	5,902.00	5,902.00	6,311.00	0.00

Balancing the Fiscal Report's Financial Information

SUBGRANTEE CUMULATIVE FISCAL REPORT

This report submitted for the calendar quarter ending: 6/30/2019

Report Period Ending Date: * 6/30/2019

Report Type: * Quarterly Interim Final

Report Status: Draft

Approval Status: Pending

Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date:

Return Date:

Resubmitted Date:

Financial Information	Budget	Received To Date	Unexpended Cash
Federal	0.00	0.00	0.00
State	25,000.00	0.00	25,000.00
Project Income	0.00	0.00	0.00
Interest	0.00	0.00	0.00
State Match	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00
Total Σ	25,000.00	0.00	25,000.00

Column review:
When grant funds are made available upfront, the **Unexpended Cash** column will automatically calculate.

Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
Personnel	0.00	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	20,456.00	3,757.00	3,757.00	5,749.00	0.00
Consultants	4,544.00	2,145.00	2,145.00	562.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	5,902.00	5,902.00	6,311.00	0.00

Balancing the Fiscal Report's Financial Information

SUBGRANTEE CUMULATIVE FISCAL REPORT

This report submitted for the calendar quarter ending: 6/30/2019

Report Period Ending Date: * 6/30/2019

Report Type: * Quarterly Interim Final

Report Status: Draft

Approval Status: Pending

Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date:

Return Date:

Resubmitted Date:

		Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal		0.00	0.00	0.00	0.00	0.00
State		5,902.00	5,902.00	0.00	25,000.00	19,098.00
Project Inc		0.00	0.00	0.00	0.00	0.00
Interest		0.00	0.00	0.00	0.00	0.00
State Match		0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)		0.00	0.00	0.00	0.00	0.00
In-Kind Match		0.00	0.00	0.00	0.00	0.00
Project Income Match		0.00	0.00	0.00	0.00	0.00
	Total Σ	25,000.00	5,902.00	0.00	25,000.00	19,098.00

Enter the total of reported expenses for this reporting period.

Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
Personnel	0.00	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	20,456.00	3,757.00	3,757.00	5,749.00	0.00
Consultants	4,544.00	2,145.00	2,145.00	562.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
		5,902.00	5,902.00	6,311.00	0.00

This is the total of reported expenses for this reporting period.

Balancing the Fiscal Report's Financial Information

SUBGRANTEE CUMULATIVE FISCAL REPORT

This report submitted for the calendar quarter ending: 6/30/2019

Report Period Ending Date: * 6/30/2019

Report Type: * Quarterly Interim Final

Report Status: Draft

Approval Status: Pending

Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date:

Return Date:

Resubmitted Date:

Financial Information		Active s	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal		0.00	0.00	0.00	0.00
State			6311.00	25,000.00	19,098.00
Project Income		0.00	0.00	0.00	0.00
Interest		0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	5,902.00	5,902.00	25,000.00	19,098.00

Enter the total of outstanding obligations for this reporting period.

Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
Personnel	0.00	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	20,456.00	3,757.00	3,757.00	5,749.00	0.00
Consultants			2,145.00	562.00	0.00
Construction			0.00	0.00	0.00
Other			0.00	0.00	0.00
Total Σ				6,311.00	0.00

This is the total of outstanding obligations for this reporting period.

Balancing the Fiscal Report's Financial Information

Report Status: Draft
 Approval Status: Pending
 Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date: _____
 Return Date: _____
 Resubmitted Date: _____

System will time out at: 11:47:18 AM.
 Remaining time: 16:36

Financial Information	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00
State	25,000.00	5,902.00	5,902.00	6,311.00	25,000.00	19,098.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	5,902.00	5,902.00	0.00	25,000.00	19,098.00

i Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
Personnel	0.00	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	0.00	0.00	0.00	0.00	0.00
Consultants	0.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	5,902.00	5,902.00	6,311.00	0.00

Enter comments and upload supporting documentation, if you are requested to do so, such as invoices or purchase orders if applicable.

Project Income: Seized \$ Forfeited \$

Remarks:

Actions	Attachment Name	Description	Budget Category(s)	Date
<input type="button" value="View Report"/> <input type="button" value="Save as Draft"/> <input type="button" value="Save and Continue Editing"/> <input type="button" value="Submit"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>				

Balancing the Fiscal Report's Financial Information

Report Status: Draft
 Approval Status: Pending
 Status Updated By: [Ms. Phyllis Cull](#)
 Submitted Date: _____
 Return Date: _____
 Resubmitted Date: _____
 System will time out at: 11:47:18 AM.
 Remaining time: 16:36

Financial Information	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00
State	25,000.00	5,902.00	5,902.00	6,311.00	25,000.00	19,098.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	5,902.00	5,902.00	0.00	25,000.00	19,098.00

Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget ?
Personnel	0.00	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	20,456.00	3,757.00	3,757.00	5,749.00	0.00
Consultants	4,544.00	2,145.00	2,145.00	562.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	5,902.00	5,902.00	6,311.00	0.00

Project Income: Seized \$ Forfeited \$

Remarks:

Click on **Save and Continue Editing** to review entries.

Add Attachment

Actions	Attachment Name	Option	Budget Category(s)	Date
<input type="button" value="View Report"/> <input type="button" value="Save as Draft"/> <input style="border: 2px solid orange;" type="button" value="Save and Continue Editing"/> <input type="button" value="Submit"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>				

Balancing the Fiscal Report's Financial Information

Report Status: Draft
 Approval Status: Pending
 Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date: _____
 Return Date: _____
 Resubmitted Date: _____

System will time out at: 12:09:44 PM.
 Remaining time: 18:47

Financial Information	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00
State	25,000.00	5,902.00	5,902.00	6,311.00	25,000.00	19,098.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Appro...)	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00
	25,000.00	5,902.00	5,902.00	6,311.00	25,000.00	19,098.00

Click the Budget Category to view "Budget Categories" detail information.

Budget Category	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
Personnel	0.00	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00
Travel (Including Train...)	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00
Supplies & Operating	20,456.00	3,757.00	3,757.00	5,749.00	0.00
Consultants	4,544.00	2,145.00	2,145.00	562.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	5,902.00	5,902.00	6,311.00	0.00

Project Income: Seized \$ 0.00 Forfeited \$ 0.00

Remarks:

Add Attachment

Actions	Attachment Name	Description	Budget Category(s)	Date
---------	-----------------	-------------	--------------------	------

View Report Save as Draft Save and Continue Editing Submit Delete Cancel

Confirm the figures entered into the Financial Information top-half balance with the automatically calculated Totals in the Budget Categories bottom-half.

Submitting the Fiscal Report

Submitting the Fiscal Report

Report Status: Draft
 Approval Status: Pending
 Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date: _____
 Return Date: _____
 Resubmitted Date: _____

System will time out at: 12:09:44 PM.
 Remaining time: 18:47

Financial Information	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00
State	25,000.00	5,902.00	5,902.00	6,311.00	25,000.00	19,098.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	5,902.00	5,902.00	6,311.00	25,000.00	19,098.00


i Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
Personnel	0.00	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	20,456.00	3,757.00	3,757.00	5,749.00	0.00
Consultants	4,544.00	2,145.00	2,145.00	562.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	5,902.00	5,902.00	6,311.00	0.00

Project Income: _____ Seized \$ Forfeited \$

Remarks:

If the report is not ready to submit for PCCD review, click on **Save as Draft**.



Actions	Attachment Name	Description	Budget Category(s)	Date
<input type="button" value="View Report"/> <input style="border: 2px solid orange;" type="button" value="Save as Draft"/> <input type="button" value="Save and Continue Editing"/> <input type="button" value="Submit"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>				

Submitting the Fiscal Report

Report Status: Draft
 Approval Status: Pending
 Status Updated By: [Ms. Phyllis Cull](#)

Submitted Date: _____
 Return Date: _____
 Resubmitted Date: _____

System will time out at: 12:09:44 PM.
 Remaining time: 18:47

Financial Information	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00
State	25,000.00	5,902.00	5,902.00	6,311.00	25,000.00	19,098.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	5,902.00	5,902.00	6,311.00	25,000.00	19,098.00


i Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

Budget Categories	Budget	Expenses Paid This Period 11/1/2018-6/30/2019	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
Personnel	0.00	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	20,456.00	3,757.00	3,757.00	5,749.00	0.00
Consultants	4,544.00	2,145.00	2,145.00	562.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	5,902.00	5,902.00	6,311.00	0.00

Project Income: Seized \$ Forfeited \$

Remarks:

If the report is complete and ready for PCCD review, click on **Submit**.



Actions	Attachment Name	Description	Budget Category(s)	Date
<input type="button" value="View Report"/> <input type="button" value="Save as Draft"/> <input type="button" value="Save and Continue Editing"/> <input style="border: 2px solid orange;" type="button" value="Submit"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>				

Submitting the Fiscal Report

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)
[Project Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 29999
Project Title: Security Cameras and Sound Systems - Elementary
Applicant Agency: [Sample Agency](#)

Project Start: 11/1/2018
Project End: 10/31/2019
Adjusted Award: \$25,000.00
Total Award: \$25,000.00

The following validation errors occurred and must be corrected before saving.

- Source and Category Cumulative Expenses and Outstanding Subgrantee Obligations must match when the report is Submitted.

SUBGRANTEE CUMULATIVE FISCAL REPORT

This report submitted for the calendar quarter ending: 6/30/2019

If the validation error “Source and Category Cumulative Expenses and Outstanding Subgrantee Obligations must match when the report is Submitted” appears after clicking Submit, go back and confirm the Financial Information top-half totals exactly match the Budget Categories bottom-half totals.

Additional Information

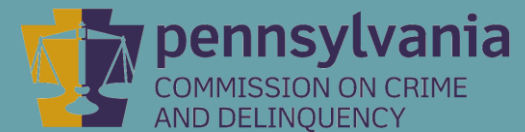
- Use the links in the table of contents to the right to revisit any step of this walkthrough.
- If you have any questions throughout this process, email the fiscal contact listed on the Main Summary page in Egrants.

TABLE OF CONTENTS

1. [Creating a Quarterly Report in Egrants](#)
2. [Creating a Quarterly Fiscal Report](#)
3. [Entering Expenditures into Each Budget Category](#)
4. [Balancing the Fiscal Report's Financial Information](#)
5. [Submitting the Fiscal Report](#)

PART 2: FISCAL ACCOUNTABILITY

Documentation
Requirements & Best
Practices



Requirement for Fiscal Accountability

PCCD will periodically verify that a subgrantee is maintaining documentation to substantiate reported expenditures are consistent with approved budget lines and are eligible for reimbursement. Subgrantees are required to submit this back-up documentation only when requested to do so by PCCD. Documentation may be attached to the fiscal report or emailed to the address indicated on the request for documentation.



TYPES OF SUPPORTING DOCUMENTATION



- General Ledger Reports
- Subsidiary Ledgers
- Time and Effort Reports
- Vendor Invoices
- Reconciliation Worksheets

- General Ledger

- Specific general ledger accounts must be maintained for grant fund revenues and expenses.
- Expenses reported on a fiscal report must agree to the amounts reflected on the general ledger.
- Subsidiary ledgers must agree to the general ledger

Personnel

Employee Time and Effort Reports

EMPLOYEE TIME AND EFFORT REPORTING (TIMESHEETS)

Time and effort reports (timesheets) are required for all personnel funded with PCCD grant dollars regardless of the funding stream.

The following slides indicate the minimum standards and recommended best practices for time and effort reporting.

We realize that there are a number of different systems that can be used to satisfy these requirements and we encourage you to email [PCCD's Grants Management](#) with any questions you may have regarding time and effort reporting requirements.

EMPLOYEE TIME AND EFFORT REPORTING (TIMESHEETS)

Minimum standards for employees working on multiple activities or cost objectives

- Must be an after-the-fact determination of the employees' actual effort. Using a budget estimate instead of reporting the actual time the employee spent working on the project does not qualify as support for charges to awards.
- Must account for total activity for which employees are compensated and which is required in fulfillment of their obligations to the organization.
- Must be signed by the employee and a supervisor with first-hand knowledge of the activities performed by the employee. Signature on the timesheets is affirmation that the report is an accurate accounting of the actual time the employee spent on the project.
- Must be prepared at least monthly to correspond to one or more pay periods.

* The above standards are based on the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) and the Office of Justice Programs Financial Guide.

** Institutions of Higher Education (IHE) may follow their own established policies for documenting personnel expenses provided that the IHE's policies are in compliance with the Standards for Documentation of Personnel Expenses referred to at 2 CFR 200.430.

EMPLOYEE TIME AND EFFORT REPORTING (TIMESHEETS)

Minimum standards for employees working solely on a single activity or cost objective

- Must be an after-the-fact certification that the employee worked 100 percent of their time on activities eligible for reimbursement under the grant project.
- Must be prepared no less frequently than every six months.
- Must be signed by the employee and supervisory official having first-hand knowledge of the work performed.
- Applies to full-time and part-time employees.

* The above standards are based on the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) and the Office of Justice Programs Financial Guide.

** Institutions of Higher Education (IHE) may follow their own established policies for documenting personnel expenses provided that the IHE's policies are in compliance with the Standards for Documentation of Personnel Expenses referred to at 2 CFR 200.430.

EMPLOYEE TIME AND EFFORT REPORTING (TIMESHEETS)

Recommended Best Practices

- Employees record time on a daily basis.
- Project codes/names are provided to the employee in advance. This could include information such as grant number, name of fund, number of hours to be dedicated to the grant and/or any internal identifiers that will help the employee efficiently and accurately account for time worked.

Sample Forms

The following sample forms are available on the [Grant Procedures and Forms](#) page of our website:

- Example of a completed timesheet.
- An Excel timesheet template that you may modify to suit your needs.
- A sample time certification for employees working 100% of their time on a grant-funded project.

Employee Benefits

Employee Benefits Supporting Documentation

- *General Ledger Accounts for each grant funded benefit*
- Payroll Tax Reports
- Premium Invoices
- Reconciliation Worksheet
 - Listing of all employees which have benefits charged to the grant
 - *Breakdown of employee's salaries charged to the grant.*
 - *The percentage of employee's salary charged to the grant.*
 - *Detail listing of each employee's benefits charged to the grant.*
 - *Include the detail of how each benefit is calculated. Amounts must reconcile to what was submitted into Egrants.*

Equipment
Supplies and Operating Expenses
Consultants

Equipment Supplies and Operating Expenses Consultants Supporting Documentation

- General Ledger Accounts for each grant funded supply, operating expense, equipment, or consultant
- Vendor Invoices
 - “Please note, individual consultants have additional invoice requirements.”
- Vendor Invoices Must include:
 - Payee
 - Invoice date
 - Invoice number
 - Description of each product and/or service provided to the subgrantee
 - Unit price of each product and/or service provided to the subgrantee
 - Total amount for each product and/or service
 - Total invoice amount

Individual Consultants

Special Invoice Requirements

Individual Consultants Supporting Documentation

In addition to the required items for vendor invoices, Individual Consultants must also submit a Time and Effort Report.

Time and Effort Report for Individual Consultant must include:

- Date service provided
- Brief description of service provided
- Number of hours worked on each service date
- Rate per hour
- Extended total per service date

QUESTIONS & ANSWERS



Questions?

Please use the “Q&A” feature to submit your question(s), if you haven’t already done so.

PCCD staff are reviewing and will answer as many questions + topics as we can over the next 15-20 minutes.

As a reminder, to the extent possible, any questions that we are not able to address in today’s webinar can be answered offline by PCCD staff.

The screenshot shows the Zoom Q&A interface. At the top right, there is a Q&A icon (a speech bubble with a question mark) highlighted by a red box. Below it, the title "Live event Q&A" is displayed with a close button (X) on the right. Under the "Featured" section, the "My questions" button is highlighted by a red box. Below this, there are several question entries, each with a user profile picture and a question text area. One question is partially visible, showing a user profile picture and a question text area. Below the questions, there are two emojis: a sunglasses emoji and a smiley face emoji. At the bottom, there is a section titled "Ask a moderator" with the text "Questions won't be visible to everyone until a moderator approves them". Below this, there is a text input field labeled "Your name (optional)" and a "Ask a question" button. At the bottom left, there is a checkbox labeled "Post as anonymous" and a right-pointing arrow icon. The entire bottom section is highlighted by a red box.