



~FISCAL REPORTING REQUIREMENTS~ FY08-09

The Commission requires three levels of expenditure reports to help us evaluate your program. Following are the requirement of your contract.

QUARTERLY REPORTS

Expenditure Reporting Form: All contracts require reporting contract expenditures on a quarterly basis. Each quarter of the contract period must be reported on the “Expenditure Reporting Form” in the columns provided. Please provide payroll expenses for each position paid for by Commission funding separately and the benefits for all positions combined. Please refer to your “Expenditure Reporting Form” Budget column included in this section for example. A customized report has been provided for you on CD in your agency’s folder.

Billing Detail Report: The Commission requires that all grantees provide back-up documentation for their billing. This must be a report generated from your general ledger accounting software, showing transaction detail that ties the “Expenditure Reporting Form”. Sometimes these reports a larger than just your First 5 grant. Please highlight the numbers that match what you are reporting. If a portion of the costs are for this program, please indicate the percentage used and the amount allocated. Commission staff recommend discussing this requirement with your agency fiscal staff to help you utilize reports from agency’s accounting system.

Auditable Financial Back-up Requirement: The Commission requires that you keep an auditable packet of expenditure back-up for each quarter in your files. It should contain the following:

- Expenditure Reporting Form
- Allocation Description (1st quarter)
- General Ledger Reports
- Copies of all timesheets, payroll registers, receipts and invoices charged to First 5 Yolo

These packets will be audited by First 5 staff during your Administrative Audit.

Allocation Description: Most agencies will have shared costs for budget items such as rent, utilities, telephone, etc. Please provide the Commission with a description of the allocation method used by your agency to distribute shared costs expenditures. This report is due with your 1st quarter reports.

ANNUAL REPORTING

Financial Audits: All contracts require the submission of the grantee's annual financial audit. If your fiscal year end is June 30, please send a copy of your audit by October 31. If your fiscal year end is December 31, please send a copy of your audit by April 30. Quarterly payments for the quarters ending September 30, 2008 and March 31, 2009 will be withheld until receipt of the audit or an explanation of when the audit will be available. Please let your contract monitor know when your fiscal year end is.

Certificates of Insurance: All contracts require the submission of the grantee's proof of insurance by the submission of a Certificate of Insurance. Please submit your most current certificates at the beginning of each contract year and when there are any renewals or changes in your coverage. Please include Proof of Worker's Compensation Insurance.

Send copies to: Margaret Bacot
Chief Financial Officer
First 5 Yolo
403 Court Street
Woodland, CA 95695
530-669-2348

Sample Expenditure Reporting Form

When completing the "Expenditure Reporting Form" please fill in the blue areas provided in your report (file on CD). The totals will calculate automatically.

Agency/Proposal

Name: Agency / Program Name

Enter data in blue areas

		ACTUAL EXPENDITURES					
		Budget	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Budget
		Jul 1, 2008 to Jun 30, 2009	Jul 1 - Sept 30 2008	Oct 1 - Dec 31 2008	Jan 1 - Mar 31 2009	Apr 1 - June 30 2009	Unused Balance
						Total Expenses	
Personnel:							
Supervisor	\$2,500	\$0	\$0	\$0	\$0	\$0	\$2,500
Coordinator	\$16,000	\$0	\$0	\$0	\$0	\$0	\$16,000
Specialist	\$4,700	\$0	\$0	\$0	\$0	\$0	\$4,700
Admin Assistant	\$1,600	\$0	\$0	\$0	\$0	\$0	\$1,600
Subtotal Salaries	\$24,800	\$0	\$0	\$0	\$0	\$0	\$24,800
Benefits	\$7,440	\$0	\$0	\$0	\$0	\$0	\$7,440
Total Personnel	\$32,240	\$0	\$0	\$0	\$0	\$0	\$32,240
Operating Expenses:							
Rent	\$2,500	\$0	\$0	\$0	\$0	\$0	\$2,500
Telephone	\$1,500	\$0	\$0	\$0	\$0	\$0	\$1,500
Office Expense	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000
Program Supplies	\$7,000	\$0	\$0	\$0	\$0	\$0	\$7,000
Printing	\$500	\$0	\$0	\$0	\$0	\$0	\$500
Total Operating Expenses	\$13,500	\$0	\$0	\$0	\$0	\$0	\$13,500
Total Personnel and Operating Expenses	\$45,740	\$0	\$0	\$0	\$0	\$0	\$45,740
Indirect (10% of Personnel)	\$3,224	\$0	\$0	\$0	\$0	\$0	\$3,224
TOTAL CONTRACT	\$48,964	\$0	\$0	\$0	\$0	\$0	\$48,964
TOTAL FUNDS LEVERAGED							
Sources:							
ABC Agency	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
DEF Agency	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
TOTAL ROJECT	\$63,964	\$0	\$0	\$0	\$0	\$0	\$63,964