

How to Submit A Financial Report - OAJJA

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SUMMARY KEYWORDS

grant, category, financial, report, equipment, fill, tab, spent, submit, quarterly, supplies, consultants, remaining, operating expenditures, expenditures, purposes, financial officer, dates, expended, received

SPEAKERS

Kinsey Garrett

Hello, my name is Kinsey Garrett, I work at DCJ in OAJJA. Today we are going to go through how to submit a Financial Report. So let's dive in, I'm going to share a test profile. This is a test profile. And again, it's a test does not have any name associated with it, it's not in the right opportunities. So please keep that in mind. Everybody, though, will have these tabs up here. This is how you will manage your grant. For these purposes, today, we're going to go to the reporting tab. The reporting tab is where you quarterly report your financial and program needs with this grant. So down here, we have odd numbers, and even numbers, all odd numbers are going to be your financial report. And all even numbers are going to be your program report that you fill out quarterly, the dates up here are going to be the due dates, they are 15 days after the end of the quarter. And of course, if you decide that you need a little bit more time, you need to reconcile a little bit longer, that's perfectly fine. Just reach out to your DCJ grant financial and program manager and they'll work with you on those dates. So moving a little bit further down. Number one and the reporting period are usually done for you by your DC J staff. For this purpose, we are doing only the quarterly financial report. Again, this is number one odd number. So it's a financial report. So this dot will already be filled in for you. Of course, you enter in the names who that prepared by phone number, everything like that. And then when you scroll down the grant period, this should also be filled in for you, but it states when the expenditures occurred. So for right now, this is January through March of 2023. And then right here, this is if it's a final report, you do have final reports at the very end of the reporting periods for the grant. So at the end of the grants, we do have a final financial tab as well as a final program tab. We'll go into that in a little bit further. So if this is not your final report, you're going to go ahead and say no, if it is you can say yes. And it'll indicate to your financial grant manager that you have no more funds to accrue, and you will not be requesting any more. So for these purposes, we're gonna say no, since the start of the grant, down, here's the interesting bit. This is where you fill in all of your expenditures in their categories that you expended them in. So we have personnel, that would be all employees, or anybody that you're paying out of your payroll, we have supplies and operating expenditures. We have travel equipment, consultants, and indirect. Not everybody has all of these categories. So just go ahead and take a look at your tables, which will show everything that you have in what category they are in, in your grant, or your grant application, your what was actually signed by your agency. So here, you go ahead and fill out, let's say how much you received between that those time periods in in that quarter, and expenses. So let's say we received \$100 in personnel with zero \$100 in supplies, I know I have equipment line items, so I only received half of what I had in my category. So \$5,000 and consultants, let's say I only had \$300. Every time you have equipment or consultants, just please keep in mind, you do have to have the Form 16 for consultants and Form 13

for equipment before you were able to be paid out. You can of course, submit this report. But we will require those forms before we're able to pay your payment request. And then down here, these questions do not apply. But there will be questions about your current grant. And then further down. And this is the same for everybody. This is going to be where your financial officer and your project director sign financial officer saying yes, I know these are the amounts that I have approved, that were expended in these categories thing with the project director at the very, very bottom, there's the submit report. You can go ahead and submit that. And then it will no longer show up as overdue or it will no longer show up as something that needs to be completed in your tabs. And there are there is a little bit of a tool in the Report Totals that might be helpful to you. If you're unsure what you have in your category amount, what's remaining. Your financial manager in DCJ should fill this out for you. And as you can see, there's numbers filled out this is what is in the financial report that we just submitted. And this is the goal. This is how much our grants were able to spend in our grant in the correct categories not by line item but by category. So as you can see, we just spent 100% of the personnel 100% of the supplies that we are allowed. But as you can see, we only spent about 30%. If we calculated our equipment as being \$3,000, this is an older total, but the thoughts still apply. And then further down, you can tell how much you have remaining out of your entire funds, your entire funds are here. What is remaining in your funds is here and how much you have remaining in each category. This is very helpful to determine how much you have left and in what category. And it also tells you let's say if you overspent or under spent or you accidentally recorded these expenditures in the wrong category, and this will help kind of figure out if we see these discrepancies. So far, that is it for financial grants management, and if you have any questions, go ahead and ask your Financial Grant Manager and that is it. Thank you so much.