

**COLORADO DIVISION OF CRIMINAL JUSTICE  
FINANCIAL REPORT(DCJ FORM 1-A)  
QUARTERLY AND FINAL**

See the reverse side of this form for instructions for completing this form.

GRANTEE:		GRANT NUMBER:	
PROJECT TITLE		PROJECT DURATION FROM: _____ TO: _____	
PREPARED BY: DATE: _____ PHONE: _____		WHICH CALENDAR QUARTER OF YEAR _____ DOES THIS REPORT COVER? Jan 1 to Mar 31 _____ Jul 1 to Sep 30 _____ Apr 1 to Jun 30 _____ Oct 1 to Dec 31 _____	
TYPE OF REPORT: 1. Quarterly Progress <input type="checkbox"/> : Quarter # _____ ; and/or 2. Final Report <input type="checkbox"/>			

**EXPENDITURES**

Budget Category	Fund Source	Approved Budget	A Expenditures Beginning of quarter (C on previous report)	B Expenditures This Quarter	C Total Expenditures to Date (A + B)	Unpaid Obligations/ Invoices at end of quarter
<b>Personnel</b>	Award 1					
	Cash Match 2					
	In-kind Match 3					
	Total 4					
<b>Supplies and Operating</b>	Award 5					
	Cash Match 6					
	In-kind Match 7					
	Total 8					
<b>Travel</b>	Award 9					
	Cash Match 10					
	In-kind Match 11					
	Total 12					
<b>Equipment (DCJ Form 13 Required)</b>	Award 13					
	Cash Match 14					
	In-kind Match 15					
	Total 16					
<b>Consultants/ Contracts (DCJ Form 16 Required)</b>	Award 17					
	Cash Match 18					
	In-kind Match 19					
	Total 20					
<b>Indirect</b>	Award 21					
	Cash Match 22					
	In-kind Match 23					
	Total 24					
<b>TOTALS</b>	Award 25					
	Cash Match 26					
	In-kind Match 27					
	TOTAL \$ 28					

**REQUIRED GRANTEE SIGNATURES:** I certify that, to the best of my knowledge and belief, this report is correct and complete, and that all expenditures and unpaid obligations are for the purposes set forth in the grant award documents.

Financial Officer's Signature / Date \_\_\_\_\_

Project Director's Signature / Date \_\_\_\_\_

**SUBMIT ONE SIGNED FORM TO DCJ NO LATER THAN 15 DAYS AFTER THE END OF EACH CALENDAR QUARTER; AND THE FINAL REPORT NO LATER THAN 45 DAYS AFTER THE END OF THE GRANT PERIOD.**

INSTRUCTIONS FOR COMPLETING DCJ FORM 1-A. (HINT: Complete the \*d items below and then make copies of the form for future quarterly and final reporting. This will save some time. However, if you have had a budget revision approved be sure to correct the Approved Budget column.)

## **HEADING**

**\*Grantee:** This is the agency to which the federal grant award was made.

**\*Grant Number:** This is the grant number assigned to the project by DCJ. It can be found on the Grant Agreement.

**\*Project Title:** This is the name of the project which is identified on the Grant Agreement.

**\*Duration:** This is the period of the grant award, not the time period for which this report is being submitted. It can be found on the Grant Agreement, and is changed only if the project requests and receives a grant extension.

**Prepared By:** This is the person completing this form. Include this person's 10-digit phone number.

**Date:** This is the date this form is completed.

**Type of Report:** Check whether this is a quarterly progress report, and indicate which quarter number, or the final report at the end of the project. In those cases where the last quarterly report is combined with the final report, check both Quarterly Progress and Final. The Final Financial Report may be combined with the last Quarterly Financial Report only if 1) the awarded funds and any required match have been fully expended; 2) there are no unpaid obligations remaining; and 3) the report is submitted no later than 15 days after the end of the grant award period.

**Calendar Quarter Which This Report Covers:** Fill in the year in which the quarter you are reporting on falls. Check which calendar quarter this report covers. If you are reporting on less than a full quarter, check the applicable quarter, and write in the exact dates you are reporting on in this section.

## **Expenditures: Federal/State Award, Cash Match, and In-Kind Match:**

Report all expenditures approved to be charged to this grant, broken down by category and source - federal/state award, cash, and in-kind match. If the project does not have a cash or in-kind match required, report only federal/state award expenditures. If you have any questions about which budget category certain expenditures belong in, please refer to the Administrative Guide.

**\* Approved Budget:** List the most current approved budget (federal/state award, cash match, in-kind match, and total dollars) in each budget category. If you have no approved budget in one or more budget categories, leave those lines blank.

**Expenditures Beginning of Quarter (column labeled A):** If this is the first fiscal report of the grant award, this entire column should be zeros. No expenditures are allowed before the beginning of the grant award period. If this report is a subsequent report, the figures should be the same as the column labeled C on the previous quarter's financial report. This column indicates the total program expenditures prior to the quarter you are now reporting on.

**Expenditures This Quarter (column labeled B):** Enter all federal/state award, cash match and in-kind match expenditures made during this quarter by budget category.

**Total Expenditures to Date (column labeled C):** Add columns A and B across and enter the total in column C.

**Unpaid Obligations/Invoices:** An unpaid obligation is a fiscal encumbrance which the grantee is legally obligated to pay because it has ordered something, or has entered into a legal contract for some service, but which has not yet been paid for at the end of the quarter. Unpaid obligations may or may not exist at the end of any given quarter in a project. Unpaid Obligations cannot be charged to in-kind match. Unpaid Obligations cannot remain on the Final Financial Report.

The following examples of unpaid obligations are not intended to be all inclusive:

1. **Personnel:** Future (beyond the end of the quarter) personnel costs are never an unpaid obligation.
2. **Supplies and Operating:** You have signed a purchase order for office supplies, but you have not yet paid the bill. Future anticipated expenses for which no legal obligation to pay exists are never unpaid obligations.
3. **Travel:** A staff member submits a travel voucher for travel which occurred during the quarter you are reporting on and you will not have an opportunity to pay the travel before completing the fiscal report.
4. **Equipment:** You have signed an order or contract to purchase a vehicle, but you have not yet paid the bill.
5. **Consultants/Contracts:** You have entered into a contract with a consultant to provide a service. The unexpended amount of the contract at the end of the quarter is an unpaid obligation. A completed Professional Services/ Consultant Certification (DCJ Form 16) must be approved and on file with DCJ prior to payment.
6. **Indirect:** Future (beyond the end of the quarter) indirect costs are never an unpaid obligation

**Signatures:** Both the designated Financial Officer and the Project Director must sign this report. One signed form must be submitted to DCJ. If either the Fiscal Officer or the Project Director has changed since the last quarterly report, also complete and submit a Change in Project Official (DCJ Form 4-B) form.

**QUARTERLY REPORTS ARE DUE NO LATER THAN 15 DAYS AFTER THE END OF THE QUARTER.  
FINAL REPORTS ARE DUE NO LATER THAN 45 DAYS AFTER THE END OF THE GRANT PERIOD.**