

# American Reinvestment and Recovery Act

*Quick Guide for Preparing FSRs*



# Preparing Your Financial Status Report

## Why Do Grantees Have to Submit FSRs Each Month?

- ❁ CJD is statutorily required to submit data required under Section 1512 (c) by the 10<sup>th</sup> day following the close of each calendar quarter.
- ❁ With such a tight turn around it is imperative that we have the most up to date expenditure information available at the close of each month that a grant is active.



**FSR DUE DATE:  
5<sup>TH</sup> of EACH MONTH!**



# Preparing Your Financial Status Report

## ❁ What is New or Different on the CJD FSRs for ARRA Grantees?



- ☛ Due Monthly
- ☛ Personnel and Contracted Staff– Provide Cumulative Hours Worked for each position from grant start date thru reporting period.
- ☛ Contracted Staff and Vendors – Provide the Company Name (or Individual’s Name if contracting with an individual) of Each Vendor and their Headquarters Zip Code+4

**Note: Purchases from multiple vendors MAY NOT be grouped under one line item when an FSR is submitted.**



# Preparing Your Financial Status Report

## Personnel Line Items

Description for the Budget Line Item you selected to Report Expenditures on:

Personnel \* Program Administration and Management \* Director \* Director of Advocates- This FT equivalent will provide direct

Grant Start Date:

9/1/2009

Enter the Service To Date:

10/31/2009

Enter the Invoice Date: ?

10/31/2009

Budgeted CJD Funds:

7412.53

Budgeted Cash Match:

2145.94

Budgeted In Kind Match:

0.00

Budgeted GPI:

0.00

Budgeted Quantity:

19

Last FSR CJD Funds:

556.90

Last FSR Cash Match:

161.36

Last FSR In Kind Match:

0.00

Last FSR GPI:

0.00

Last FSR Cumulative Expenditures:

718.26

Last FSR Number of Hours Worked:

38.00

Enter CJD Funds:

556.90

1

Enter Cash Match:

161.36

Enter In Kind Match:

0.00

Enter GPI (if approved):

0.00

Enter Qty/% of Time:

24

2

Enter Number of Hours Worked:

0.00

3

Allow report less than previously reported cumulative expenditures

Enter the Invoice/Purchase/Personnel/Tracking Order Number:

Enter Vendor Name:

Enter Zip Code + 4 Today's Date:

11/24/2009

Update

Cancel

Clear This Detail Item

- 1 Report the **CUMULATIVE** CJD, Cash Match, Inkind Match or GPI Expenses
- 2 Enter the **Percent of Time** that the salary for this position was charged to the grant.  
(Note: % of time should correspond or be close to the % of time in the approved budget.)
- 3 Enter the **Cumulative Hours Worked** by the position from the beginning of the grant through the Reporting Period.



# Preparing Your Financial Status Report

## Personnel Line Items - Continued

Description for the Budget Line Item you selected to Report Expenditures on:

Personnel \* Program Administration and Management \* Director \* Director of Advocates- This FT equivalent will provide direct

Grant Start Date: 9/1/2009  
Enter the Service To Date: 10/31/2009  
Enter the Invoice Date: 10/31/2009

Budgeted CJD Funds:	Budgeted Cash Match:	Budgeted In Kind Match:	Budgeted GPI:	Budgeted Quantity:	
7412.53	2145.94	0.00	0.00	19	
Last FSR CJD Funds:	Last FSR Cash Match:	Last FSR In Kind Match:	Last FSR GPI:	Last FSR Cumulative Expenditures:	Last FSR Number of Hours Worked:
556.90	161.36	0.00	0.00	718.26	38.00

Enter CJD Funds: 556.90 ①	Enter Cash Match: 161.36	Enter In Kind Match: 0.00	Enter GPI(if approved): 0.00	Enter Qty/% of Time: 24 ②	Enter Number of Hours Worked: 0.00 ③
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④  Allow report less than previously reported cumulative expenditures

Enter the Invoice/Purchase/Personnel/Tracking Order Number:   
Enter Vendor Name:   
Enter Zip Code + 4:   
Today's Date: 11/24/2009

Update Cancel Clear This Detail Item

④ Expenses should be reported **CUMULATIVELY** but at times it may be necessary to report Less Cumulative Expenses to correct an error from the previous month or to reconcile your expenses to your general ledger. If this is the case **CHECK** the box displayed above.



# Preparing Your Financial Status Report

## Personnel Line Items - Continued

Description for the Budget Line Item you selected to Report Expenditures on:

Personnel \* Program Administration and Management \* Director \* Director of Advocates- This FT equivalent will provide direct

Grant Start Date: 9/1/2009  
Enter the Service To Date: 10/31/2009  
Enter the Invoice Date: 10/31/2009

Budgeted CJD Funds:	Budgeted Cash Match:	Budgeted In Kind Match:	Budgeted GPI:	Budgeted Quantity:	
7412.53	2145.94	0.00	0.00	19	
Last FSR CJD Funds:	Last FSR Cash Match:	Last FSR In Kind Match:	Last FSR GPI:	Last FSR Cumulative Expenditures:	Last FSR Number of Hours Worked:
556.90	161.36	0.00	0.00	718.26	38.00

Enter CJD Funds:	Enter Cash Match:	Enter In Kind Match:	Enter GPI (if approved):	Enter Qty/% of Time:	Enter Number of Hours Worked:
556.90 <b>1</b>	161.36	0.00	0.00	24 <b>2</b>	0.00 <b>3</b>

**4**  Allow report less than previously reported cumulative expenditures

**5** Enter the Invoice/Purchase/Personnel/Tracking Order Number:

Enter Vendor Name:

Enter Zip Code + 4:

Today's Date: 11/24/2009

Update Cancel Clear This Detail Item

**5** For Personnel Expenditures you DO NOT have to provide an Invoice number, Vendor Name or Zip Code.



# Preparing Your Financial Status Report

## Contractual Line Items

Description for the Budget Line Item you selected to Report Expenditures on:

Contractual and Professional Services \* Financial Services \* Accounting, Bookkeeping, and/or Payroll Services \* Bookkeeper

Grant Start Date:

9/1/2009

Enter the Service To Date:

10/31/2009

Enter the Invoice Date: ?

10/31/2009

Budgeted CJD Funds:

2112.00

Budgeted Cash Match:

8000.00

Budgeted In Kind Match:

0.00

Budgeted GPI:

0.00

Budgeted Quantity:

0

Last FSR CJD Funds:

0.00

Last FSR Cash Match:

0.00

Last FSR In Kind Match:

0.00

Last FSR GPI:

0.00

Last FSR Cumulative Expenditures:

0.00

Last FSR Number of Hours Worked:

0.00

Enter CJD Funds:

0.00

1

Enter Cash Match:

0.00

Enter In Kind Match:

0.00

Enter GPI (if approved):

0.00

Enter Qty/% of Time:

0

2

Enter Number of Hours Worked:

0.00

3

Allow report less than previously reported cumulative expenditures

Enter the Invoice/Purchase/Personnel/Tracking Order Number:

?

Enter Vendor Name:

Enter Zip Code + 4

Today's Date:

11/24/2009

Update

Cancel

Clear This Detail Item

- 1 Report the **CUMULATIVE** CJD, Cash Match, Inkind Match or GPI Expenses
- 2 Qty/Percent of Time Field is Disabled for Contractual Line Items
- 3 If contracted staff are **DEDICATED** to the project you **MUST** report their cumulative hours worked from the beginning of the grant through the Reporting Period. If contracted services do NOT involve Dedicated staff, leave blank.



# Preparing Your Financial Status Report

## Contractual Line Items - Continued

Description for the Budget Line Item you selected to Report Expenditures on:

Contractual and Professional Services \* Financial Services \* Accounting, Bookkeeping, and/or Payroll Services \* Bookkeeper

Grant Start Date: 9/1/2009	Enter the Service To Date: 10/31/2009	Enter the Invoice Date: 10/31/2009			
Budgeted CJD Funds: 2112.00	Budgeted Cash Match: 8000.00	Budgeted In Kind Match: 0.00	Budgeted GPI: 0.00	Budgeted Quantity: 0	
Last FSR CJD Funds: 0.00	Last FSR Cash Match: 0.00	Last FSR In Kind Match: 0.00	Last FSR GPI: 0.00	Last FSR Cumulative Expenditures: 0.00	Last FSR Number of Hours Worked: 0.00
Enter CJD Funds: 0.00 <b>1</b>	Enter Cash Match: 0.00	Enter In Kind Match: 0.00	Enter GPI(if approved): 0.00	Enter Qty/% of Time: 0 <b>2</b>	Enter Number of Hours Worked: 0.00 <b>3</b>
<input type="checkbox"/> Allow report less than previously reported cumulative expenditures					
Enter the Invoice/Purchase/Personnel/Tracking Order Number: <b>4</b>	Enter Vendor Name: <b>5</b>		<b>6</b>	Enter Zip Code + 4	Today's Date: 11/24/2009
<input type="button" value="Update"/> <input type="button" value="Cancel"/> <input type="button" value="Clear This Detail Item"/>					

- 4** Provide an Invoice Number or other Tracking Number for the purchase.  
(Note: number should be traceable if monitored)
- 5** Enter the name of the Company or Individual you are contracting with.  
(Note: You may report **ONE vendor per line item**. If a line item will be purchased thru multiple vendors you **MUST** request a Grant Adjustment to separate the line items.)
- 6** Enter the Zip+4 Code for the Vendor's locations (i.e. #####-####)



# Preparing Your Financial Status Report

## Equipment Line Items

Description for the Budget Line Item you selected to Report Expenditures on:  
Equipment \* Law Enforcement, Surveillance, Intelligence, Record Keeping, and Communications \* Specialty Cameras and Acc

Grant Start Date: 10/1/2009    Enter the Service To Date: 6/30/2010    Enter the Invoice Date: 6/30/2010

Budgeted OOG Funds: 480000.00	Budgeted Cash Match: 0.00	Budgeted In Kind Match: 0.00	Budgeted GPI: 0.00	Budgeted Quantity: 75	Last FSR OOG Funds: 0.00	Last FSR Cash Match: 0.00	Last FSR In Kind Match: 0.00	Last FSR GPI: 0.00	Last FSR Cumulative Expenditures: 0.00	Last FSR Number of Hours Worked: 0.00
Enter OOG Funds: 0.00 <b>1</b>	Enter Cash Match: 0.00	Enter In Kind Match: 0.00	Enter GPI(if approved): 0.00	Enter Qty/% of Time: 0 <b>2</b>	Enter Number of Hours Worked: 0.00 <b>3</b>					

Allow report less than previously reported cumulative expenditures  
Explanation for reporting less than previously reported Number of Hours:    Enter equipment disposition explanation:

Enter the Invoice/Purchase/Personnel/Tracking Order Number:    Enter Vendor Name:    Enter Zip Code + 4    Today's Date: 7/27/2010

Update    Cancel    Clear This Detail Item

- 1** Report the **CUMULATIVE** CJD, Cash Match, Inkind Match or GPI Expenses
- 2** Report the **Number of Units** (quantity) purchased for each Equipment Line item,  
(note: the Number of Units may NOT exceed the number in your approved budget)
- 3** Hours Worked Field is Disabled for Equipment Line Items



# Preparing Your Financial Status Report

## Equipment Line Items - Continued

Description for the Budget Line Item you selected to Report Expenditures on:

Equipment \* Law Enforcement, Surveillance, Intelligence, Record Keeping, and Communications \* Specialty Cameras and Acc

Grant Start Date:

10/1/2009

Enter the Service To Date:

6/30/2010

Enter the Invoice Date: ?

6/30/2010

Budgeted OOG Funds:

480000.00

Budgeted Cash Match:

0.00

Budgeted In Kind Match:

0.00

Budgeted GPI:

0.00

Budgeted Quantity:

75

Last FSR OOG Funds:

0.00

Last FSR Cash Match:

0.00

Last FSR In Kind Match:

0.00

Last FSR GPI:

0.00

Last FSR Cumulative Expenditures:

0.00

Last FSR Number of Hours Worked:

0.00

Enter OOG Funds:

0.00

Enter Cash Match:

0.00

Enter In Kind Match:

0.00

Enter GPI(if approved):

0.00

Enter Qty/% of Time:

0

Enter Number of Hours Worked:

0.00

Allow report less than previously reported cumulative expenditures

Explanation for reporting less than previously reported Number of Hours:

Enter equipment disposition explanation:

Enter the Invoice/Purchase/Personnel/Tracking Order Number: ?

Enter Vendor Name:

Enter Zip Code + 4

Today's Date:

7/27/2010

Update Cancel Clear This Detail Item

- 4 Provide an Invoice Number or other Tracking Number for the purchase.  
(Note: number should be traceable if monitored)
- 5 Enter the name of the Company or Individual you are Purchasing equipment from.  
(Note: You may report **ONE vendor per line item**. If a line item will be purchased thru multiple vendors you **MUST** request a Grant Adjustment to separate the line items.)
- 6 Enter the Zip+4 Code for the Vendor's locations (i.e. #####-####)



# Preparing Your Financial Status Report

## Equipment Line Items - Continued

Description for the Budget Line Item you selected to Report Expenditures on:

Equipment \* Law Enforcement, Surveillance, Intelligence, Record Keeping, and Communications \* Specialty Cameras and Acc

Grant Start Date: 10/1/2009	Enter the Service To Date: 6/30/2010	Enter the Invoice Date: 6/30/2010			
Budgeted OOG Funds: 480000.00	Budgeted Cash Match: 0.00	Budgeted In Kind Match: 0.00	Budgeted GPI: 0.00	Budgeted Quantity: 75	
Last FSR OOG Funds: 0.00	Last FSR Cash Match: 0.00	Last FSR In Kind Match: 0.00	Last FSR GPI: 0.00	Last FSR Cumulative Expenditures: 0.00	Last FSR Number of Hours Worked: 0.00
Enter OOG Funds: 0.00	Enter Cash Match: 0.00	Enter In Kind Match: 0.00	Enter GPI(if approved): 0.00	Enter Qty/% of Time: 0	Enter Number of Hours Worked: 0.00
<input type="checkbox"/> Allow report less than previously reported cumulative expenditures					
Explanation for reporting less than previously reported Number of Hours: <input type="text"/>			Enter equipment disposition explanation: <input type="text"/>		
Enter the Invoice/Purchase/Personnel/Tracking Order Number: <input type="text"/>		Enter Vendor Name: <input type="text"/>		Enter Zip Code: <input type="text"/>	Today's Date: 7/27/2010
<input type="button" value="Update"/> <input type="button" value="Cancel"/> <input type="button" value="Clear This Detail Item"/>					

- 7** **Equipment Disposition Request** – If any single unit of equipment is valued at \$5,000 or more at the time a Final FSR is submitted, Federal regulations require that you request permission from CJD to retain the equipment to continue the activities for which the item was purchased. If that is the planned use of the equipment, please make a statement to that effect. If the project's activities will not be continued after the grant ends, you will need to provide a statement on what you propose to do with the equipment. CJD will contact you if additional information is needed on your request. Approval of the FSR serves as CJD's approval of your request.



# Preparing Your Financial Status Report

## Travel and Supply Line Items -

Description for the Budget Line Item you selected to Report Expenditures on:

Supplies and Direct Operating Expenses \* Office and Program Expenses \* Office Supplies (e.g., paper, postage, calculator) \* F

Grant Start Date:

9/1/2009

Enter the Service To Date:

10/31/2009

Enter the Invoice Date:

10/31/2009

Budgeted CJD Funds:

650.00

Budgeted Cash Match:

0.00

Budgeted In Kind Match:

0.00

Budgeted GPI:

0.00

Budgeted Quantity:

0

Last FSR CJD Funds:

0.00

Last FSR Cash Match:

0.00

Last FSR In Kind Match:

0.00

Last FSR GPI:

0.00

Last FSR Cumulative Expenditures:

0.00

Last FSR Number of Hours Worked:

0.00

Enter CJD Funds:

0.00

1

Enter Cash Match:

0.00

Enter In Kind Match:

0.00

Enter GPI (if approved):

0.00

Enter Qty/% of Time:

0

2

Enter Number of Hours Worked:

0.00

3

Allow report less than previously reported cumulative expenditures

Enter the Invoice/Purchase/Personnel/Tracking Order Number:

4

Enter Vendor Name:

Enter Zip Code + 4

Today's Date:

11/24/2009

Update

Cancel

Clear This Detail Item

- 1 Report the **CUMULATIVE** CJD, Cash Match, Inkind Match or GPI Expenses
- 2 Qty/Percent of Time Field is Disabled for Travel and Supply Line Items
- 3 Hours Worked Field is Disabled for Travel and Supply Line Items
- 4 Invoice Number, Vendor Name and Zip Code are all Disabled for Travel and Supply Line Items.



# Assistance

## Where Can a Grantee Go for Assistance?

- ❁ CJD Grant Manager – 512/463-1919  
(listed on Statement of Grant Award and also displays in eGrants)
- ❁ eGrants Help Desk - [egrants@governor.state.tx.us](mailto:egrants@governor.state.tx.us)
- ❁ Regional COG Planner

