

Helpful Instructions for Submitting Reports & Reimbursement Requests



2014-15 QUARTERLY NARRATIVE REPORT

Section 1: Persons Served:

- A. Enter information in the areas shaded in green only.
- B. Include agency name, program title and reporting period.
- C. Check appropriate funding source.
- D. Ensure all figures and calculations are accurate prior to report submittal:
 - 1) Count only **unduplicated clients served**.
 - 2) Include income level and female headed household totals.
 - 3) Verify that the client totals for demographic data balances.

Section 2: Program Accomplishments:

- A. List program tasks/activities/outputs (first column) **exactly as listed in your 2014/15 Contract's Attachment A-Statement of Work**.
- B. Address the accomplishments of each deliverable under the ***Specific Achievements*** column.

Section 3: Verification Section:

- A. Ensure all contact information and the signature of the agency director is provided.
- B. To comply with fiscal accountability requirements, please maintain accurate bookkeeping, program and client records for annual monitor reviews.
- C. **Payments will not be processed until all reporting requirements have been met. There are no exceptions.**



REPORT OF EXPENDITURES AND REIMBURSEMENT REQUEST

- A. Check the appropriate funding source, including multiple funding sources, if applicable.
- B. Although the **Report of Expenditures and Reimbursement Request form** lists specific cost categories, please modify those cost categories to match the budget listed in the Agency Agreement, Method and Amount of Compensation attachment
- C. No budgetary changes can be made unless a **contract modification** is requested and approved in writing by this office. An exception to this general rule is as follows: an agency can spend up **to 10% above a particular cost category** without obtaining prior approval.
- D. When submitting a reimbursement request, please also submit a **brief cover letter** that includes the amount of the request. The cover letter is required by the City's accounting office and is utilized as an invoice for processing reimbursement requests.
- E. With each report attach all **proof of expenditures** (such as receipts, canceled checks, bank statements, program brochures, payroll records, invoices, etc.) for which you are requesting reimbursement.
- F. When claiming travel, please include appropriate documentation such as the events brochure/program, registration payment, and hotel and food receipts associated with a particular trip. Agencies that use a set formula or rate to determine food or travel costs (per diem or mileage) do not need to submit food receipts or gas receipts. **However, please submit agency travel forms that document how travel is calculated.**
- G. If you have **ongoing accounts** at businesses such as *Office Depot*, submit the actual receipts of the purchased items (or a billing statement that delineates the purchases) that you want the City to reimburse. The general billing statement is not adequate.
- H. **Organize report of expenditures and reimbursements** by cost category and separate each cost category with a blank sheet of copy paper. **This action will expedite the processing of your pay request.**
- I. All invoices must be properly signed by the vendor and the agency representative, including payroll and contractual services documents.