Helpful Instructions for Submitting Reports & Reimbursement Requests

A. NARRATIVE REPORT OF CLIENTS SERVED

Section 1: Persons Served:

- Include agency name, program title and reporting period.
- Check appropriate funding source at the top of the form.
- Make sure all *figures and calculations* are correct prior to report submittal:
  a) Count only *unduplicated clients served*.
  b) Make sure that demographic figures entered in columns and rows *balance* for race, gender and age categories.
  c) Include income level and female headed household totals.
  d) Make sure the *client totals for demographic data* balance.

Section 2: Program Accomplishments:

- List program tasks/activities/outputs (first column) *exactly as they appear* in the 2013/14 Agency Contractual Agreement, Attachment A-Statement of Work.
- Address the accomplishments of each activity under the 'Specific Achievements' column.

Section 3: Verification Section:

- Make sure all information for contacts and the signature of the agency director is included.
- To comply with fiscal accountability requirements, please *maintain accurate bookkeeping, program and client records* for annual monitoring reviews.
- *No payment will be processed until all reporting requirements have been met*.

B. REPORT OF EXPENDITURES AND REIMBURSEMENT REQUEST

A. Check the appropriate box next to your agencies funding source at the top of the form.

B. Although the *Report of Expenditures and Reimbursement Request form* lists specific cost categories, you can 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 from this office.

D. When submitting a ***reimbursement request***, please also submit a **brief cover letter** that includes the amount of the request. This cover letter is required by the City's accounting office and is utilized as an invoice for processing reimbursement requests.

E. With each report please 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 who 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 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.

I. All invoices must be properly signed by the vendor and the agency representative.

J. Please ensure that all fiscal documentation is equal to or greater than the reimbursement requests submitted.

K. Single item purchases over $1,000 must be preapproved before purchase to received reimbursement.

L. Sales tax will not be reimbursed.