



## Office of Grants and Research

### FFY17 VAWA STOP Financial Reporting Information

The Grantee must complete and submit a **financial report** to OGR every quarter following the calendar year. The reporting schedule below highlights all of the fiscal and programmatic reporting due dates for this grant year:

Quarter	Reporting Period	Due Date	Reporting Required
1 <sup>st</sup>	Start Date – March 31, 2018	April 15, 2018	Financial
2 <sup>nd</sup>	April 1 – June 30, 2018	July 15, 2018	Financial & Semi-Annual Programmatic Reports
3 <sup>rd</sup>	July 1 – September 30, 2018	October 15, 2018	Financial
4 <sup>th</sup>	October 1 – December 31, 2018	January 15, 2019	Financial & Semi-Annual Programmatic Reports
<b>Accounts Payable (ISAs ONLY)</b>	January 1 – February 28, 2019	March 15, 2019	Financial

Agencies who do not report any expenditures during a reporting period must complete the top of the “Summary Sheet,” sign and date the bottom, and mail to your grant manager.

The chart below outlines the documentation required for submission with the financial reports. **Please note this applies to both cash and match expenditures.**

Budget Cost Categories	Documentation Required for Reimbursements
Personnel	Keep all copies of agency/city/town official timesheets and/or payroll ledger reflecting personnel costs on site for inspection during site visits.
Overtime	Keep all copies of city/town official payroll ledger reflecting overtime costs at sub-recipient level for inspection during site visits.
Fringe	Not applicable.
Indirect Costs	Not applicable.
Contractors/Consultants	Submit invoice(s) for all subcontractor/consultant costs incurred each quarter.
Travel	Submit receipts and/or mileage reimbursement forms, which must include: <ul style="list-style-type: none"> <li>▪ Name of traveler, dates of travel, and total miles (<i>if only a portion of the travel is being charged to the grant, indicate specific dates and amount to be charged to VAWA</i>).</li> <li>▪ Description/reason for travel</li> <li>▪ If using a transponder you must include a copy of your statement <i>Mileage reimbursement rate cannot exceed \$0.45 per mile (state)</i></li> </ul>
Equipment	Submit copies of receipts, packing slips or invoices (equal to/over \$1,000).
Supplies	Submit copies of receipts, packing slips or invoices (equal to/over \$1,000).
Other	Keep all documentation and copies of receipts and/or invoices on site for inspection during site visits.