

QUARTERLY FINANCIAL REPORT INSTRUCTIONS

1. Grantee and Reporting Period Information

Project Title: <input style="width: 90%;" type="text"/> <small>ENTER THE TITLE OF YOUR APPROVED GRANT. TITLE CAN BE FOUND IN SECTION A, PART 1 OF YOUR APPLICATION.</small>	Grant Number: <input style="width: 40%;" type="text"/> <small>ENTER YOUR GRANT NUMBER. YOUR GRANT NUMBER CAN BE FOUND ON THE CONTRACT.</small>
Grantee Agency: <input style="width: 90%;" type="text"/> <small>GRANTEE AGENCY NAME. FOUND IN SECTION A, PART 1 OF YOUR GRANT APPLICATION</small>	Project Duration: 12 MONTHS From: 01/01/2019 To: 12/31/2019
Prepared By: (Name, Mailing Address, Telephone & Email) <input style="width: 90%;" type="text"/> <small>NAME AND CONTACT INFORMATION OF THE PERSON COMPLETING THE REPORT. PLEASE INCLUDE MAILING ADDRESS, TELEPHONE NUMBER AND EMAIL.</small>	Report Covers Project Activity During the Following Calendar Quarter of 2019: <small>PLACE AN 'X' IN THE CURRENT REPORTING PERIOD.</small> Jan. 1 – March 31: <input type="checkbox"/> April 1 – June 30: <input type="checkbox"/> July 1 – Sept 30: <input type="checkbox"/> Oct 1 – Dec 31: <input type="checkbox"/>

2. Grant Award Status Information

AWARD STATUS	
	Local VALE Funds
1. Total Award	\$0.00 ←
2. Grant Funds Received YTD	\$0.00 ←
3. Grant Funds Remaining	\$0.00 ←
4. Funds Received this Quarter	<input style="width: 40%;" type="text"/> ←

ENTER TOTAL AMOUNT OF GRANT AWARD. FOUND ON CONTRACT.

ENTER TOTAL GRANT PAYMENTS RECEIVED YEAR TO DATE.

THIS SECTION AUTO-CALCULATES.

ENTER TOTAL GRANT PAYMENTS RECEIVED DURING THE REPORTING PERIOD.

3. Current Quarter and Year to Date Expenditure Information

EXPENDITURES

Budget Category	A Total Approved VALE Budget	B VALE Expenditures at Beginning of Quarter	C VALE Expenditures this Quarter	D Total VALE Expenditures to Date <small>(Column B + Column C)</small>	E VALE Funds Remaining
5. Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6. Supplies & Operating	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7. In-State Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8. Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9. Professional Consultants/Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10. TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Column A- TOTAL APPROVED (VALE BUDGET): Enter the amounts approved for funding for each line item (Personnel, Supplies & Operating, In-State Travel, Equipment, Professional Consultants/Services). The total approved can be found on page one of the contract agreement. Use 'Tab' to move between fields. Tab also triggers the formulas embedded in the report.

Column B- VALE EXPENDITURES BEGINNING OF QUARTER: Enter the total amount of grant funds spent prior to the current grant reporting period for each category.

- Quarter 1 (01/01 - 03/31/):** *No prior year grant funds were expended prior to the reporting period. Zero should be entered for all categories in this column.*
- Quarter 2 (04/01 – 06/30):** *Enter the total spent for each budget category from Q1*
- Quarter 3 (07/01 – 09/30):** *Enter the total spent for each budget category from Q1 & Q2.*
- Quarter 4 (10/01 – 12/31):** *Enter the total spent for each budget category from Q1, Q2, & Q3*

Column C- EXPENDITURES THIS QUARTER: Enter the total amount of grant funds spent during the current reporting period for each category.

Column D- TOTAL EXPENDITURES TO DATE: This column automatically calculates. Verify the total shown matches your records.

Column E- VALE FUNDS REMAINING: This column automatically calculates. Verify the total shown matches your records.

LINE 10: This line automatically calculates. Verify the total shown matches your records. **IF VALUES ARE NOT AUTOMATICALLY CALCULATING, CLICK ON THE FIRST FIELD IN THE SERIES AND USE TAB TO MOVE FROM ONE FIELD TO THE NEXT. USING THE TAB KEY AFTER ENTERING DATA INITIATES THE AUTO-CALCULATE FEATURE.**

4. Certification by Financial Officer and Project Director or Authorized Official.

The form must be certified by the Financial Officer.

The form must also be signed by either the Project Director or the Authorized Official.

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 Signature / Date

Project Director or Authorized Official Signature / Date

The signatures on the report must match the parties listed on your grant agreement as the Financial Officer, Project Director and Authorized Official. Alternate signatures will not be accepted without prior approval. Please plan accordingly.

Please contact Jennifer Ballagh, VALE Administrator, at 970-244-1737 or jennifer.ballagh@mesacounty.us if you have any questions.