





**2024 Grant Training
Treatment, Alternatives and Diversions
Fiscal Reporting**

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Wisconsin Department of Justice

Egrants Financial Reporting

January 18, 2024

Bureau of Justice Programs
Grants Specialist Unit

Footer area, info. le. <https://www.doj.state.wi.us/>

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Fiscal Reporting-Significant Dates

- Standard Quarterly Reporting timeframes and due dates:
 - Quarter 1 (January-March) due: April 12
 - Quarter 2 (April-June) due: July 12
 - Quarter 3 (July-September) due: October 12
 - Quarter 4 (October-December) due: January 12
- Final Reporting Dates for Closeout:
 - Grantees are given 30 days from the end of the performance period to pay remaining invoices and collect final documentation for closeout.
 - Example for TAD grantees: end date of your grant is 12/31/24, your final report would be due 1/30/25.

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TAD Excel Workbook

- This document is no longer required. Please do not include it in any fiscal reports.

FINANCIAL REPORT/FUND REQUEST (G-2)
Statute 16.964

WISCONSIN DEPARTMENT OF JUSTICE
TRAINING & STANDARDS BUREAU
17 W. MAIN ST.
PO BOX 7070
MADISON, WI 53707-7070

SEE INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING FORM

GRANTEE NAME (AS SHOWN ON GRANT AWARD)	REPORT PERIOD	GRANT NUMBER
[REDACTED]	[REDACTED]	[REDACTED]
PROJECT TITLE		
Treatments, Alternatives & Div...		
IS THIS THE FINAL REPORT FOR...		

PART I: EXPENSES - REPORT

BUDGET CATEGORY	STATE CURRENT EXPENSES	3 MATCH EXPENSES TO DATE (REQUIRED)	4 (2) EXPENSE DATE INCLUDED	5 APPROVED BUDGET INCLUDING MATCH	6 BALANCE
PERSONNEL			3,7	4,868.00	11,151.00
EMPLOYEE BENEFITS				1,137.00	852.75
TRAVEL/TRAINING				0.00	0.00
EQUIPMENT				0.00	0.00
SUPPLIES/OPERATING			291.00	45,164.00	33,873.00
CONSULTANTS/CONTRACTUAL	94,618.56		112,724.81	473,205.00	360,480.19

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TAD Excel Workbook

- New TAD Fiscal Reporting Workbook (excel)
- Tabs for each of the following
 - tab 1: approved budget (updated with approved modifications)
 - tab 2-5: quarterly expenditure reporting
 - tab 6: gift card tracking (responsivity and incentives)
 - tab 7: bulk voucher and gift card tracking (responsivity and incentives)
- These will be emailed to all financial officers by the end of January

COUNTY NAME	
GRANT NUMBER	
TOTAL GRANT AWARD	
STATE	
PERSONNEL	
Staff Person 1 Name	\$ 25,792.00
Staff Person 2 Name	\$ 27,040.00
Staff Person 3 Name	\$ -
Staff Person 4 Name	\$ -
TOTAL PERSONNEL	\$ 52,832.00
EMPLOYEE BENEFITS	
Staff Person 1 Name	
Staff Person 2 Name	
Staff Person 3 Name	
Staff Person 4 Name	\$ 1,935.00
TOTAL EMPLOYEE BENEFITS	\$ 1,935.00
TRAVEL/TRAINING	
Case Manager mileage (clients and meetings)	\$ 1,349.00
TAD coordinators meeting	\$ 1,435.00
WATCP Training	\$ 3,626.00
TOTAL TRAVEL/TRAINING	\$ 6,410.00
2024 Budget-ApprovedMods Q1 (January-March)	

1	2	3	4	5	6	7
2024 Budget-ApprovedMods	Q1 (January-March)	Q2 (April-June)	Q3 (July-September)	Q4 (October-December)	Gift Card Tracker	Bulk Voucher/Gift Card Tracker v1

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Fiscal Reporting in Egrants

- The Fiscal Report can be found in the Monitoring tab under Project Management.
- There are three buttons that control access to the Fiscal Report, they are create, Edit and View.
- You may not access the report through any button that is grayed out. Only use buttons that are enabled to access your report

	4/1/2017 - 6/30/2017	7/12/2017	Quarterly	Submitted	9/27/2017 10:41:06 AM	Approved	Ms. Shannon Ladwig	Create Edit View
	7/1/2017 - 9/30/2017	10/12/2017	Quarterly	Available to Submit				Create Edit View
	10/1/2017 - 12/31/2017	1/12/2018	Quarterly	Not Available				Create Edit View
	1/1/2018 - 3/31/2018	4/12/2018	Quarterly	Not Available				Create Edit View
	4/1/2018 - 6/30/2018	7/12/2018	Quarterly	Not Available				Create Edit View

Action

Create – clicking on this will open a program report

Edit – when you click on edit, this will open a submitted report

View – clicking on this opens previously submitted reports

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Fiscal Reporting in Egrants

- Expenditures will need to be entered in both the Financial Information (top section) and the Budget Categories (bottom section). Both totals must match
- Please remember that only the current quarter paid expenses should be entered in the Fiscal Report

QUARTERLY SUBGRANTEE REPORT

This report submitted for the calendar quarter ending: 3/31/2018
 Report Period Ending Date: * 3/31/2018
 Report Type: * Quarterly Interim
 Final Report: *
 Report Status: Draft
 Approval Status: Pending

Last Submitted Date:
Status Updated By:

Fiscal Details

Financial Information	Budget	Expenditures To Date	Current Period	New Expenditures To Date
State	204,124.00	0.00	0.00	0.00
Cash Match (New Approp.)	68,042.00	0.00	0.00	0.00
Total Σ	272,166.00	0.00	0.00	0.00

Estimates of Amount of Funds Required Next Quarter: Federal \$ 0.00 State \$ 0.00

Budget Categories	Budget	Expenditures To Date	Current Period	New Expenditures To Date
Personnel	133,308.00	0.00	0.00	0.00
Employee Benefits	56,710.00	0.00	0.00	0.00
Travel (Including Training)	13,887.00	0.00	0.00	0.00
Supplies & Operating Expenses	31,845.00	0.00	0.00	0.00
Consultants/Contractual	36,416.00	0.00	0.00	0.00
Total Σ	272,166.00	0.00	0.00	0.00

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Personnel & Emp. Benefits Reporting

- During fiscal reporting, actual payroll documentation (e.g., paystubs) is not required, however, it may be requested during a monitor visit.
- Acceptable documentation includes (but not limited to) general ledgers, reports extracted from financial systems your agency or county uses
- Personnel and benefit reimbursement requests are only for individuals that have been approved in the application budget or subsequent approved modifications

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Travel Training Reporting

Documents required for reimbursement and proof of match:

- hotel/lodging receipt with participant's name
- travel/mileage expense reports
- paid training registration confirmation with participant's name
- conference/training/meeting agendas
- invoice from airline detailing all costs associated with ticket
- Taxi, ride share, transportation (one way) and parking receipts for costs exceeding \$25

Reminders

- **No per diems** – estimates in budget are acceptable using max applicable rate, reimbursements are made on actual costs with required documentation.
- Meals are inclusive of tax and tip (not to exceed 15%), even in Wisconsin.
- Overage for miles in state vs county rate can be used as match
- [New travel rates](#)

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Supplies/Operating Reporting

Documents required for reimbursement and proof of match:

- All invoices, order confirmations, receipts for requested reimbursement items
- Proof of payment for all reported items
- Completed gift card trackers in TAD workbook

Reminders

- Remove or block all participant names and personally identifiable information or report will be returned

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Consultant/Contractual Reporting

Documents required for reimbursement and proof of match:

- All invoices
- Copies of contracts uploaded into Egrants (upload in Project Document Attachments)
- For supplies and/or training/travel expenses please follow information indicated on slides 10 and 11

Reminders

- Remove or block all participant names and personally identifiable information or report will be returned

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Reporting Program Income in Egrants

- Provide receipts, invoices, order confirmations and proof of purchase for expenses paid using program income.
- Complete the Egrants Fiscal Report section pertaining to Program Income Earned & Expended
- Use the text box to include any additional information as it pertains to fiscal reporting – located above the “Attachments” button

The screenshot shows the Egrants Fiscal Report section. At the top, there are two input fields: "Project Income Earned" with a value of 0.00 and "Project Income Expended" with a value of 0.00. Below these is a "Remarks:" text box. At the bottom, there is a table with the following structure:

Attachment Name (click attachment name to view it)	Attachment Description (click description to maintain it)	Date
Add Attachment		

Reminders

- Complete TAD Workbook column indicating program income expenditures
- All program income must be expended by the end of the grant period of performance

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Reporting-Certifying the Fiscal Report

- Both the Project Director AND Financial Officer listed on the approved application or modification must log into Egrants independently to certify the Fiscal Report. Grant staff must use their own usernames and passwords.

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Organizing Supporting Documentation-Preferred Method

Uploads should be organized in the follow fashion:

- Personnel/Benefits
- Travel/Training
- Supplies/Operating
- Consultant/Contractual
- Match
- TAD Expenditure Workbook

Reminders

- Block all personally identifiable information of participants
- Do not hesitate to write directly on invoice or make a text note/comment on PDFs explaining prorated amounts, agency/grant allocations or other information that is relevant

Amount	
✓ \$319.59	TAD. 5147
\$ ✓ 39.95	DA-1. 6590
✓ \$359.54	

- Be sure all items on invoices/order have been received and paid for within the reporting period.

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Organizing Supporting Documentation, Other Example

- 2nd Qtr 2023 Project & GL Activity Report
- 2023 - Quarter 2 Incentives
- Contractual 03.2023 \$1157.50
- Contractual 03.2023 \$7981.65
- Contractual 04.2023 \$230.77
- Contractual 04.2023 \$645.73
- Contractual 04.2023 \$915.00
- Contractual 04.2023 \$7981.65
- Contractual 05.2023 \$36.96
- Contractual 05.2023 \$350.00
- Contractual 05.2023 \$541.58
- Contractual 05.2023 \$2173.00
- JKK FRR-Portage County TAD Expenditure Q2 2023
- Portage County TAD Expenditure Q2 2023
- Supplies Operating 03.2023 \$7.00
- Supplies Operating 03.2023 \$67.90
- Supplies Operating 03.2023 \$99.98
- Supplies Operating 03.2023 \$268.00
- Supplies Operating 04.2023 \$13.89
- Supplies Operating 04.2023 \$29.99
- Supplies Operating 04.2023 \$36.49
- Supplies Operating 04.2023 \$103.83
- Supplies Operating 05.2023 \$30.04
- Supplies Operating 05.2023 \$34.12
- Supplies Operating 05.2023 \$50.00
- Supplies Operating 05.2023 \$59.34
- Supplies Operating 05.2023 \$83.58
- Supplies Operating 05.2023 \$117.00
- Supplies Operating 06.2023 \$25.51
- Supplies Operating 06.2023 \$29.99
- Supplies Operating 06.2023 \$75.80
- Supplies Operating 06.2023 \$179.56
- Travel Training 04.2023 \$18.59
- Travel Training 04.2023 \$90.00
- Travel Training 04.2023 \$350.00
- Travel Training 05.2023 \$90.00
- Travel Training 05.2023 \$116.59

Another Example:
Receipts/Documentation file name correlates with budget category and includes reimbursement request amount

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Examples of Supporting Documents

LINE NUMBER	QUANTITY ORDERED	U/M	OUR ITEM NUMBER DESCRIPTION/COMMENTS	YOUR ITEM NUMBER	PRICE/UNIT REQUESTED DATE	EXTENDED PRICE	CHANGE CANCEL
1	1	EA	THE CHANGE COMP DRUG COURT WORKBOOKS-LEVY RU172 52046.2001	06/16/23	126.1200	126.12	
2	1	EA	THE CHANGE COMP DRUG COURT JOURNALS-TAD RU172 52046.9530	06/16/23	126.1300	126.13	
3	1	EA	THE CHANGE COMP TRAUMA IN LIFE & COPING SKILL RU172 52046.9530	06/16/23	274.5000	274.50	

If the entire invoice is not allocated to the TAD grant, write a note, circle or add clear information showing which costs are being included on the TAD fiscal report.

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Examples of Supporting Documents

Date of Service	Donor Name/Donor ID	CO#Employer	Description	Amount
6/26/2023	[REDACTED]	180399	LCMSMS Mephamphetamine Confirmation Send Out	11.30
8/1/2023	[REDACTED]	374402	Reconnect Monthly Client Charge (17 Clients)	127.50
8/1/2023	[REDACTED]	374402	10 Panel-FIG Drug Screen LCMSMS Amphetamines Confirmation	0.00
8/1/2023	[REDACTED]	374402	LCMSMS Buprenorphine Confirmation	0.00
8/2/2023	[REDACTED]	374720	Oral Fluid Screen	0.00
8/4/2023	[REDACTED]	375474	10 Panel-FIG Drug Screen	0.00
8/7/2023	[REDACTED]	375917	10 Panel-FIG Drug Screen	0.00
8/10/2023	[REDACTED]	377392	10 Panel-FIG Drug Screen LCMSMS Amphetamines Confirmation	0.00
8/10/2023	[REDACTED]	377392	LCMSMS Buprenorphine Confirmation	0.00
8/10/2023	[REDACTED]	377392	LCMSMS Buprenorphine Confirmation	0.00
8/12/2023	[REDACTED]	378328	10 Panel-FIG Drug Screen Confirmation	0.00
8/15/2023	[REDACTED]	378935	Medium Panel	0.00
8/16/2023	[REDACTED]	379007	10 Panel-FIG Drug Screen	0.00
8/17/2023	[REDACTED]	379608	10 Panel-FIG Drug Screen	0.00
8/18/2023	[REDACTED]	380025	10 Panel-FIG Drug Screen	25.00
8/20/2023	[REDACTED]	380409	10 Panel-FIG Drug Screen	0.00
8/22/2023	[REDACTED]	381013	10 Panel-FIG Drug Screen	0.00
8/25/2023	[REDACTED]	382227	10 Panel-FIG Drug Screen LCMSMS Amphetamines Confirmation	0.00
8/25/2023	[REDACTED]	382227	LCMSMS Benzodiazepines Confirmation	0.00
8/25/2023	[REDACTED]	382227	LCMSMS Buprenorphine Confirmation	0.00
Total				
Balance Due				
Payments/Credits				

All participant information must be redacted or referenced only as first and last name initials.

Fiscal reports containing personally identifiable information will be returned for edits.

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Examples of Supporting Documents

- If items are grouped on one line, such as meals, office supplies, etc., provide a break down of the vendor and allocated costs in adjacent cells showing what costs are reported in that total.

Marketing	Magnum Communications = \$92.75 x 2 (ATC/DSA)	185.50	185.50				
Office Supplies	Miscellaneous Office Supplies (price varies)	449.16	449.16	Amazon = \$15.98	Office Depot = \$44.87	Complete Office = \$7.19	Vari Sales = \$381.12
	Email Encryption (1.50/mnth), Worksta Mgmt						

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Modifications

- Modifications are required for any budget or staff changes
- Submit modification prior to incurring cost
- Allow at least 2 weeks for the approval process.
- Try to included as many changes to the grant as possible in one modification

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DOJ TAD Financial Team Contacts

Jacqueline Kamin, TAD Grants Specialist
608.419.5878
KaminJK@doj.state.wi.gov

Shannon Ladwig, Grants Supervisor
608.977.1491
LadwigSA@doj.state.wi.us

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Thank You!

