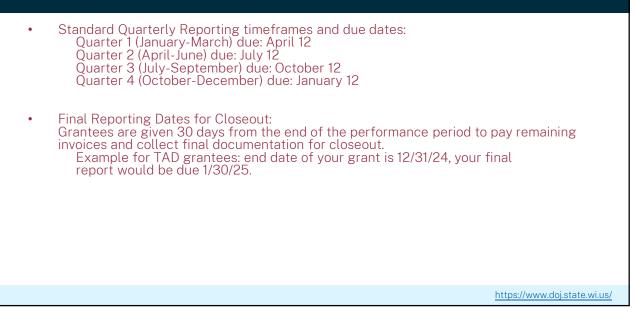


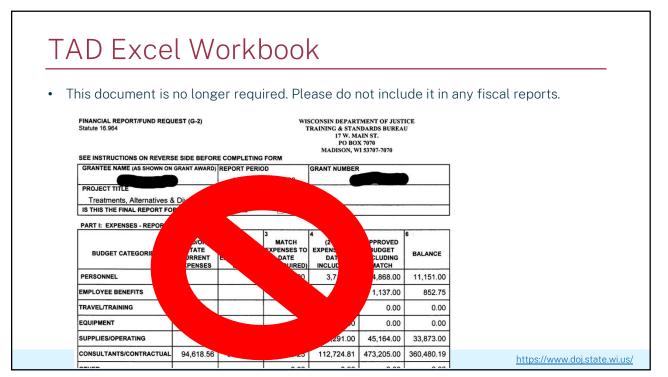
2024 Grant Training Treatment, Alternatives and Diversions Fiscal Reporting

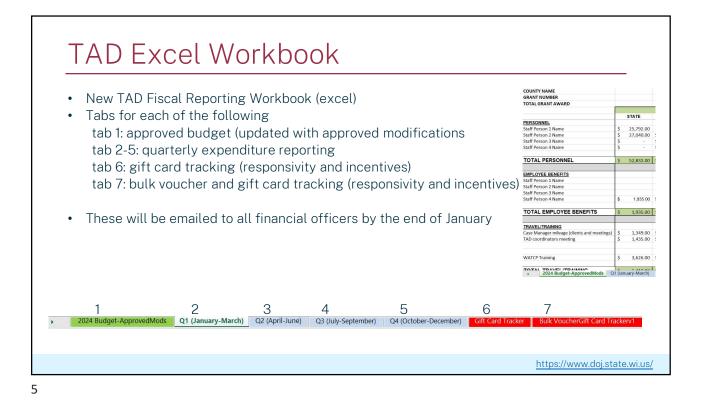


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Fiscal Reporting-Significant Dates







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B	4/1/2017 - 6/30/2017	7/12/2017	Quarterly	Submitted	9/27/2017 10:41:06 AM	Approved	Ms. Shannon Ladwig	Creatie Edit View		
122374	7/1/2017 - 9/30/2017	10/12/2017	Quarterly	Available to Submit				Create Edit	Action Create:	Create – clicking on this will open a program report
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因	10/1/2017 - 12/31/2017	1/12/2018	Quarterly	Not Available				Edit	C/0 0/0.1	Edit – when you click on edit, this will open a submitted report
D D	10/1/2017 - 12/31/2017 1/1/2018 - 3/31/2018			Not Available Not Available				Edit	Contraction of the local division of the loc	

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

QUARTE	ERLY SUBGRANT	EE REPORT			
This report submitted for the calendar quarter ending:	3/31/2018				
Report Period Ending Date: *	3/31/2018				
Report Type: *	©Quarterly ○In	terim			
Final Report. *	No 🗸				
Report Status:			L	ast Submitted Date	
Fiscal Details	Pending			Status Updated By	
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	

https://www.doj.state.wi.us/

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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

https://www.doj.state.wi.us/

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

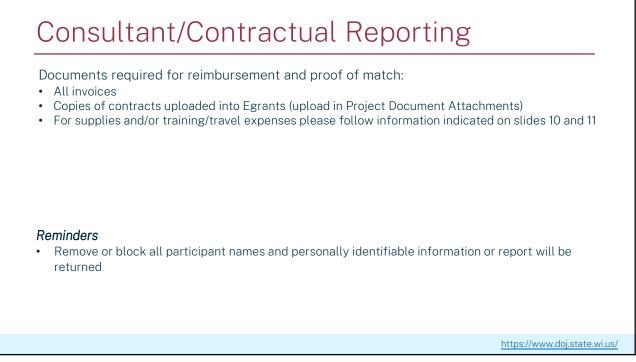
Reminders

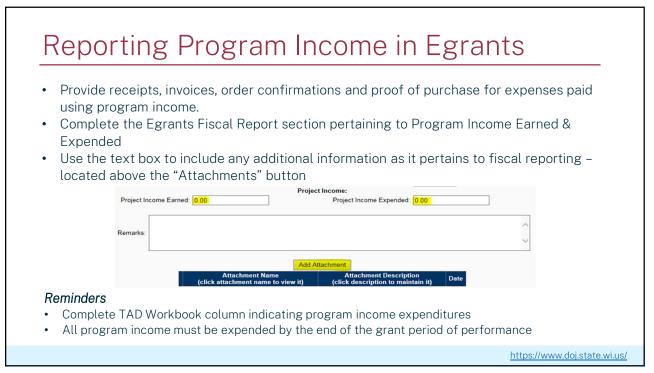
- <u>No per diems</u> estimates in budget are acceptable using max applicable rate, reimbursements are made on actual costs with required documentation.
- Meals are inclusive of tax and tip (not to exceed 15%), even in Wisconsin.
- Overage for miles in state vs county rate can be used as match
- <u>New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

https://www.doj.state.wi.us/

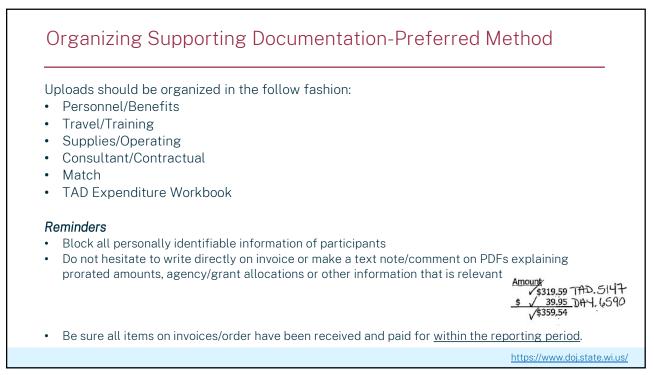
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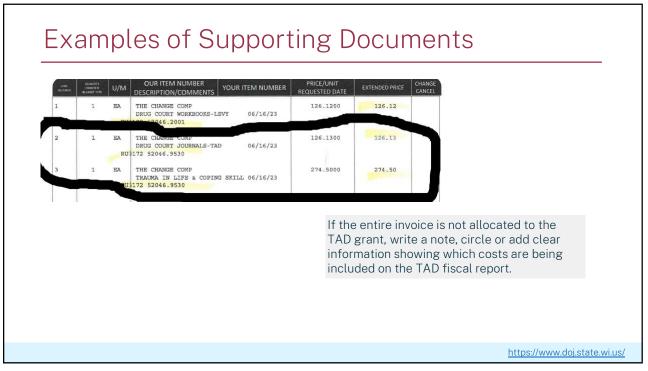


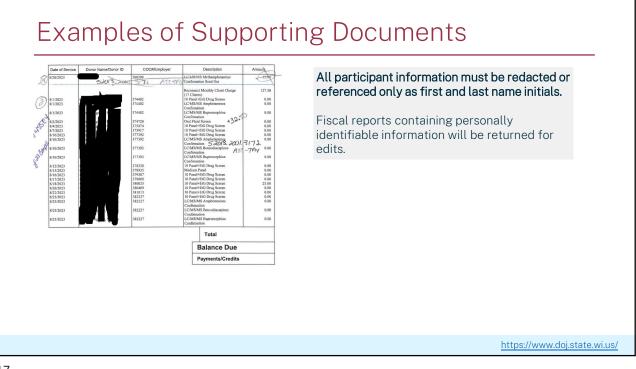


Reporting-Certifying the Fiscal Report Both the Project Director AND Financial Officer listed on the approved application or modification must log into Egrants independently to certify the Fiscal Report. Grant staff must use their own usernames and passwords. Certifications Project Director: Mr. Thomas Flint Financial Officer: Ms. Edith Williams Certify Report Certify Report Certification y signing this Fiscal Report, I certify that all expenses are true, omplete, and accurate to the best of my knowledge. I am aware at any false, forthous, or fraudulent information may subject me or timing, civil, or administrative penalties. (U.S. Code, Title 18, or the 001111 Mr. Thomas Plint Register as Certifie Project Director: :Mr. Thomas Flint Financial Officer: Mr G Paul Foste Login ID: FlintT Password: Certify Report Certify Report Approve Cancel Save as Draft Submit Revise Delete Cancel https://www.doj.state.wi.us/



2 2nd Qtr 2023 Project & GL Activity Report 2023 - Quarter 2 Incentives Contractual 03.2023 51157.50 Contractual 04.2023 520.77 Contractual 04.2023 520.77 Contractual 04.2023 520.77 Contractual 04.2023 5915.00 Contractual 04.2023 5915.00 Contractual 04.2023 5981.65 Contractual 04.2023 5981.65 Contractual 05.2023 5981.65 Supplies Operating 03.2023 57.00 Supplies Operating 03.2023 587.00 Supplies Operating 04.2023 518.38 Supplies Operating 05.2023 548.12 Supplies Operating 05.2023 548.12 Supplies Operating 05.2023 548.12 Supplies Operating 05.2023 548.13 Supplies Operating 05.2023 548.13 Supplies Operating 05.2023 548.14 Supplies Op	Another Exampl <u>e:</u> <u>Receipts/Docum</u> entation file name correlates with budget category and includes reimbursement request amount
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Aarketing Office Supplies	Magnum Communications = \$92.75 x 2 (ATC/DSA) Miscellaneous Office Supplies (price varies)	185.50	449.16		Office Depot = \$44.87	Complete Office = \$7.19	Vari Sales = \$381.12
since supplies	Email Encryption (1.50/mnth), Worksta Mgmt		45.10	- 910.00	ÇHI.O7	ç7.15	9501.12

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!

