

Fiscal Report Checklist

Please ensure before submitting you have all required information below.

All grey highlighted fields are to be filled out by the grantee.

CHECKLIST		
<input type="checkbox"/>	Cover Sheet	<ul style="list-style-type: none"> • Fill out all fields (except (e) Appropriation Number). If a field is not applicable put N/A. • This information feeds the other tabs of the report so making sure it is correct is VERY important. • Your CFSA can be found on your grant application. • Please enter dates like 02/01/2018 or if a date range 02/01/2018-02/28/2018. • You will always put N/A for T, U, V, and W. <ul style="list-style-type: none"> ◦ T and U about Program Income will ALWAYS be 0.00 this is not referring to any payments you have received for the grant.
<input type="checkbox"/>	Expenditures and Match Tab(s)	<ol style="list-style-type: none"> 1. Grey highlighted fields are to be filled out by the grantee. 2. Ensure that all information at the top of the tab is correct. If it is not go back to the cover sheet and update it there. 3. Enter your expenditures in the correct Month/Quarter and correct line item. ***NOTE: Payroll and fringe are now separate lines so please break them out. 4. Enter the Total Payments Received STD. 5. Enter the Requested Disbursal Amount. <ol style="list-style-type: none"> a. You will only enter the amount you are requesting from the expenses of the current reporting period. Do not include any amounts here that you have previously requested. 6. Fill out signature information. ***NOTE: Two signatures are still required on the report.
<input type="checkbox"/>	Sign and Scan	<p>Have two signatures on the Expenditures(s) page and scan both the Cover Sheet and the Expenditures page(s) to Lacey – lacey.pollock@illinois.gov</p> <p>***NOTE: If you are a monthly reporter after month 6 you will need to sign and scan both Expenditures tabs each month.</p>