

COMPLETING THE SUPERSTORM SANDY FINANCIAL EXPENDITURE DOCUMENTATION REPORT

The Superstorm Sandy Financial Expenditure Documentation Report requires **completion of the summary page** and the **budget category pages** with information that details expenses paid for a specific reporting period and allows for the monitoring of expenses throughout the contract term.

Summary Page Heading

- **Contractor Name:** The organization's legally incorporated name as it appears on the contract.
- **Contract Number:** The number at the top of the executed contract document.
- **Funding Opportunity #:** Please select the correct Funding Opportunity that this claim is associated with
- **Report Period:** The time period during which expenses occurred for which reimbursement is being claimed.
- **Final Claim:** This box must be checked for the final claim on the contract

Summary Page Columns

- **Column A: Approved Contract Budget Amount** (Manual entry directly on this form)
Copy the budget from the budget of the approved contract into to corresponding line items. **This column will remain constant for the duration of the contract term unless formally amended, in which case Column A should reflect the most recently approved budget modification.**
- **Column B: Expenditures this Period** (Automatically completed from detail pages)
This column represents expenses claimed for the reporting period as indicated in the heading and will be completed automatically as the detail pages are completed.
- **Column C: Cumulative Expenses Shown In Last Report** (Manual entry directly on this form)
Enter zeroes in this column for the initial reporting period, since no expenses have yet been reported. For subsequent periods, this column represents the figures in Column D, Cumulative Expenses to Date, of the previous reporting period.
- **Column D: Cumulative Expenses to Date** (Automatically completed)
This column is automatically calculated and is calculated by adding Column B, Expenditure This Period to Column C, Cumulative Expenses Shown in Last Report for each budget line.
- **Column E: Available Balance Remaining in Contract** (Automatically completed)
This column is automatically calculated by subtracting Column D, Cumulative Expenses to Date from Column A, Approved Contract Budget Amount. The Available Balance Remaining in Contract column indicates the remaining funds available for each budget line.
- **Advance Approved Amount** (Manual entry directly on this form)
Enter the amount of the approved advance in this field.
- **Advance Recouped this Period** (Manual entry directly on this form)
Enter the amount of the advance being recouped this period. This should be at least 10% of the original advance assuming that a minimum of 10 claims will be submitted. If less than 10 claims will be submitted the amount recouped on each claim must be adjusted accordingly to ensure the entire advance is recouped by the final claim of the contract.
- **Advance Cumulative from Prior Report** (Manual entry directly on this form)
Enter the total amount of the advance recouped through the prior report. This will be the **Cumulative to Date** amount from the prior claim.

Summary Page Certification and Signature

- **Authorized Voucher Signature:** The form must be signed by someone authorized to sign on behalf of the organization.
- **Printed Name / Title:** Type or print the name of the individual signing the form and include their title.
- **Date:** Enter the date the form is signed.

Individual Budget Category Detail Pages

- **Header information:** Will be carried forward and automatically entered from the Summary Page.
- **Transaction Type:** Enter method of payment
 - DC for Debit Card
 - CC for Credit Card
 - CK for check. **Include the check number**
 - Cash for cash payment. Be advised that cash payments are discouraged and may be limited based upon the justification for using cash.
- **CK/DC/CC Date:** Enter the date of payment
- **Payee:** Enter who the payment was made to.
- **Service Period:** Enter the invoice date or service period from invoice.
- **Item Description:** Enter description of item(s) purchased.
- **Gross Amount of Check:** Enter gross amount of payment.
- **Amount Chargeable to Contract:** Enter the amount of the payment being charged to the Funding Opportunity/Contract.

Notes:

All expenses must be within the term of the executed Contract

You may attach a spreadsheet or payroll report, if **all** the information from the expenditure form is on the attachment.

Fringe Benefits: The expenditure documentation form for Fringe Benefits is for the employer share of fringe benefits and should reflect payments they made (or a payroll processing company made on their behalf) for taxes, social security, insurances, pension plans, etc.