



## FINANCIAL REPORTING TIPS

- ✓ Save your report using the following naming convention: “Agency Initials 2017-2018 FSR Dates Covered” (for example, VT 2017-2018 FSR 8-1-2017 - 9-30-2017).
- ✓ Review your report for completeness and accuracy prior to submitting to Volunteer Tennessee.
- ✓ Submit your report as an attachment sent to your Program Officer, with the other Program Officer cc’d.
- ✓ Periodic Expense Reports (PERs or invoices) may be submitted no more than once per month and must be submitted at least once per quarter.
- ✓ Ensure that no negative values are noted in the CNCS share balance of the PER.
- ✓ Be mindful of how your year-to-date match compares to your required and pledged match levels.
- ✓ Ensure that PERs have been completed for each month in the reporting quarter prior to submitting the FSR.
- ✓ Indicate whether the FSR is final in box 6. A final FSR indicates that all grant activities have been completed and no additional expenses or grantee match need to be claimed.
- ✓ All items in box 10 of the FSR will be automatically populated from the PER. Do not attempt to make changes in the section of the FSR.
- ✓ Indicated whether any Federal funds are used as match in box 11.
- ✓ If Federal funds are used as match, provide the additional information requested in box 11.
- ✓ Indicate the name of the person submitting the FSR and approval date in box 14.
- ✓ If your actual match level is less than the proposed level, describe the program’s plan for ensuring that match is met by the end of the year in the “challenges/corrective actions” narrative box for feedback topic 2.
- ✓ If your actual match level is less than the required level on the final FSR, contact your Program Officer for guidance.
- ✓ If the program’s enrollment or retention rate is less than 100%, provide an explanation in the “challenges/correction actions” narrative box for feedback topic 4. Note that you may run an Enrollment or Retention Rate Report in the eGrants Portal to assess your compliance with this expectation.
- ✓ If any member enrollment or exit forms were submitted in the eGrants Portal outside the required 30 day window, provide an explanation in the “challenges/corrective actions” narrative box for feedback topic 5. You may run an Enrollment or Exit Timeliness report in the eGrants Portal to assess your compliance with this requirement.
- ✓ Ensure that you have provided Volunteer Tennessee a copy of your most recent audit report. If you have not previously provided a copy of the report for your most recently completed fiscal year, indicate when you expect to receive it in the “challenges/corrective actions” narrative box for feedback topic 6.
- ✓ Following the resolution of the Q1 FSR, please be sure to use the version of the PER/FSR workbook that includes the Program Officer’s feedback (and your responses, if any) for submitting PERs and FSRs for the remainder of the program year.