

# Instructions for Completing Form G-2 Financial Reporting and Funds Request Form

## REPORT HEADING INFORMATION

**GRANTEE NAME:** Enter the grantee agency name as shown on the grant award document (e.g., Sauk County).

**REPORT PERIOD:** Enter period for which actual expenditures are being reported. Refer to Acknowledgement Notice for specific report due dates.

**GRANT NUMBER:** Enter the grant number assigned on Attachment A of the grant award document.

**PROJECT TITLE:** Enter project title

**GRANT PERIOD:** Enter the grant period as shown on Attachment A of the award document. If the grant period has been adjusted by DOJ, use the new dates.

**IS THIS THE FINAL REPORT FOR THIS GRANT?:** if 'Yes' then this completed form must be returned to DOJ no later than 30 days after the project period end date to be eligible for project reimbursement.

**PART I. EXPENSES** - To be allowable under a grant program, costs must be paid or obligated for services provided during the grant period. If obligated by the end of the grant period, payment must be made within 30 days of the grant period ending date. Columns are numbered at the top. Each category's expenditures and balance should be reported as of the end of the current period.

**COLUMN 1. FEDERAL/OR STATE CURRENT EXPENSES:** Record amounts for which cash has been disbursed or vouchered for this report period (not including match).

**COLUMN 2. FEDERAL/OR STATE EXPENSES TO DATE:** The amounts in column 1 of current report should be added to the amounts in column 2 of the prior period's report. Enter the total in this column. This column represents the total paid or vouchered expenses to date.

**COLUMN 3. MATCH EXPENSES TO DATE:** This column represents the total MATCH expenses paid to date.

**COLUMN 4. EXPENSES TO DATE INCLUDING MATCH:** This column is the total federal and match expenses to date. It is the sum of column 2 and 3.

**COLUMN 5. APPROVED BUDGET:** These are the approved budget categories from Attachment A of your grant award or subsequent Grant Adjustment Notices received from OJA. Line item transfers in excess of 10% of an approved line item require specific written approval from DOJ prior to expenditure or obligation. All changes in Personnel or Contractual require prior approval from DOJ.

**COLUMN 6. BALANCE:** Subtract the total of the amounts in column 4 from column 5. Enter the result in column 6.

## PART II. FUNDS REPORT AND REQUEST

**RECEIVED TO DATE:** Enter the total amount of federal funds received to date from DOJ (based on your previous submissions).

**NOW REQUESTED:** Enter the amount of federal funds now requested. This amount will be based upon actual paid expenses. DOJ will analyze the fund request and release funds if the request is reasonable.

**PART III. PROGRAM INCOME (complete only if applicable)** - Program income means gross income earned as a direct result of the DOJ grant award. The program income must be used to further program objectives.

**CURRENT REPORT PERIOD:** Enter the program income earned and expended during the report period.

**TO DATE:** Enter the total program income earned and expended to date (including current report period).

**PERSON RESPONSIBLE FOR G-2 COMPLETION:** Enter name and telephone number of the person who completed the G-2.

**PART IV. GRANTEE CERTIFICATION:** This report must be signed and dated by both the Project Director and the Financial Officer of the project.

**NOTE:** If assistance is needed, please contact your fiscal contact listed in the Funding Announcement.