

Community Support Agency Grant Program - **Financial Reporting**

For Fiscal Year: _____

Due dates: January 15 and the following July 15

Agency: _____
 Telephone Number: _____ Prepared By: _____

	Complete this section by January 15	Complete this section by July 15		Comments or Remarks
	Period of July-Dec	Period of Jan - June	Cumulative Jul-Jun	
Revenues to Date:				
Program Expenditures: Compensation				
Non-Compensation				
Total Expenditures				
Cash Balance:				
Current Accounts and Notes Payable:				

 Typed Name of Authorized Official Signature of Authorized Official Date Signed

Mail Original Form to your agency's CSAG contact (refer to your grant award letter to determine your agency's CSAG contact):

City of Newport News Department of Human Services Accounting Coordinator 6060 Jefferson Avenue Newport News, VA 23605-3014 (757) 926-6342	or	City of Newport News Department of Budget & Evaluation 2400 Washington Avenue, 9th Floor Newport News, VA 23607 (757) 926-8733
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Financial Reporting Form Instructions

DUE BY JANUARY 15 (If the due date falls on a weekend, the following work day will be the due date).

1. Complete only the first section of this form at this time. This information should reflect the agency's financial activity from July through December.
2. **Make a copy of the form and instructions before mailing; the copy will be used for the next submittal, due by the following July 15 .**
3. Submit the original form, signed by the agency director or designee, by January 15, along with your report on service delivery for the first six months, a Request for Third Payment form, and an independent audit of your agency's last completed fiscal year.

DUE BY THE FOLLOWING JULY 15 (If the due date falls on a weekend, the following work day will be the due date).

1. Complete the remaining columns on your copy of this form. The information in the second column is to reflect financial activity from January through June. The information in the third column should reflect cumulative financial activity for the preceding twelve-month grant period (July-June).
2. Submit this form, signed by the agency director or designee, by July 15, along with a completed service delivery report and Request for Final Payment form.