

Instructions for Grant Expenditure Reports (MHC-1 & MHC-2)

In your award packet you will receive two financial report documents: MHC-1 and MHC-2.

MHC-1 includes the approved budget for your project in Column 5. As part of our final report, you need to fill out the remainder of the form, including all grant expenditures broken down by budget category in Column 6a. Cost-sharing should be noted in Column 6b. All expenses for salaries and fringe benefits must be listed as cost-sharing. Column 6c should be the sum of Columns 6a and 6b and reflects the total cost of the project.

Item 7: Give the source(s) and amounts of cost-sharing funds listed in column 6b. All cost-sharing amounts should be supported by auditable records to be maintained for three years.

Item 8: Indicate any interest that may have accrued on your grant funds during the grant period. Grantees may keep up to \$250 in accrued interest. Any amount of \$250 must be returned to MHC along with the final report.

Item 9: The report must be certified and signed by both the Project Director and the Fiscal Agent.

MHC-2 is used to support expenditures being shown in Column 6a of MHC-1. Originals of invoices are to be retained by the grantee for three years. MHC-2 is also used for interim reports for major grants (photocopy as needed).

Column 1: Enter the date on which each check spending grant funds was written.

Column 2: Enter the check number or if supporting documents are filed by voucher number, enter the voucher number.

Column 3: Enter the name of the person or vendor to whom the check was made payable.

Column 4: Enter the appropriate budget item code for Column 5a of MHC-1. (i.e., "A" is the code for Personnel, "B" for Travel, etc.)

Column 5: Enter the amount for which the check was written.

Column 6 is reserved for use by MHC Staff and should not be used by grantees.

After all expenditures have been listed, total Column 5 and enter amount on line B. On line C enter "Cumulative Total" from previous Voucher Register if you previously submitted an interim report. Add lines B and C and enter total on line D. The total of line D should agree with the amount shown on line "J" under column 6a of the Final Expenditure Report (MHC-1).