

## ***CBP FUNDING Reporting Requirements***

An award recipient shall provide a report, or reports, verifying award funds are spent in accordance with the purpose of the funding as stated in the funding agreement.

- All expenses must accrue during the period of the grant.
- All expenses must be for grant purposes.
- The report must show expenditures by itemizing the expenditures with an item number that corresponds to the organization of the supporting documentation.
- The report and supporting documentation should be delivered to the Fallbrook Public Utility District's office at 900 E. Mission Road., Fallbrook, California 92028. Delivery may be by United States Postal Service or any other reliable means.
- Any unspent funds must be returned to the Fallbrook Public Utility District on the day the report is due.
- An award recipient should avoid paying expenses with cash; however, any cash payment must be explained in Cover Letter, see below.
- Augmenting the financial documentation with visual evidence of the expenditure of funds, such as "before and after" pictures is recommended.

The report documentation requirements are as follow:

<b>Document</b>	<b>Description of Document</b>
Cover Letter	Written on organization's letterhead with original signature.  Description of how funds were spent and how the expenses were in compliance with the funding contract  Explanation of unspent grant funds
List of Expenditures & Accounting (See sample below.)	The sample List of Expenditures and Accounting is provided at the Fallbrook Public Utility District's website. The sample format may be set out in an excel or other format as long as it specifically lists the following details and is supported by required documentation:

	<ul style="list-style-type: none"> <li>• Date money paid</li> <li>• Check number</li> <li>• Name of payee</li> <li>• Description of purpose of payment</li> <li>• Amount paid</li> <li>• Item number that is assigned to the item and used to organize the supporting documentation</li> </ul>
<b>Contracts and Invoices (Originals not required)</b>	Evidencing work provided to project and the itemization of expenses
<b>Receipts</b>	Evidencing expenditures  Cash payments must be evidenced by a signed receipt
<b>Checks, Bank Statements and/or Credit Card Statements (Originals not required)</b>	Evidencing expenses and payments  Checks must be supported by banking documentation evidencing check was cashed
<b>Payroll Expense Reports (Originals not required)</b>	Evidencing any payroll documents  <i>(Payroll documents will likely be provided by third party. A project over \$25k requires the entity to register and open a Department of Industrial Relations (DIR) number. Registration is at <a href="https://www.dir.ca.gov/pwc100ext/LoginPage.aspx">https://www.dir.ca.gov/pwc100ext/LoginPage.aspx</a>. The DIR system automatically assigns the DIR project number.)</i>

