

Instructions for Completing Certified Financial Statements of Actual Expenditures

The Certified Financial Statement of Actual Expenditures form is for reporting your organization's monthly and cumulative expenditures.

- **You must complete this form for every month of your contract's term and for each month beyond the term until you have reported all expenditures.**
- **You must complete and submit this form for every month of your contract term, even if your organization did not spend any contract funds in a particular month.**
- **If your organization receives both Avenue NYC (CDBG) and City Council Discretionary (Tax-Levy) funding, you must complete a separate Certified Financial Statement of Actual Expenditures for each of your contracts.**
- **We recommend e-mailing an electronic copy of your completed Certified Financial Statement of Actual Expenditures to your contract manager for review before you sign and notarize the hard copy and submit it to SBS.**

Instructions for Form Entries

1. **Organization** – Enter the name of your organization.
2. **Contract Registration No.** – Enter the Registration Number from the letter that you received from SBS notifying you that your contract was registered (this is listed as “Contract #” and begins with “CT”). This number was assigned to your contract by the Comptroller’s Office.
3. **Agreement No.** – Enter the Agreement Number from the cover page of your contract. This number is used to track your contract throughout its term.
4. **SBS Contract Manager** – Enter the name of your SBS contract manager.
5. **Source of Funding** – Use the drop-down menu to indicate whether your contract is funded by Avenue NYC (CDBG) or City Council Discretionary (Tax-Levy) funds.
6. **Reporting Month** – This is the month for which you are submitting the report (i.e., the month in which your organization’s expenditures occurred). You do not need to make any entries in this space. There is a tab in the spreadsheet for each month of the contract year; please make sure that you are entering your monthly expenditures on the sheet for the appropriate month.
7. **Date Submitted** – Enter the date that your organization is submitting the Statement of Actual Expenditures.
8. **Approved Budget** – Enter the amount for each category from your organization’s contract budget, as approved by SBS, in this column.

If SBS has approved a modification to your contract’s original budget amounts after the start of the fiscal year, make sure that the amount that you enter in this column reflects the updated figures.

9. **Actual Expenses for the Month of _____** – For each item, enter your organization’s expenditures in that category for the reporting month. You should keep books on a cash basis: count all checks as expenditures for the month in which they were written, regardless of whether the check(s) were released or paid.

10. **Adjustments** – Enter any adjustments made during the reporting month. Adjustments can be made for items such as a voided check or for moving an expenditure amount from one budget line to another. Adjustments must also be made to reflect audit findings, including refunds for disallowed expenditures. Generally, adjustments should not be made to correct arithmetic errors.

Be sure to indicate whether an adjustment is an addition or subtraction by entering a negative sign (-) in front of the amount or by using parentheses. You must explain all adjustments on an additional sheet attached to the Certified Financial Statement of Actual Expenditures form.

11. **Cumulative Expenditures to Date** – When you fill out the Certified Financial Statement of Actual Expenditures, the Excel spreadsheet will automatically calculate the Cumulative Expenditures designated for the previous months through the reporting month. The amounts in this column must equal your cumulative expenditures through the previous reporting month plus your actual expenditures and adjustments for this reporting month.

Your cumulative expenditures may not exceed the amount of funds in this category of your budget as approved by SBS. If your organization's spending projections exceed your budgeted amount, you must submit a request for budget modification to SBS and SBS must approve the modification.

12. **Personnel Expenses** – Personnel expenses are expenses for wages/salary payments for personnel employed full or part-time by your organization and who you have designated in your contract budget to be paid using contract funds. Personnel expenses include allowable costs of fringe benefits provided by your organization.

In the row for each employee for whom you are requesting payment, enter the number of hours that the employee worked on contract-funded program activities for the reporting month. If your organization pays a percentage of employee salary as fringe benefits, enter this percentage in the Fringe Benefits row.

13. **Subtotal Personnel** – When you fill out the Certified Financial Statement of Actual Expenditures, the Excel spreadsheet will automatically calculate this subtotal.

This figure is the total for Payroll and Fringe expenses.

14. **Other Than Personnel (OTPS)** – OTPS expenses are expenses for items other than salaries and fringe benefits, and generally include items such as commercial rent, utilities, maintenance and repairs, supplies, telephone, and postage.

Enter these expenses in the row for the appropriate expense category. You must provide a specific description of any expenses listed as “Other OTPS” in the space provided (abbreviate if necessary).

15. **OTPS Subtotal** – When you fill out the Certified Financial Statement of Actual Expenditures, the Excel spreadsheet will automatically calculate this subtotal.

16. **Program Expenses** – Program expenses are expenses connected with carrying out your program work and scope of services as specified in your contract.

Enter these expenses in the row for the appropriate expense category. You must provide a specific description of any expenses listed as “Other Program Materials” in the space provided (abbreviate if necessary).

If your organization is carrying out multiple categories of projects under your contract (e.g., both “Business Attraction” and “Merchant Organizing”), be sure that you select the correct project from the drop-down menu in the “Specify Project Area Here” row and that you enter your expenses under the correct project category and budget line.

17. **Program Expenses Subtotal** – When you fill out the Certified Financial Statement of Actual Expenditures form electronically, the Excel spreadsheet will automatically calculate this subtotal.

This figure is the total for all program expenses listed.

15. **Total Expenses** – When you fill out the Certified Financial Statement of Actual Expenditures form electronically, the Excel spreadsheet will automatically calculate the Total Expenditures.

This figure represents the total for all items. (Total Expenditures = *Subtotal – Personnel, Subtotal – OTPS and Subtotal – Program*).

16. **Record of Cash in Account:**

Funds Received Prior to Reporting Month – Enter the total amount of SBS contract funds that your organization has received prior to the reporting month indicated on the top of the form.

18. **(Less) Cumulative Expenditures** – Enter the total amount of SBS contract funds that you have expended prior to the reporting month.

19. **Remaining Funds in Account** – When you fill out the Certified Financial Statement of Actual Expenditures form electronically, the Excel spreadsheet will automatically calculate this total.

This figure represents the amount of SBS contract funds that have been disbursed to your organization but that you have not yet expended.

20. **Checkbook Balance** – Enter the net amount remaining at the end of the month prior to the reporting month in the bank account that your organization has dedicated to SBS funds. You must reconcile this figure with the bank’s statement on a monthly basis. Generally, the number is the same as the “Remaining Funds in Account” figure unless there are non-contract funds included in the account.

21. **Certification of Executive and Financial Officer** – Once you have completed the Certified Financial Statement of Actual Expenditures, print a copy and have it signed, certified, and notarized.

One program officer (e.g.; your Executive Director or someone in a comparable position with your organization and one person with fiduciary responsibility (e.g.; your organization’s treasurer or accountant) must approve and sign the Certified Financial Statement of Actual Expenditures. The form must also be certified by the person with fiduciary responsibility. The person who certifies the form is eligible to sign one of the approvals.

Note: if the amount of funds that SBS approves for payment to your organization is less than the amount that your organization has requested, your SBS contract manager will inform your organization of the amount of contract funds that you will be receiving.