



# FAQS FOR GRANTEES: QUARTERLY REPORTS (FINANCIAL REPORT, INVOICE FORM, & PROGRESS REPORT)

## DUE DATES

### When are the Quarterly Reports due?

Quarter	Reporting Period	Reports Due
1	January 1 – March 31	April 30
2	April 1 – June 30	July 31
3	July 1 – August 31	September 30
4	September 1 – December 30	January 31

### When are final reports due?

- Grants starting August 2007 → April 30, 2009
- Grants starting July 2008 → March 30, 2010
- Grants starting December 2008 → June 30, 2010
- Additional information on the final report forms will be sent to you prior to the filing deadline.

---

## SUBMISSION

### What do we need to submit with our Quarterly Report?

- There are two forms you must submit every quarter:
  - **Quarterly Progress Report**
  - **Quarterly Financial Report**
- If you have incurred expenses for reimbursement or your Match must also submit the **Quarterly Invoice Form**.
- We will send these forms to you via email at the end of the quarter.

### Can the Reports be postmarked the day that they are due?

- Your Quarterly Report Forms should be in our office the day they are due, meaning they should be postmarked before the actual due date.
- If there is a problem with the due date, email [cctv@staff.abanet.org](mailto:cctv@staff.abanet.org) to notify the ABA staff of the issues.
- If we do not receive your reports by the due date and we have not received prior notice, there may be significant delays in your reimbursement.

### Who should I mail the reports to?

- Please sign and mail the Quarterly Progress Report, Quarterly Financial Report, Quarterly Invoice Form, and your receipts in one envelope to:  
Sharon Elstein, Program Director  
American Bar Association  
Center on Children and the Law

740 15<sup>th</sup> St., N.W.  
Washington, DC 20005

**Can we email our reports?**

- You must mail original copies with signatures to the ABA.
- They should be at the ABA Office by the date they are due.
- If you wish in addition you may also email a scanned copy of your forms to [cctv@staff.abanet.org](mailto:cctv@staff.abanet.org).

**Do we submit our reports through Grants.gov or GMS?**

- No. Please send original paper copies to:  
Sharon Elstein, Program Director  
Center on Children and the Law  
American Bar Association  
740 15<sup>th</sup> St, NW  
Washington, DC 20005

---

## FINANCIAL REPORT

**Why can I only modify the dollar amounts in certain columns?**

- You can only change numbers related to budget modifications and your current quarter's expenditures.
- Quarters that have already been reimbursed, future quarters, and your budget details cannot be modified.
- Do not change the Financial Report worksheet; we will only accept the template that is emailed to you.

**What if my numbers on the Financial Report do not match the numbers on the Invoice Form?**

- If your numbers do not match or add up correctly, review your math and contact us with questions at [cctv@staff.abanet.org](mailto:cctv@staff.abanet.org).
- The amounts stated in the Financial Report should match your Invoice Form and receipt(s).
- Before you submit your information, please make sure that everything corresponds correctly. If your information is not correct, your reimbursement will be delayed until all reports are reconciled.

---

## BUDGET ADJUSTMENTS

**What if I under-spend in one category but over-spend in another area?**

- In general, this should not cause a problem, as long as it does not affect your Match and if it is less than 10% of your total award.

**When do I need to get approval from the ABA to adjust my budget?**

- If your line-item transfers are less than 10% of your total grant award you do not need to seek ABA approval. You can note your changes at the end of the Quarter in your Quarterly Financial Report.
  - If your changes are over 10% you must contact the ABA to have your changes approved.
- 

**INVOICE FORM**

**Do I need to itemize my personnel expenses?**

- Yes, we need a brief explanation of your personnel time, including the staff member's full name, title, hours worked, rate, and the total expense.
- We do not require timecards or personnel ledgers; however we do reserve the right to request this information in the event of an audit.

**What if I have finished spending the money I was awarded before 18-month the grant period ends?**

- You do not need to submit an Invoice Form, but must continue to submit completed Progress Reports and Financial Reports each quarter until the end of your grant.

**What if I still have money to spend, but I did not spend any this quarter?**

- You do not have to submit any receipts or an Invoice Form.
- You still should submit a Quarterly Financial Report showing that you did not incur any expenses over the quarter as well as a Quarterly Progress Report.

**Are bids or proposals considered receipts?**

- No, we only accept receipts of payment. You must show that you have paid the bill, not that you have received an estimate of the cost.

**Do my receipts have to have a zero balance?**

- No, your receipts do not need a zero balance; however, there should be some proof that the bill was paid.

**Do I need to provide receipts for every expense?**

- No, only your expenses over \$500 need receipts; however everything must be itemized.

**Do I need to include my Match in my invoicing?**

- Yes. Your Match funds should be documented in the same way as your other expenses.

**Can I be reimbursed for tax or shipping costs?**

- Yes, as long as it is included in the receipt or it is itemized.

**Can I include receipts from previous quarters for reimbursement?**

- You should try to submit your invoices for the quarter in which they were paid.
- If you do submit an invoice from a previous quarter make sure you have not submitted it before and that occurred after the contract was signed.

## PAYMENT

### **When do I pay the vendor?**

- You must pay your vendor when you receive their bill and then submit your Invoice for reimbursement at the end of the quarter in which you paid them.
- We do not pay your organization before the vendor has been paid.

### **When will I be paid?**

- It will take approximately 30 days after your invoices have been **approved** to receive your reimbursement.
- If there is information missing or something wrong with your Report or invoices, someone from the ABA will contact you and let you know what information should be provided.
- Please make sure that all your information is correct the first time you submit your Reports, to insure you are reimbursed on quickly.

### **Can we be reimbursed for expenses prior to our receipt of the grant?**

- No, expenditures made prior to entering into the ABA contract will not be reimbursed.
- 

## PROGRESS REPORT

### **What if I have finished implementing this grant, do I still need to fill out the Progress Report?**

- Yes; you do not have to answer any questions relating to the grant's implementation, but we would like you to give us the statistical information requested.

### **What do you mean by the number of child abuse cases prosecuted?**

- We would like to know how many child abuse cases are referred to the DAs office from the police departments with which they work.
- Also, please track and report how those cases progress within the criminal justice system (do they end in pleas, trials, nolle pros's, etc.).

### **What if we do not have any data on cases?**

- Please submit as much information as you can.
  - You may be able to get information from the DA's office or the police department.
- 

### **What if I have more questions?**

- Before contacting the ABA staff, please make sure your question is not addressed in the FAQs.
- Please email [cctv@staff.abanet.org](mailto:cctv@staff.abanet.org) with your question.
- This email address is checked throughout the day and is the best way to get in touch with the ABA staff.