

FINANCIAL ACCOUNTING AND REQUESTING REIMBURSEMENT

- The Grantee shall keep records of all financial transactions in accordance with federal and state audit standards.
- The format for requesting reimbursement is provided on form Appendix E-1. The grantee may use additional sheets as necessary. The Grantee may request approval of an alternative reporting format.
- All requests for reimbursement shall be accompanied by with a progress report (see Appendix C).
- A request for reimbursement shall be submitted on a quarterly basis or as needed during the grant's period of performance. The Grantee shall submit a final request for reimbursement with the final progress report.
- The Grantee shall submit documentation of eligible expenses and proof of payment of these expenditures for expenses incurred during the reporting period. Documentation of eligible expenses may include an online audit trail, copies of invoices, receipts, payroll or labor reports, or other proof that complies with federal and state audit standards. Proof of payment of expenditures may include a copy of a credit card receipt, receipt showing cash payment, cancelled checks, bank statements, or other proof that complies with federal and state audit standards. A supplemental accounting record may accompany the Grantee's receipts and cancelled checks. Invoices are not considered proof of payment.
- If a grantee has an accounting system that meets state and federal audit standards, the grantee may request approval from the Grants Administrator of this system for submission of financial reports and proof of payment.
- The Recreational Trails Program and the Snowmobile Trials Program have required match contributions. The Recreational Trails Program match is 20% of the Total Project Cost and the Snowmobile Trails Program requires a 25% match of Total Project Cost.
- If the grantee is requesting reimbursement, the minimum match requirement must be met on each reimbursement request up to the amount of the request plus contributions. Reimbursements will not be processed until the match is met.
- For the Recreational Trails Program, the required match is determined by dividing the total amount of the reimbursement request by 80% (this gives

you the total project cost for the period) and multiply this figure by 20%.

For example, if a request for a \$1,200 reimbursement is made, the minimum required match would be determined as follows:

$$\text{Requested Reimbursement Amount (TPC)} \times 20\% = \text{Minimum required match}$$

$$(\$1,200 / 80\%) = \$1,500 \text{ (TPC)}, \$1,500 \times 20\% = \$300 \text{ (Minimum Required Match)}$$

- For the Snowmobile Trails Program, the required match is determined by dividing the total amount of the reimbursement request by 75% (this gives you the total project cost for the period) and multiply this figure by 25%.

For example, if a request for a \$1,200 reimbursement is made, the minimum required match would be determined as follows:

$$\text{Requested Reimbursement Amount (TPC)} \times 25\% = \text{Minimum required match}$$

$$(\$1,200 / 75\%) = \$1,600 \text{ (TPC)}, \$1,600 \times 25\% = \$400 \text{ (Minimum Required Match)}$$

- The format for reporting required matching contributions is provided on form E – 2. The grantee shall provide documentation for matching contributions similar to the documentation required for grant reimbursements. The Grantee may request approval of an alternative format for reporting matching contributions.
- The Grantee is entitled to payment for work completed or expenditures made in accordance with the grant agreement only.
- IF THE ABOVE ITEMS ARE NOT ADHERED TO, A DELAY IN PROCESSING PAYMENTS CAN RESULT.
- The progress reports shall be submitted to the Grants Administrator by email, fax or mail.