

QUARTERLY FINANCIAL REPORT INSTRUCTIONS

The **Quarterly Financial Report** is due to the State of New Jersey Enforcing the Underage Drinking Laws Subgrant Program (EUDL), the New Jersey Division of Alcoholic Beverage Control (ABC) within **10 working days** of the close of each quarter.

Submit all forms with original signature.

- Complete the identifying information in the upper lefthand corner.
- **Quarterly Financial Report (Page 1)** reflects activity by budget line item.

Approved Project Budget: this section must reflect the subgrantee's most current approved budget either from the approved subgrant application or from an approved budget revision request form.

Quarterly Expenditures: all this report periods expenditures (salary or bills paid) by the subgrantee must be listed by budget line item.

Cumulative Expenditures: this section reflects expenditures during this quarter as well as expenditures which may have occurred in previous quarters.

Unpaid Obligations: all unpaid bills (i.e., outstanding purchases orders or unpaid vouchers) should be reflected in this section.

Note: Under the Personnel line item, salaries and fringe benefits are separate line items.

- **Cash Report (Page 2)** must be completed using information from the previous Quarterly Financial Report (if applicable) and information from the Quarterly Financial Report (Page 1). The Cash Report details overall subgrant fund activity for the quarter including: the opening balance of funds for the quarter (this figure is the closing balance from the previous report (if applicable)); subgrant funds received during the quarter; subgrant funds spent, unpaid obligations and the balance of cash on hand. The opening and closing balance may reflect a deficit (a negative number).

The project director and agency financial officer should sign at the bottom of the form. Include the name and phone number of the program contact person as well as the financial contact person.

Budget Modifications

Any modifications to the approved project budget exceeding a total of \$500 or 5% (whichever is less) of the total subgrant award must be submitted to the ABC for prior approval. Such revisions must be submitted to the ABC on a **Budget Revision Request** form for written approval prior to any expenditures.

Modifications to the approved project budget of less than \$500 or 5% (whichever is less) of the total subgrant award do not require the use of the Budget Revision Request form. However, subgrantees are required to document these revisions on the Quarterly Narrative and Financial Report with an explanation in the remarks section.

Budget revisions within the same line item should be outlined in narrative form and submitted to the ABC for approval under the criteria indicated above, with the exception of **equipment** and **personnel** (see below).

Personnel/Equipment Purchases

Any modifications to the approved budget regarding personnel or equipment purchases, regardless of the dollar amount must be approved by the ABC in advance.

When requesting funds, a SIGNED State Payment Voucher MUST be included.