FY19 SNAP-Ed Final Report
Financial Report Instructions

Useful items to have available when completing your Financial Report:

- This instruction document;
- Your organization's 4th quarter expense tracking report; and
- The Financial Report, available on the Partner Portal.

To access the Financial Report:

1. Go to the Final Report page on the Partner Portal.
2. At the bottom of the page, click the 'Get Started' button under 'Financial Report' to be directed to the online form.

Complete All Five Parts

The instructions that follow are a PDF of Power Point presentation slides and their corresponding notes. If you have difficulty finding information about a specific topic, you can use the 'search' function in Adobe Acrobat to locate what you need by clicking 'Edit,' 'Find,' and entering a search term.

FY 2019 SNAP-Ed Final Report:
Financial Report

MICHIGAN
FITNESS
FOUNDATION

Getting Started

FY19 SNAP-Ed Final Report
Financial Report Instructions

Please print off the
Financial Report Instructions
available on the Partner Portal

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When you are ready to complete the Financial Report, it will be helpful for you to have the following items on hand:

- These Financial Report Instructions;
- Your organization's 4th quarter expense tracking report; and
- The Financial Report, available on the Partner Portal.

Complete All Five Parts

PSE Details Worksheet

(Indicators ST5, MT5, MT6, ST6, LT5, and LT6)

GET STARTED

ST7 and ST8 PSE Details in M2HL Update Portal

GET STARTED

EARS Data Report

GET STARTED

Program Report

GET STARTED

Financial Report

GET STARTED

michigannutritionnetwork.org/partner-portal/

Let's open the Financial Report.

Go to the Final Report page on the Partner Portal at (michigannutritionnetwork.org/partner-portal). Click on the 'Get Started' button below 'Financial Report' to be directed to the online form.

FY19 Financial Report

Please complete the following information:

Name*

First Name   Last Name

Email*

Organization*

IMPORTANT!
If you click the "Save and Resume Later" link more than once, be sure to save the most recent version of the link you receive. The link you receive will change each time you click Save and Resume Later. Previous versions of the link will not contain your most recent changes.

Save and Resume Later

Next

Once you have the Financial Report open, begin by providing your contact information and clicking 'Next.'

If you need to close the Financial Report and come back to it later, you may do so at any time by clicking 'Save and Resume Later.' Clicking this brings up a prompt that allows you to cancel the action, or save and get a link sent to your email that will allow you to access the form with all your saved information.

Please note that each time you click 'Save and Resume Later,' a new link will be generated. Therefore, it's important to **save and use the most recent link** that is sent to you. Previous links will not contain your latest changes.

Once you have entered all of your contact information and you are ready to continue, click 'Next' to move to the next screen.

Expenditures by Sources of Funding

Directions: This section was traditionally used to capture Match that supported SNAP-Ed programming. If you have any sources other than SNAP-Ed that supports your SNAP-Ed programming, please list those below.

Note that all fields (other than the auto-summed fields) are required. Enter a "0" for fields in which there are no expenditures.

1. Public Cash Contributions -- State and Local Tax Revenue only *

$ _____

Enter the dollar value of expenditures paid only with State and local tax revenue designated specifically for SNAP-Ed activities.

2. Public and Private Cash Contributions -- other than State and Local Tax Revenue *

_____

Enter the dollar value of expenditures paid with public and private cash contributions. These are contributions that are received by your agency other than State and local tax revenues designated specifically for SNAP-Ed activities. These are not from State and local tax revenues.

3. Total Public and Private Cash Contributions (auto summed)

$ 0.00

Automatically displays sum of lines 1 and 2

4. Public In-Kind Contributions (non-cash) *

$ _____

Enter the dollar value of expenditures paid with public in-kind (non-cash) contributions. These contributions are defined as goods or services provided by a state or local agency for which no cash funds are transferred and no out-of-pocket cost is incurred by the contributing agency. Typically, in-kind contributions are the value of goods or services provided by volunteers.

5. Private Cash Contributions *

$ _____

Enter the dollar value of expenditures paid with private cash contributions made to your agency. These contributions are funds provided by non-governmental groups. They may include cash provided to your agency or outlays made directly by a non-governmental organization to cover approved SNAP-Ed costs.

This section, 'Expenditures by Sources of Funding,' captures information on any sources of funding outside of SNAP-Ed that was used to support your SNAP-Ed programming in FY19. We ask that you report these sources of funding to show how your program maximized and leveraged other resources.

Some of the boxes in this form will auto-calculate and auto-populate for you based on the information you enter. And just like in the EARS Data Report, all fields that are not auto-populated must have a value entered. If a field is not applicable to you, enter a '0.'

At the bottom of this first page, Box 8 should equal the total amount of SNAP-Ed money reimbursed by MFF. Refer to your 4th quarter expense tracking report from MFF. **This number should not exceed your FY19 total award amount.**

Box 9 equals the total expenditures for your SNAP-Ed program from **all** funding sources. In our example, no other sources of funding supported our SNAP-Ed program, so Box 9 should equal Box 8 and will auto-populate for you. If you **did** have other funding sources to report, the dollar amount in Box 9 will be greater than your federal award reimbursement in Box 8. This is because Box 9 is the total of your SNAP-Ed federal award reimbursement **plus** all other sources of funding. In either case, Box 9 will auto-populate based on the information you have entered.

Once you have entered all of your information, click 'Next' to move to the next section.

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'SNAP-Ed Administrative Expenditures' captures your program's administrative expenses. Enter the expenditure amount for each line item, entering a '0' if no expense was incurred. The 'percent of total' will be auto-calculated for you.

If you reported other sources of funding on the previous page, those funds must be taken into consideration here. You will need to calculate the dollar amount of those funds that were used for administrative purposes and include them in your reporting.

Let's look at each line item individually:

- Administrative Salary
    - Organizations complete a budget worksheet that includes an estimated percentage of administrative time for each person. During final reporting, each organization is asked to assess how much of each person's reimbursed salary and fringe was for administrative purposes or work. Use the budget worksheet that your organization completed as a guide as you fill out this form.
    - Salaries and benefits for staff performing *administrative* work for the SNAP-Ed program, including any contracted staff, include these types of activities:
        - Staff time spent on SNAP-Ed administration and not on program delivery (direct education and PSE interventions), staff hiring and other administrative oversight duties, processing financial invoices and other

grant-related financial reporting, and business office staff functions.

- Administrative Training Functions
    - This would be things like training to perform administrative functions like fiscal record keeping and accounting functions.
    - This may not be applicable to all partners.

- Reporting Costs
    - This would include costs related to financial or EARS reporting only – Please identify the percent related to EARS, if possible.

Please note that 'Administrative Training Functions' and 'Reporting Costs' are associated with the activities themselves, and should not include the cost of staff time to perform these activities.

- Equipment/Office Supplies
    - This only applies to capital equipment costing more than $5,000. In most cases, this would not apply unless you used outside funds for this type of item.
- Operating Costs
    - This may not be applicable to many partners.
- Indirect Costs
    - Indirect costs are reported as a separate line item on your quarterly expense tracking reports.
- Overhead Charges
    - If you have allocated administrative costs, they are reported separately on your quarterly expense tracking reports under 'Space/Miscellaneous/Administrative.'

Please note that 'Operating Costs,' 'Indirect Costs,' and 'Overhead Costs' are similar, and organizations usually report just one of these, if applicable.

Once you have entered all of your organization's information, the total amount will be auto-populated for you at the bottom of the page.

Data provided above are

○ Actual

● Estimated based on FTE allocation

Save and Resume Later

Previous   Next

Once you have entered all of your information, you will need to identify if the data provided are actual, or based on FTE allocation.

For clarity, an example of when you might choose 'Estimated based on FTE allocation' is if you have staff who work on both SNAP-Ed and non-SNAP-Ed programs, the percent of SNAP-Ed time (or FTEs) for an individual or group of individuals could be applied to a direct expense such as space, utilities, rent, etc.

Once you have chosen the type of information you have provided, click 'Next' to move on.

The next screen shows the financial summary for your FY19 SNAP-Ed program. The dollar amounts on this page are automatically calculated based on the information provided on the previous pages. To make changes to this page, you must use the 'Previous' button to make changes to information entered previously.
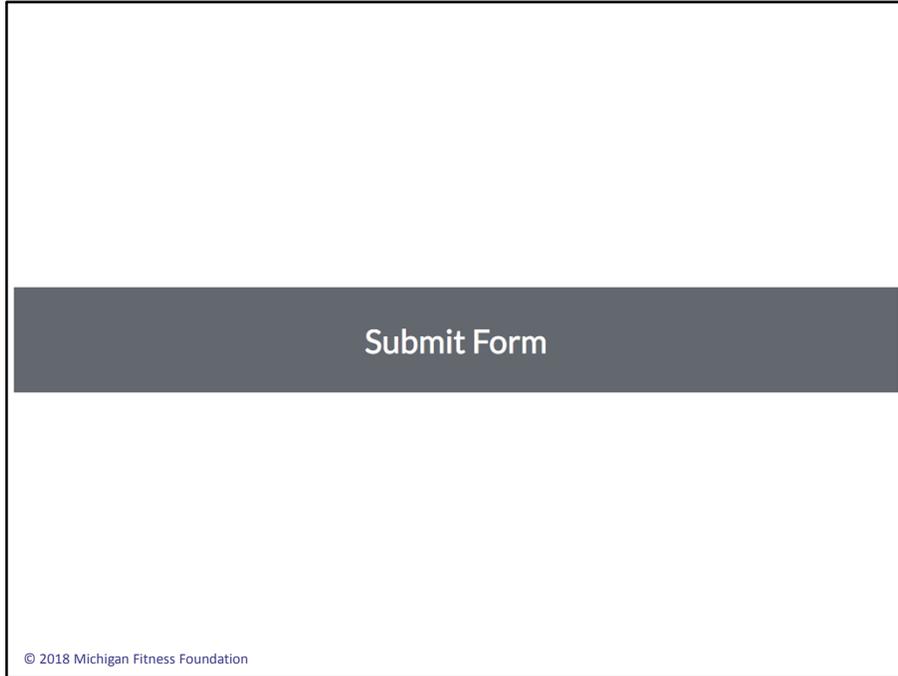
Submit Form

Once you are ready to submit your completed Financial Report, select the 'Submit Form' button at the bottom of the screen. This will automatically submit your form to MFF for review, and changes cannot be made after your form has been submitted.