

JFNA'S NEW FINANCIAL REPORTING FORMS AND SUBMISSION PROCESS FOR SUBGRANTEES

Elissa Mittman, Financial Oversight Advisor

July 20, 2022



THOUGHTS ON FINANCIAL TRAINING & EXCEL SPREADSHEETS

1

OMG – as painful as the dentist

2

Ho Hum...

3

Not me – I delegate!

4

Part of the job – can take it or leave it

5

Love'm – bring it on!



OBJECTIVES

1

Overview of the new JFNA Financial Workbook/Forms and financial reference materials.

2

Review of how to complete the new quarterly JFNA Financial Reporting Form and Evidence of Match Form.

3

Review of the new submission process for the JFNA Financial Workbook/Forms.

4

Understanding the benefits of the new JFNA Financial Workbook/Forms and key issues related to the forms and processes.



JFNA EXCEL FINANCIAL WORKBOOK: WHEN? WHY?

E

EFFECTIVE as of today July 20, 2022

X

XTRA benefits (pre-populated, auto-calculated)

C

COMPREHENSIVE, **C**USTOMIZED, **C**ONSOLIDATED

E

EFFICIENT, **E**XPLANATIONS (workbook, guide, quick tips)

L

LOVE IT!



JFNA FINANCIAL WORKBOOK: NEW FINANCIAL FORMS

1 Financial Reporting Form (FRF)

2 Evidence of Match Form (EMF)

3 Budget Modification Request Form (BMRF)

4 Carryover Request Form (CRF)

5 Approved Application Budget (for information purposes)



REFERENCE MATERIALS

- 1 JFNA Financial Workbook (Excel Workbook)
- 2 JFNA Financial Workbook Guide (Memo)
- 3 JFNA Financial Workbook Quick Tips (One-Page Memo)
- 4 JFNA Q2 Highlighted Workbook Template
- 5 JFNA's Financial Oversight Advisor: Email for 1-1 Technical Assistance





BENEFITS OF THE NEW FINANCIAL FORMS

 All required JFNA financial reporting information and forms are consolidated in one Excel workbook.

- Comprehensively review and understand the financial health and history of a program throughout the year on one form – the **Financial Reporting Form**.
- The new financial reporting form is a “living document,” meaning a subgrantee updates, saves, and submits the same document throughout the program’s duration.
- Saves time - more efficient to review and identify issues.
- Allows adjustments for site-specific issues or anomalies.



BENEFITS OF THE NEW FINANCIAL FORMS (Cont.)

-  The financial workbook is customized for each JFNA subgrantee.
 - Improves tracking and calculations of quarterly/yearly funding and expenses.
 - Fewer data entry points and reduces typing of repetitive information.
 - Pre-populated and auto-calculated fields allows for fewer mistakes and less math.
 - Forms are locked to prevent changes to rows/columns and promote standardization.
-  Resolves issues of data anomalies not captured by the old forms.
 - Improved accounting for carryover funds from year one to two.
 - Easy comparisons between various budgets and budget modifications.
 - Captures budget v. actuals data



FINANCIAL REPORTING FORM



FINANCIAL REPORTING FORM

CENTER ON HOLOCAUST SURVIVOR CARE
JEWISH FEDERATIONS INSTITUTE ON AGING AND TRAUMA



The Jewish Federations®
OF NORTH AMERICA

2022 FINANCIAL REPORTING FORM: PROGRAM YEAR ONE (3/1/22 - 2/28/23)

COHORT NAME

SUBGRANTEE NAME

REPORTING PERIOD

Name/Title of Person Completing Report:

Reporting Quarter (Q1, Q2, Q3, Q4):

Report Submission Date to JFNA:

QUICK SUMMARY TOTALS (YEAR-TO-DATE)

Program Funds
Received:

Program Expenses:

Balance Remaining:

SUBGRANTEE INFORMATION

Organization's Legal Name

Organization's City and State

Organization's Primary Contact for Program
(Email Address and Phone Number)

Organization's Secondary Contact for Program
(Email Address and Phone Number)

JFNA Cohort Name

JFNA Grant Number

Total Program Budget (JFNA Grant + Minimum Match)

FINANCIAL REPORTING FORM

DESCRIPTION			PROGRAM		REPORTING PERIOD								
PROGRAM BUDGET YEAR 1			Program Amount	Budget Modification (Date)	QUARTER ONE (1/1/22-3/31/22)		QUARTER TWO (4/1/22-6/30/2022)		QUARTER THREE (7/1/22-9/30/22)			QUARTER FOUR (10/1/22-12/31/22)	
					JFNA Funds Received	Program Expenses	JFNA Funds Received	Program Expenses	JFNA Funds Received	Program Expenses	Match Raised Year-to-Date	JFNA Funds Received	Program Expenses
TOTAL PROGRAM FUNDING													
JFNA Grant													
Required Minimum Match													
In-Kind Contribution													
Financial Contribution													
TOTAL PROGRAM EXPENSES													
Personnel													
JFNA Training Workshop Only													
Programming													
Overhead													
GRAND TOTAL					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
FUNDING SUMMARY Year-to-Date								COMMENTS QUARTER 1 (if any)					
Total JFNA Funds Received	Total Match Raised Year 1	% Match Funding Raised for Year 1	Remaining Match Needed	Overmatch Funds Raised	Total Program Expenses	% Program Expenses Spent	Budget Balance Remaining	Total Carryover Year 2 (if any)					
									COMMENTS QUARTER 2 (if any)				
									COMMENTS Quarter 3 (if any)				
									COMMENTS QUARTER 4 (if any)				
\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	TBD					

FINANCIAL REPORTING FORM

Reporting Period Section

Complete the following rows:

- **Name/Title of Person Completing Report** (row 6)
- **Reporting Quarter** (row 7)
- **Report Submission Date to JFNA** (row 8)

2022 FINANCIAL REPORTING FORM: PROGRAM YEAR ONE (3/1/22 - 2/28/23)			
COHORT NAME		SUBGRANTEE NAME	
REPORTING PERIOD		QUICK SUMMARY TOTALS (YEAR-TO-DATE)	
Name/Title of Person Completing Report:		Program Funds Received:	
Reporting Quarter (Q1, Q2, Q3, Q4):		Program Expenses:	
Report Submission Date to JFNA:		Balance Remaining:	



FINANCIAL REPORTING FORM

Subgrantee Information Section

Complete the following rows:

- **Organization's Primary Contact for Program** (email address and phone number) (row 13)
- **Organization's Secondary Contact for Program** (email address and phone number) (row 14)

SUBGRANTEE INFORMATION	
Organization's Legal Name	
Organization's City and State	
Organization's Primary Contact for Program (Email Address and Phone Number)	
Organization's Secondary Contact for Program (Email Address and Phone Number)	
JFNA Cohort Name	
JFNA Grant Number	
Total Program Budget (JFNA Grant + Minimum Match)	



FINANCIAL REPORTING FORM

Project Description Section

Complete the following rows:

- **JFNA Funds Received** (row 25, column D, F, H or K depending on the quarter)
- **Personnel** (row 31, column E, G, I, or L depending on the quarter)
- **Training Workshop** (row 32, column E, G, I, or L depending on the quarter)
- **Programming** (row 33, column E, G, I or L depending on the quarter)
- **Overhead** (row 34, column E, G, I or L depending on the quarter)

DESCRIPTION	PROGRAM		RE			
PROGRAM BUDGET YEAR 1	Program Amount	Budget Modification (Date)	QUARTER ONE (1/1/22-3/31/22)		QUARTER TWO (4/1/22-6/30/2022)	
			JFNA Funds Received	Program Expenses	JFNA Funds Received	Program Expenses
TOTAL PROGRAM FUNDING						
JFNA Grant						
Required Minimum Match						
In-Kind Contribution						
Financial Contribution						
TOTAL PROGRAM EXPENSES						
Personnel						
JFNA Training Workshop Only						
Programming						
Overhead						
GRAND TOTAL			\$0.00	\$0.00	\$0.00	\$0.00



EVIDENCE OF MATCH FORM



EVIDENCE OF MATCH FORM

EVIDENCE OF MATCH FORM				
<p>A subgrantee needs to provide the entirety of their required minimum matching funds for program year one (3/1/22-2/28/23) no later than August 31, 2022. Matching funds, whether in-kind or financial, must be raised for this specific program and applied during its term, starting on 3/1/22. In-kind or financial contributions attributed to other subgrantee agency's programs may not be used. The match funds information entered on this form will automatically tabulate below and populate the corresponding fields on the Financial Reporting Form (tab 1) in Quarter 3 (lines J27 and J28). While the full match is not due until 8/31/22 (Quarter 3), it is helpful for program planning to enter the financial and in-kind contributions as soon as they're received. For the in-kind and financial contribution charts below, complete the information requested in each column. Do not leave any box blank for each itemized contribution. For contributions exceeding the number of rows provided in either chart, insert additional rows. If your program expenses exceed JFNA funding + required match funds, you must find additional financial resources to support your program. For any questions, please contact your JFNA Financial Oversight Advisor and Program Officer.</p>				
SUMMARY				
Your agency is required to provide an annual match of:				
Year-to-date your agency has raised a total match of:				
Your agency still needs to raise:				
Your agency over match is:				
IN-KIND CONTRIBUTION				
<p>In-kind contribution sources are defined as time, services, and goods. This can include staff and volunteer time (volunteer time is valued at \$29.95 per hour) and may be counted after the 8/31/22 match deadline and through the end of the program year of 2/28/23 if it is ongoing. Services and goods may occur once or be ongoing, such as donated room space, to support a program during the year. However, commitments for all in-kind contributions must be received by 8/31/22 for program year one. Please retain records for all in-kind contributions for audit purposes. Enter your in-kind contributions beginning on line 19.</p>				
TYPE OF IN-KIND CONTRIBUTION	NAME/SOURCE OF CONTRIBUTION	DATE/TIME PERIOD RECEIVED (May Exceed Program Year 1 Dates)	VALUE OF IN-KIND CONTRIBUTION	RATIONALE FOR VALUE
Example 1: Donated Room Space (yoga class)	Yoga Society of NY	6/1/2022-5/31/2023	\$1,000.00	room rate for one year
Example 2: Volunteer Time	Various volunteers	6/1/2022-2/28/2023	\$1,250.00	200 hrs. x \$29.95 volunteer rate
Example 3: Food for Event	Kosher Restaurant	8/15/2022	\$700.00	actual value of food order donated
TOTAL (In-Kind Contributions Received)			\$0.00	
FINANCIAL CONTRIBUTION				
<p>Financial contributions are defined as cash and grants. Sources may include agency support, local and state government grants, foundation grants, Claims Conference funding, Kavod Shef funding, and individual donors (no specific names needed, type individual donor for each personal contributor). Financial contributions must be received by 8/31/22 and records should be retained for audit purposes. Enter your financial contributions beginning on line 34.</p>				
TYPE OF FINANCIAL CONTRIBUTION	NAME/SOURCE OF CONTRIBUTION	DATE (August 31, 2022 Deadline)	VALUE OF FINANCIAL CONTRIBUTION	
Example 1: Individual Donor	Individual Donor	5/1/2022	\$500.00	
Example 2: State Government	Health/Human Services Grant	6/15/2022	\$750.00	
TOTAL (Total Financial Contributions Received)			\$0.00	
COMMENTS				

EVIDENCE OF MATCH FORM

In-Kind Contributions Chart

Complete the following columns for each contribution:

- **Type of In-Kind Contribution** (column A)
- **Name and Source of Contribution** (column B)
- **Date or Time Period Contribution Received** (column C)
- **Value of In-Kind Contribution** (column D)
- **Rationale for Contribution** (column E)

IN-KIND CONTRIBUTION				
In-kind contribution sources are defined as time, services, and goods. This can include staff and volunteer time (volunteer time is valued at \$29.95 per hour) and may be counted after the 8/31/22 match deadline and through the end of the program year of 2/28/23 if it is ongoing. Services and goods may occur once or be ongoing, such as donated room space, to support a program during the year. However, commitments for all in-kind contributions must be received by 8/31/22 for program year one. Please retain records for all in-kind contributions for audit purposes. Enter your in-kind contributions beginning on line 19.				
TYPE OF IN-KIND CONTRIBUTION	NAME/SOURCE OF CONTRIBUTION	DATE/TIME PERIOD RECEIVED (May Exceed Program Year 1 Dates)	VALUE OF IN-KIND CONTRIBUTION	RATIONALE FOR VALUE
Example 1: Donated Room Space (yoga class)	Yoga Society of NY	6/1/2022-5/31/2023	\$1,000.00	room rate for one year
Example 2: Volunteer Time	Various volunteers	6/1/2022-2/28/2023	\$1,250.00	200 hrs. x \$29.95 volunteer rate
Example 3: Food for Event	Kosher Restaurant	8/15/2022	\$700.00	actual value of food order donated
TOTAL (In-Kind Contributions Received)			\$0.00	



EVIDENCE OF MATCH FORM

Financial Contributions Chart

Complete the following columns for each contribution:

- **Type of Financial Contribution** (column A)
- **Name and Source of Contribution** (column B)
- **Date (8/31/22 Deadline)** (column C)
- **Value of Financial Contribution** (column D)

FINANCIAL CONTRIBUTION			
Financial contributions are defined as cash and grants. Sources may include agency support, local and state government grants, foundation grants, Claims Conference funding, Kavod Shef funding, and individual donors (no specific names needed, type individual donor for each personal contributor). Financial contributions must be received by 8/31/22 and records should be retained for audit purposes. Enter your financial contributions beginning on line 34.			
TYPE OF FINANCIAL CONTRIBUTION	NAME/SOURCE OF CONTRIBUTION	DATE (August 31, 2022 Deadline)	VALUE OF FINANCIAL CONTRIBUTION
Example 1: Individual Donor	Individual Donor	5/1/2022	\$500.00
Example 2: State Government	Health/Human Services Grant	6/15/2022	\$750.00
TOTAL (Total Financial Contributions Received)			\$0.00
COMMENTS			



ADDING ROWS

When to Add Rows:

Include all contributions. If you have more in-kind and/or financial contributions than the rows provided, insert additional rows in the Evidence of Match Form's charts.

How To Add Rows:

- Right click mouse on the row **below** where you want to insert the row
- Left click on insert
- New row will be inserted **above** the row you clicked on



Q3 MATCH REQUIREMENT

As a subgrantee's required minimum match is due on August 31 the match data is only captured in Quarter 3 of the spreadsheet.

However, as soon as in-kind and financial contributions are received the information should be included on the Evidence of Match Form (EMF).

As the EMF auto-calculates and auto-populates the Financial Reporting Form subgrantees can better monitor and track their minimum match year-to-date.



SUBMISSION PROCESS



SUBMITTING THE FINANCIAL WORKBOOK TO JFNA

1

Save the Financial Workbook with the new quarterly data in the Financial Reporting Form and the Evidence of Match Form.

2

Complete the Jotform submission link which requires a digital signature (<https://form.jotform.com/221144481205041>).

3

Upload the JFNA Financial Workbook as an Excel attachment only. (PDF versions will **not** be accepted.)

4

Press submit. (JFNA will follow up if we have any questions.)



HOUSEKEEPING:

DUE DATES, DO'S/DON'TS, DATA CORRECTION & DELETIONS



FINANCIAL FORMS DUE DATES

Quarter 2 Forms

- Due Date: Wednesday, August 31, 2022
- Time Period: April 1 – June 30, 2022
- Forms Due: Financial Reporting Form and Evidence of Match Form

Quarter 3 Forms

- Due Date: Monday, October 31, 2022
- Time Period: July 1 – September 30, 2022
- Forms Due: Financial Reporting Form and Evidence of Match Form

Quarter 4 Forms:

- Due Date: Tuesday, January 31, 2023
- Time Period: October 1 – December 31, 2022
- Forms Due: Financial Reporting Form, Evidence of Match Form, and Carryover Request Form (*if needed*)



DO'S AND DON'TS

Do's

- Do enter information quarterly using and submitting the **same** workbook
- Do **save** your data and workbook for each quarter
- Do submit your reports on time
- Do submit the entire JFNA Workbook as an Excel attachment (**not a PDF**) via Jotform with a digital signature
- Do use the comments sections if you need to explain an issue
- Do ask JFNA for help

Don'ts

- **Don't use the old reporting forms**
- Don't print – not printer-friendly
- Don't create or add/delete rows, columns, or worksheets (even if not used). (*Exception: Evidence of Match Form for additional contributions*)
- Don't write comments or add fields outside the forms' parameters
- Don't change Excel formulas
- Don't delete data from prior reporting quarters unless a data correction is needed
- Don't submit a PDF Excel spreadsheet



DATA CORRECTION PROCESS

Help! I reported the wrong information!

- To revise data on a Financial Reporting Form (FRF) already submitted to JFNA, wait until the next FRF due date to submit the change(s).
- Edit the appropriate boxes in the prior quarter(s) with the revised data and note the change(s) in the comments section corresponding to the relevant quarter.
- Enter the current quarter's financial data and submit the financial workbook to JFNA.
- See example (next slide)



DATA CORRECTION PROCESS (Example)

Help! I reported the wrong information!

Example: A subgrantee realizes in September it inaccurately reported the Quarter 2 personnel expenses as the costs were actually \$2500 higher.

DESCRIPTION	PROGRAM		REPORTING PERIOD						
	Program Amount	Budget Modification (Date)	QUARTER ONE (1/1/22-3/31/22)		QUARTER TWO (4/1/22-6/30/2022)		QUARTER THREE (7/1/22-9/30/22)		
PROGRAM BUDGET YEAR 1			JFNA Funds Received	Program Expenses	JFNA Funds Received	Program Expenses	JFNA Funds Received	Program Expenses	Match Raised Year-to-Date
TOTAL PROGRAM FUNDING									
JFNA Grant	\$4,000.00		\$4,000.00		\$0.00		\$0.00		
Required Minimum Match	\$1,000.00								
In-Kind Contribution									\$0.00
Financial Contribution									\$1,000.00
TOTAL PROGRAM EXPENSES									
Personnel	\$4,000.00			\$0.00		\$1,000.00			
JFNA Training Workshop Only	\$0.00			\$0.00		\$0.00			
Programming	\$750.00			\$50.00		\$250.00			
Overhead	\$250.00			\$200.00		\$0.00			
GRAND TOTAL	\$5,000.00		\$4,000.00	\$250.00	\$0.00	\$1,250.00	\$0.00	\$0.00	\$1,000.00



DATA CORRECTION PROCESS (Example)

Help! I reported the wrong information!

Next steps... In the Quarter 3 Financial Reporting Form due on 10/31/22:

1) Change the Q2 personnel expenses box by deleting the inaccurate amount and entering the new amount (\$2500 higher). Keep the correct information in the other Q2 boxes (e.g., overhead, training workshop, programming).

DESCRIPTION	PROGRAM		REVENUE			
PROGRAM BUDGET YEAR 1	Program Amount	Budget Modification (Date)	QUARTER ONE (1/1/22-3/31/22)		QUARTER TWO (4/1/22-6/30/2022)	
			JFNA Funds Received	Program Expenses	JFNA Funds Received	Program Expenses
TOTAL PROGRAM FUNDING						
JFNA Grant	\$4,000.00		\$4,000.00		\$0.00	
Required Minimum Match	\$1,000.00					
In-Kind Contribution						
Financial Contribution						
TOTAL PROGRAM EXPENSES						
Personnel	\$4,000.00			\$0.00		\$3,500.00
JFNA Training Workshop Only	\$0.00			\$0.00		\$0.00
Programming	\$750.00			\$50.00		\$250.00
Overhead	\$250.00			\$200.00		\$0.00
GRAND TOTAL	\$5,000.00		\$4,000.00	\$250.00	\$0.00	\$3,750.00



DATA CORRECTION PROCESS (Example)

Help! I reported the wrong information!

2) Explain in the Q2 comments box the changes made (e.g., *Correction: Actual personnel expenses were \$2500 higher than originally reported for Q2.*)

DESCRIPTION	PROGRAM		RE			
PROGRAM BUDGET YEAR 1	Program Amount	Budget Modification (Date)	QUARTER ONE (1/1/22-3/31/22)		QUARTER TWO (4/1/22-6/30/2022)	
			JFNA Funds Received	Program Expenses	JFNA Funds Received	Program Expenses
TOTAL PROGRAM FUNDING						
JFNA Grant	\$4,000.00		\$4,000.00		\$0.00	
Required Minimum Match	\$1,000.00					
In-Kind Contribution						
Financial Contribution						
TOTAL PROGRAM EXPENSES						
Personnel	\$4,000.00			\$0.00		\$3,500.00
JFNA Training Workshop Only	\$0.00			\$0.00		\$0.00
Programming	\$750.00			\$50.00		\$250.00
Overhead	\$250.00			\$200.00		\$0.00
GRAND TOTAL	\$5,000.00		\$4,000.00	\$250.00	\$0.00	\$3,750.00
COMMENTS QUARTER 1 (if any)						
COMMENTS QUARTER 2 (if any)						
Correction: Actual personnel expenses were \$2500 higher than originally reported for Q2						



DATA CORRECTION PROCESS (Example)

Help! I reported the wrong information!

3) Enter the new financial data needed for the Q3 boxes.

DESCRIPTION	PROGRAM		REPORTING PERIOD						
	Program Amount	Budget Modification (Date)	QUARTER ONE (1/1/22-3/31/22)		QUARTER TWO (4/1/22-6/30/2022)		QUARTER THREE (7/1/22-9/30/22)		
			JFNA Funds Received	Program Expenses	JFNA Funds Received	Program Expenses	JFNA Funds Received	Program Expenses	Match Raised Year-to-Date
TOTAL PROGRAM FUNDING									
JFNA Grant	\$4,000.00		\$4,000.00		\$0.00		\$0.00		
Required Minimum Match	\$1,000.00								
In-Kind Contribution									\$0.00
Financial Contribution									\$1,000.00
TOTAL PROGRAM EXPENSES									
Personnel	\$4,000.00			\$0.00		\$3,500.00		\$200.00	
JFNA Training Workshop Only	\$0.00			\$0.00		\$0.00		\$0.00	
Programming	\$750.00			\$50.00		\$250.00		\$150.00	
Overhead	\$250.00			\$200.00		\$0.00		\$25.00	
GRAND TOTAL	\$5,000.00		\$4,000.00	\$250.00	\$0.00	\$3,750.00	\$0.00	\$375.00	\$1,000.00
COMMENTS QUARTER 1 (if any)									
COMMENTS QUARTER 2 (if any)									
Correction: Actual personnel expenses were \$2500 higher than originally reported for Q2									
COMMENTS Quarter 3 (if any)									



DATA CORRECTION PROCESS (Example)

Help! I reported the wrong information!

4) Submit the JFNA Financial Workbook. The Quarter 3 Financial Reporting Form now includes Q1 data, revised Q2 data, and new Q3 data.

DESCRIPTION	PROGRAM		REPORTING PERIOD						
	Program Amount	Budget Modification (Date)	QUARTER ONE (1/1/22-3/31/22)		QUARTER TWO (4/1/22-6/30/2022)		QUARTER THREE (7/1/22-9/30/22)		
			JFNA Funds Received	Program Expenses	JFNA Funds Received	Program Expenses	JFNA Funds Received	Program Expenses	Match Raised Year-to-Date
TOTAL PROGRAM FUNDING									
JFNA Grant	\$4,000.00		\$4,000.00		\$0.00		\$0.00		
Required Minimum Match	\$1,000.00								
In-Kind Contribution									\$0.00
Financial Contribution									\$1,000.00
TOTAL PROGRAM EXPENSES									
Personnel	\$4,000.00			\$0.00		\$3,500.00		\$200.00	
JFNA Training Workshop Only	\$0.00			\$0.00		\$0.00		\$0.00	
Programming	\$750.00			\$50.00		\$250.00		\$150.00	
Overhead	\$250.00			\$200.00		\$0.00		\$25.00	
GRAND TOTAL	\$5,000.00		\$4,000.00	\$250.00	\$0.00	\$3,750.00	\$0.00	\$375.00	\$1,000.00
COMMENTS QUARTER 1 (if any)									
COMMENTS QUARTER 2 (if any)									
Correction: Actual personnel expenses were \$2500 higher than originally reported for Q2									
COMMENTS Quarter 3 (if any)									



DELETION ISSUES

- Accidentally delete an Excel formula?
- Need to delete information in a locked cell in order to change it?
- Accidentally delete a form?
- Mental deletion – you forgot how to do something?

Don't try to correct it, contact JFNA!

New forms and processes may have glitches. Be patient!

Provide feedback!



ANTICIPATED FAQs



The form is broken - I can't fill in certain boxes? Is it me or the form?

Sorry to say, most likely you, as the form is locked. If you can't fill in a box, you're probably not supposed to input or change data. If you feel this is in error, contact JFNA.



Why aren't there match fund columns in every quarter?

Match is due on 8/31/22 in Q3 so for now it is only being captured as a running total in Q3.



Where is the Activities, Events, Meetings, Kitchen Sink budget category?

This category has been renamed Programming. The title was too long for me.



ANTICIPATED FAQs (Cont.)

What did you do with my training budget? Is it me or you?

You'll be happy - it's me! If your RFP requested training funds unrelated to JFNA's training workshop, those funds have been incorporated into the new programming category.

Help – I hate Excel and don't understand what to do?

Email or call me any time... I'm from New York – I love to talk!

On the EMF, why is there a note saying “Per Q1 Report - please update and itemize if in-kind or financial”?

Sites who have already raised part or all their match submitted a lump sum number to JFNA in the old Q1 Financial Spending Report. JFNA now needs you to describe the match in more detail within the appropriate charts.



NEXT STEPS

1

Review the new JFNA Financial Workbook/Forms and reference materials (JFNA Workbook Guide, Quick Tips, and Highlighted Q2 Template) sent by JFNA in an email last week.

2

Check the financial data in your workbook is correct. Complete the **Financial Reporting Form** and **Evidence of Match Form** for Quarter 2 (Apr. to Jun. 2022).

3

Submit the completed forms in an Excel format via the Jotform process to JFNA by Wednesday, August 31, 2022.

4

Need help? Email me: elissa.mittman@jewishfederations.org and cc: aging@jewishfederations.org.

5

Budget Modification Request and Carryover Forms Training – Fall 2022. Stay tuned for another fabulous financial training...



Q&A



Thank You

For more information, contact Elissa at
Elissa.Mittman@JewishFederations.org

