

Tip Sheet for JFNA's Quarterly Spending Report

- 1) Please explain the organization's spending progress and pace in the comments section of the Quarterly Spending Report, which is at the bottom of the report. For example, note whether the organization spent more or less money in a given quarter than anticipated and explain why. We understand that organizations have different rates of spending depending on each work plan.
- 2) Complete the report on a cash basis, not an accrual basis (i.e. how much money has come in, not how much has been earned in any given quarter).
- 3) Do not include overmatch in any of the fields provided as it does not fall under the same regulations as JFNA and matching dollars.
- 4) The new simplified form allows you to fill out each section and not separate out by line item. It is recommended you keep the detailed records in the event of a federal audit.