


Financial Report #1

Complete the table below identifying the correct expense type for expenditures purchased through the St. Louis County Children's Service Fund 2021-2023 Grassroots Fund from October 2021 – September 30, 2023. Then, upload corresponding receipts and proof of the purchases for expenditures made under an approved expense type from the program's final approved budget. [See a list of acceptable documentation for proof of payments by expense type.](#) You may include multiple expenditures from the same expense type in a single table, though you must upload supporting documentation for each item/purchase below. Please email your assigned CSF Program Officer with any questions or concerns.

 Individual completing this report:

Name	Email	Phone	Date of Report
_____	_____	_____	_____

Expense Table Instructions

In the "**Expense Type**" field, select the appropriate expense type for expenditures made based on the approved program budget listed in your 2021-2022 Emergency Fund contract. In the field labeled "**Expense Subtotal**", list the total amount expended and documented in the files uploaded for the expense type listed above. If you made multiple purchases in the expense type selected, please add up the total and enter it in the Expense Subtotal field. Example: Multiple pay periods and various staff may be added together into one subtotal for "Salary and Benefits" table, as the expenditures all fall into the same expense type. Finally, in the text box labeled "**Description of Item(s) Purchased**", provide details of the expenditures documented and reported on in the expense type selected above. If the expenditure was for labor (e.g. salary & benefits or contract services) please identify the title or position of the individual who performed the service and the number of hours worked, as well as the dates the labor was performed and paid out.

PLEASE IDENTIFY AND DOCUMENT WHAT THE EXPENSE WAS USED FOR AND PROOF THAT FULL PAYMENT IS COMPLETE. INVOICES ALONE ARE NOT SUFFICIENT.

Expenditure Description Table (1.1)

Expense Type (*drop-down menu*)


- Salary & Benefits
- Contract Services
- Occupancy
- Training & Professional Dev.
- Insurance
- Travel
- Equipment
- Supplies
- Printing, Copying & Postage
- Evaluation
- Marketing
- Conferences, Meetings, etc.
- Administration
- Other

Expense Subtotal _____

Description of Item(s) Purchased _____

Expenditure Documentation Upload (1.1)

**For Salary & Benefits or Consulting Professional Services, please ensure the documentation and proof of payment includes the following information: Last Name of employee, title/position, hours and dates worked, date paid, and proof of payment validating the amount paid out to the employee. Please remove or blackout any additional identifiable information.*

 Upload a file

 Do you have another receipt or expenditure to upload?

- Yes
- No

Please note, the SMAApply form online allows for up to ten tables listing expenditures and accompanying documentation to be uploaded per form. Additional expenditures can be uploaded in subsequent reporting forms (e.g. Financial Report #2, Financial Report #3, etc).

Check the box verifying you have completed all of the tables and uploaded all the required proof of payments for the expenditures listed. Please select "**Mark as Complete**" when you have finished all of the expense tables and uploaded documentation showing proof of the purchases for all of the expenditures listed. You may still go back and review or edit the information before you click "Mark as Complete".

The expense information I have provided is accurate and complete.

PREVIOUS

SAVE & CONTINUE EDITING

MARK AS COMPLETE