

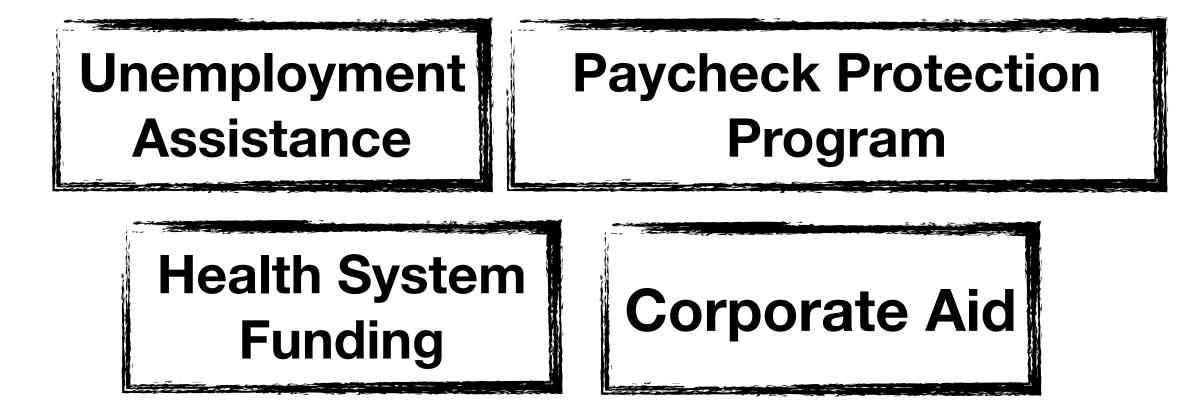
Montana Nonprofit Association

# **Coronavirus Relief Fund (CRF)** Reporting

### **Program Overview** November 10, 2020 | 2:00p MST

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#### **CARES Act**



**MUCH MORE** 

#### State Aid — Coronavirus Relief Funds

- Social Service Grants
- Business Sustainability
- Housing
- •Food Bank
- School-Age Child Care
- Live Entertainment
- Stay Connected
- •Safeguard Access
- Business Adaptability
- Business Innovation
- •ETC...





- Social Service Rounds 1 (\$10K) and Round 2 (10%)
- School-Age Child Care
- Food Bank and Food Pantry Assistance
- Stay Connected
- Safeguard Access

\*OTHER PROGRAMS NOT COVERED HERE\*

\*REPORTS ARE DUE FOR EACH PROGRAM INDIVIDUALLY\*

\*BUSINESS ADAPTABILITY DOES NOT REQUIRE A REPORT\*



- Grant Funds can be used for ELIGIBLE EXPENSES FROM MARCH 1 DECEMBER 30, 2020
- Any funds not expended by December 30, 2020 will be required to be returned, per Federal statute.
- programs, such as Paycheck Protection Program loans.

Uses of funds CANNOT overlap with expenses covered by other CARES Act



- NOVEMBER 16, 2020 INTERIM REPORTS DUE
- JANUARY 31, 2021 FINAL REPORTS DUE



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- IS ALL THAT IS REQUIRED.
- REPORT

#### IF ALL FUNDS WERE SPENT BY SEPTEMBER 30, 2020, THE FINAL REPORT

#### IF TOTAL CRF GRANTS ARE MORE THAN \$50,000, A GENERAL LEDGER REPORT FOR EACH GRANT OF EXPENDITURES IS REQUIRED WITH FINAL



- GL Report is NOT an income statement or P&L. It must show account summaries and details of every transaction going into and out of the account.
- Must have separate reports for each grant, as separated by the CFDA Number.
  - You can find the CFDA number in the contract of your grant award AND at the top of the grant report.



General Ledger Report FreshBooks Support For Jan 1, 2018 - Dec 31, 2018			
Petty Cash (1000-1) Cash			
Transaction / Reference	Date / Client / Note	Debit	Credit
Expense Expense	Jan 31, 2018 — Phone Bill		50.00
Expense Expense	Feb 3, 2018 Jill Smith Ads for recruiting clients.		50.55
Other Income Etsy	Mar 1, 2018	340.00	
Credit Note	Mar 19, 2018 Jill Smith Overpayment: invoice #ST00000042, Credit	100.00	
Net Movement		339.45	



- - Payroll
    - Can include both wages and benefits. Can NOT include Payroll Taxes
  - Equipment
    - Non-expendable property with a useful life >1 year and a unit cost of >\$5,000
  - Supplies
    - Consumable materials costing less than \$5,000, include health and safety supplies
  - **Other Operating Expenses** 
    - Rent, Utilities, Training, Fee Offset (Childcare)

• Most Common Eligible Expenses (Other categories are allowed, as long as not expressly prohibited):



• Can NOT Prepay 2021 Expenses (e.g. Mortgage) AND Can NOT Sub-grant Funds

• Grant Report Forms can be found at:

<u>covidrelief.mt.gov/login</u>

submitted the original grant proposal.

Report will be found under "My Submissions" in the profile of the person who



Visit <u>mtnonprofit.org/crf\_reportingresources/</u> for FAQs and support



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#### **Free MNA Help Desk 30-minute of individual support**

#### **DIRECT YOUR QUESTIONS TO MNA AND WE WILL ROUTE/REFER TO** THE STATE IF WE CAN'T ANSWER



## 

#### **Accounting Expertise Individual Consultation on Fund Accounting**



Visit <u>mtnonprofit.org/crf\_reportingresources/</u> for FAQs and support

# QUESTIONS?

