

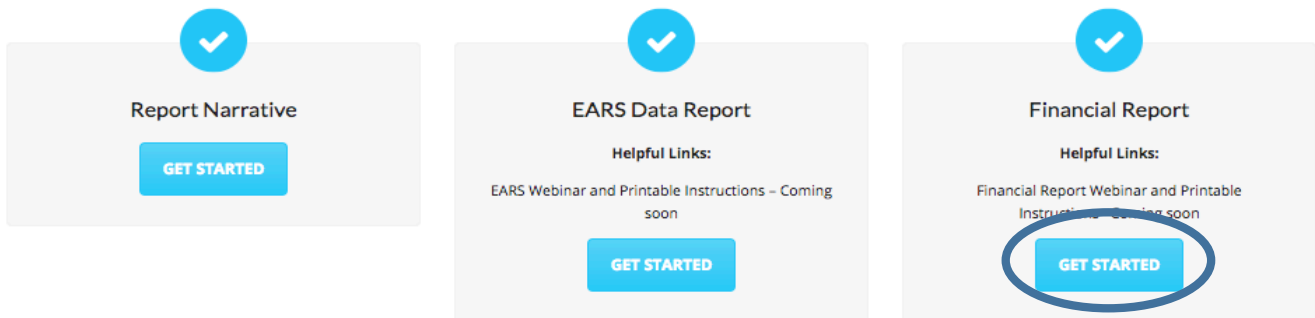
Completing the Year-End Report: Financial Report Printable Instructions

****It may be helpful for you to print this handout and follow along with the webinar****

Helpful items to have available when completing **YOUR** Year-End Report:

- 1) This instruction document;
- 2) Your organization's 4th quarter expense tracking report; and
- 3) The financial report on the MNN website.

1. Go to www.michigannutritionnetwork.org/year-end-report to access the three parts of your FY 2017 year-end report as well as technical assistance.
2. Click 'Get Started' at the bottom of the webpage to access the online Financial Report form.



The instructions that follow are a PDF of the PowerPoint and notes used during the financial report webinar. The webinar is presented in the same order as the online report. If you have difficulty finding information about a specific topic, you can use the search function in Acrobat to locate what you need by clicking 'edit', 'find', and entering a search term.

**FY 2017 SNAP-Ed Year-End Report:
Financial Report**



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Items to Have on Hand

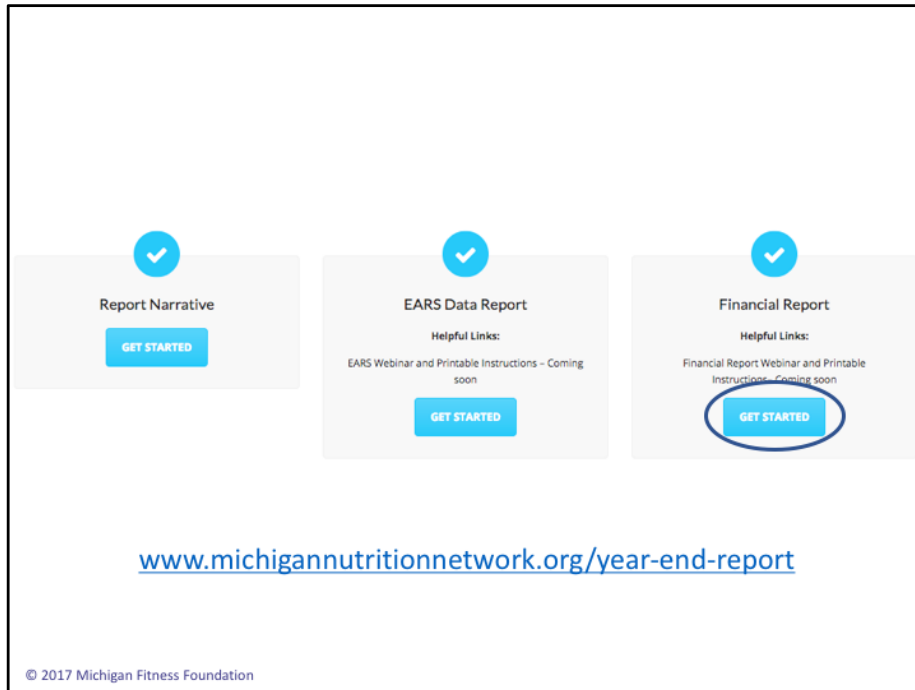
- The financial report printable instructions;
- Your organization's 4th quarter expense tracking report; and
- The Financial Report on the MNN website.

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When you are ready to complete your own financial report, it will be helpful for you to have the following items:

- The financial report printable instructions;
- Your organization's 4th quarter expense tracking report; and
- The Financial Report on the MNN website.

You may notice reference to both the financial report and the FY2017 Year-End Expenditures Report. These are two names for the same report. For the sake of brevity, we will refer to this portion of your year-end report as the financial report.



Okay, let's get started.

Go to www.michigannutritionnetwork.org/year-end-report to access the three parts of your FY 2017 year-end report, as well as technical assistance. Click on 'Get Started' at the bottom of the webpage to access the online Financial Report form.

FY 2017 Year-end Expenditures Report

Please complete the following information:

Name * Email *

First Name Last Name [Email Field]

Organization * Program Name *

[Organization Field] [Program Name Field]

Enter the title of your SNAP-Ed program

Save and Resume Later

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Once you have the financial report form open, begin by filling in your agency information and clicking 'Next'.

If you need to close this form 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 entered information saved.

Please note that if you choose to save and resume later, the form will look a little different when you return. This year, the financial report form is submitted via Formstack. This form has been embedded on the MNN website. However, if you click 'Save and Resume Later', the link that you will receive in your email will send you directly to your saved Formstack report, not the version on the MNN website. The content is exactly the same, it will just look a little different.

Once you have entered all of your organization information, 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)

\$ ←

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.

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You will note that this section was traditionally used to capture Match that supported SNAP-Ed programming. Because Match is no longer a requirement, you may not have collected it. However, if you did collect Match, or had other funding sources to support your SNAP-Ed program, we ask that you report it here to show how your program maximized and leveraged resources.

Please note that some of the boxes in this form will auto-calculate and auto-populate for you based on the information you enter. **(click arrow)**

Just like in the EARS form, all fields that are not auto-populated must have a value entered. If you do not have any information for a given field, enter a '0'.

7. Total public in-kind, private cash & Indian tribal contributions (auto summed)

\$ 0.00

Automatically displays sum of lines 4, 5 and 6

8. Federal Award Reimbursement *

\$ 120000.00

Enter the total amount of the federal award reimbursement for SNAP-Ed; this is the total amount chargeable to SNAP-Ed.

9. Total SNAP-Ed Expenditures (auto summed)

\$ 120000.00

Automatically displays sum of lines 3, 7 and 8

No other sources of funding? Box 8 = Box 9	Yes, I do have other sources of funding. Box 9 > Box 8
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At the bottom of this first page, Box 8 (**click arrow**) should equal the total amount of money reimbursed by SNAP-Ed – Refer to your 4th quarter expense tracking report from MFF. This number should not exceed your FY17 total award.

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

SNAP-Ed Administrative Expenditures

Directions: Enter your SNAP-Ed administrative expenditures into the appropriate dollar amount boxes below. Note that all fields are required. Enter "0" for those fields in which you have no expenditures.

Administrative Salary - Dollar amount*		Administrative Salary - Percent of total
\$	<input type="text"/>	<input type="text"/>
<small>Enter the dollar value of salaries and benefits associated with staff time spent on SNAP-Ed administration – not on nutrition education.</small>		
<small>Automatically calculated - displayed as decimal</small>		
Administrative Training Functions - Dollar amount*		Administrative Training Functions - Percent of total
\$	<input type="text"/>	<input type="text"/>
<small>Enter the cost of training to perform administrative functions like record keeping, accounting, etc.</small>		
<small>Automatically calculated - displayed as decimal</small>		
Reporting costs - Dollar amount*		Reporting costs - Percent of total
\$	<input type="text"/>	<input type="text"/>
<small>Enter the cost of reporting. Include amount related to EARL, if possible.</small>		
<small>Automatically calculated - displayed as decimal</small>		
Equipment/Office Supplies - Dollar amount*		Equipment/Office Supplies - Percent of total
\$	<input type="text"/>	<input type="text"/>
<small>Enter the cost of equipment and project supplies.</small>		
<small>Automatically calculated - displayed as decimal</small>		
Operating Costs - Dollar amount*		Operating Costs - Percent of total
\$	<input type="text"/>	<input type="text"/>
<small>Enter the operating costs.</small>		
<small>Automatically calculated - displayed as decimal</small>		
Indirect Costs - Dollar amount*		Indirect Costs - Percent of total
\$	<input type="text"/>	<input type="text"/>
<small>Enter the indirect costs for these administrative staff not covered above.</small>		
<small>Automatically calculated - displayed as decimal</small>		
Overhead Charges - Dollar amount*		Overhead Charges - Percent of total
\$	<input type="text"/>	<input type="text"/>
<small>Enter other overhead charges associated with administrative expenses (e.g., HR, printing, etc.).</small>		
<small>Automatically calculated - displayed as decimal</small>		
Total amount		Total amount
\$	<input type="text"/>	<input type="text"/>
<small>Auto-summed</small>		
<small>Automatically calculated - displayed as percent</small>		

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This section captures administrative expenditures for your program. 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, you will need to incorporate those funds into this portion of the form. Because match was not a requirement for FY17, you may not have collected it. If you reported Match (or funding from other sources) on a previous page, you will need to consider the dollar amount of these match funds that were used for administrative purposes.

Let's look at each line item individually:

- Administrative Salary
 - Organizations complete a budget worksheet during the application process that includes an estimated percentage of administrative time for each person. During year-end reporting, each organization is asked to assess how much of each person's reimbursed salary and fringe was administrative. Use the budget worksheet that your organization completed during the application process as a guide as you fill out this

form.

- Salaries and benefits for staff performing *administrative* work for the SNAP-Ed program, including contracted staff, where applicable, 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.
- Equipment/Office Supplies
 - This only applies to capital equipment costing more than \$5,000, so this would not apply unless you used ‘match’ 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 overhead costs, they are reported separately on your quarterly expense tracking reports under Space/Miscellaneous/Administrative

Once you have entered all of your organization's information, the total amount will 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

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Once you have entered all of your information, you will select if the data provided is actual, or based on FTE allocation.

For clarity, let's talk through an example of when you might choose 'Estimated based on FTE allocation'.

If you have staff who work on both SNAP-Ed and non-SNAP-Ed programs, the percent of SNAP-Ed time (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.

Summary

The amounts shown below are automatically calculated based on the data entered in the "Expenditures by Sources of Funding" and the "SNAP-Ed Administrative Expenditures" sections. To make changes to this information, click the "Previous" button at the bottom of the page to page back through your responses.

Total Expenditures for Administrative Costs

\$ 7434.00

Total Expenditures for SNAP-Ed Program Delivery

\$ 112566.00

Automatically displays Total SNAP-Ed Expenditures minus Total Expenditures for Administrative Costs

Total SNAP-Ed Expenditures (all funding sources)

\$ 120000.00

Displays total from item 9 on previous page

Save and Resume Later

[Previous](#)
[Submit Form](#)

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This is the final financial summary for your FY17 SNAP-Ed program. The dollar amounts in this page of the form are automatically calculated based on the information provided in the previous pages. To make changes to this page, you must use the 'Previous' button to make changes to information entered previously.



Once you are ready to submit your completed financial report form, 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.

Now that you have finished this webinar, please return to the MNN website to **fill out and submit the required form** confirming your completion of this training. This is only required for SNAP-Ed project leads.

Thank you!



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Thank you for joining us for this webinar. We hope that the information presented today will help you as you complete your FY 2017 year-end report package.