

# HERITAGE PRESERVATION GRANT PROGRAM

## *Quarterly Reporting*

The Heritage Preservation Grant (HPG) requires online submission of quarterly reports to document budgets, expenses, payments, invoices, receipts, and other deliverables related to heritage projects. Templates for required quarterly reporting documents can be downloaded from the Required Documentation page in the HPG ZoomGrants website. A completed quarterly report should be submitted online by each organization and shall consist of the following:

- **Summary Narrative**

- A detailed narrative is mandatory with each quarterly report. The narrative should describe and provide supplemental details regarding the ongoing status of the HPG funded heritage projects. Accomplishments for the quarter, as well as the specific level of project completion, should be briefly detailed.
- In each quarterly report narrative, the organization should draft a statement about the organization's efforts to achieve its measurable goal(s). Outcomes and progress should be indicated each quarter.
- These narratives will be reviewed by the HPO and the Heritage Commission. Please be advised, narratives may be taken into consideration during future HPG grant award recommendations.

- **Quarterly Report Project Budget Spreadsheet**

- The 'original project budget' and 'amount to be received from HPG fund' columns will be pre-entered based on the original grant application and approved grant funding. Selected columns with total and percentage calculations are also pre-entered and locked.
- **At each quarter, the grant recipients need to complete the 'actual expenses to date' columns for each line items and, if needed, update the 'actual project budget' columns.**

- **Check, Cash, or Credit Card Payments Spreadsheet**

This spreadsheet is formatted for reporting dispatched bank checks, credit card payments and any cash transactions related to HPG funds and shall document details of all individual expenses made towards each line item in the reporting quarter. An alternate format or incomplete spreadsheet will not be accepted.

- **Invoices for Heritage Projects**

- Submit invoices for all HPG funds expended towards completion of approved heritage projects (HP) only, including quotes/estimates and final payment conformation/receipt with a copy of issued check (three-way match requirement).

- Generally Accepted Accounting Principles (GAAP) require that heritage projects' related expenditures be properly supported. When assembling documents for payment of goods and services, the **three way match** rule should be followed. The three-way match requires an invoice, a purchase order, and either a packing slip or a receiving report all dated within the current fiscal year. If the three way match information is not available the following should be provided:
  - Accounting ledger/budget report/cancelled check
  - Invoice marked paid and signed by the receiving individual and that all items were received
  - A copy of the credit card statement reflecting the purchase and the cancelled check paying the balance
- If an order is made via internet and payment is made by credit card, provide a copy of the internet receipt and the confirmation email.

## • Deliverables

- All heritage projects funded by HPG shall be documented for progress and attached as part of the narrative. Documentation may include, but is not limited to, photographs, drawings, research/study reports, etc.
- Organize each project related documents in a systematic order. For example, arrange all the invoices, receipts and/or email confirmations together before scanning and/or saving them as one digital file for upload.
- Documents/Report uploads are preferred in PDF format for printing convenience.

## • Other Supporting Documentation (if needed)

- Board Members Meeting Minutes
- Encumbrance Request
- Reallocation Request
- Future Event Invitations
- Visitation Log

## Certification of Compliance with Grant Conditions

All completed online quarterly reports will include notarized signatures of two members of the recipient's executive board or alternatively, one member of the recipient's executive board and the executive director. This requirement is intended to ensure transparency in reporting and reduce potential risk to both the grant recipient and the City. **Reports submitted without the required notarized signatures will be considered incomplete and rejected.**

## Deadlines & Staff Evaluation

Please be mindful of the deadlines for submitting each quarterly report. **Reports are due online by 11:59 pm on the final day of the month following the end of the quarter.** That means:

- 1<sup>st</sup> Quarter is **October 1 - December 31**. The 1<sup>st</sup> Quarterly Report is due by **11:59 pm on January 31**.
- 2<sup>nd</sup> Quarter is **January 1 - March 31**. The 2<sup>nd</sup> Quarterly Report is due by **11:59 pm on April 30**.
- 3<sup>rd</sup> Quarter is **April 1 - June 30**. The 3<sup>rd</sup> Quarterly Report is due by **11:59 pm on July 31**.
- 4<sup>th</sup> Quarter is **July 1 - September 30**. The 4<sup>th</sup> Quarterly Report is due by **11:59 pm on October 31**.

Each HPG recipient shall schedule a quarterly report review meeting with the HPO and the CPD manager within a week after the quarterly report due date. During this meeting, city staff may ask questions or note any discrepancies found in review of the completed quarterly report documents. The HPO and CPD manager will provide quarterly evaluations to assist both the organization and city staff in tracking the organization's performance throughout the grant year. The quarterly staff evaluations are intended to provide periodic review of the organization's level of accomplishments stated in the Funding Agreement and expenditure of grant funds during the quarter to ensure Funding Agreement compliance.

## Timely Submittals

Timely online submittals of quarterly reports are important. Staff and the Heritage Commission will be closely reviewing the submitted reports. As a result, all organizations should be mindful that the Commission will be aware of all late quarterly reports. Consistent late submittals will be taken into consideration during the future HPG funding recommendations.

## AUDIT

The City of Plano's Internal Audit staff reserves the right to audit any HPG recipient for compliance with the city's program standards. Organization selections are left to the discretion of Internal Audit staff. Organizations with recurring reporting issues and discrepancies may have an increased risk for an audit. The results of all audits will be taken into consideration during future HPG funding recommendations.

## City of Plano

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