

MBCC

ONLINE FINANCIAL REPORTING



STEP-BY-STEP INSTRUCTIONS

MBCC Online Financial Reporting

Step-By-Step Instructions

Revised 09/18/08

Go to: www.mbcc.mt.gov

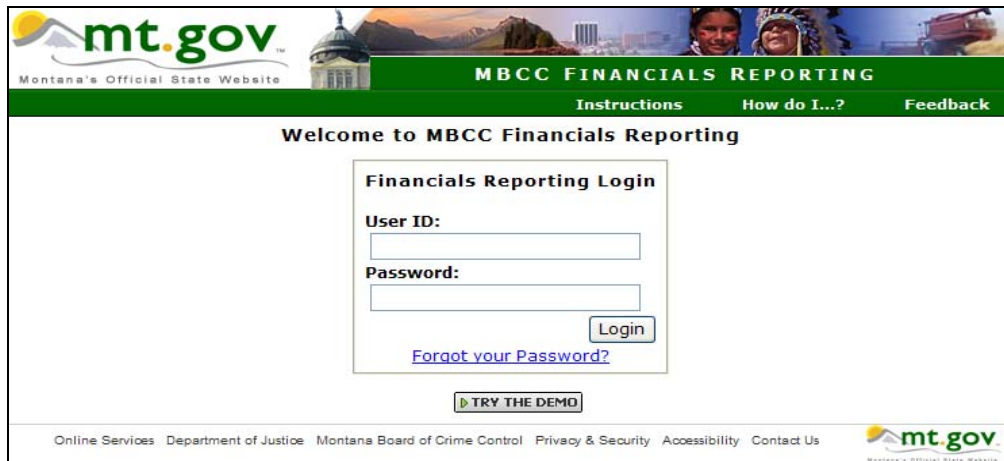
Click Grants

Click Online Application & Reporting

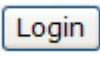
Click Quarterly Financial Report

Important – Please refrain from using the Browser’s “Back” and “Forward” arrows / buttons for navigation. Only use the “Continue” and “Back” buttons provided on each page of the report to navigate.

Login



Enter the User ID and Password you received from MBCC with your grant award documents.

Click  **to continue**

If you forgot your User ID and Password: Click [Forgot your Password?](#)



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Forgot your Password?

Please enter your registered User ID to reset your password:

User ID:

[Email Password to Me](#)

If you do not receive any email from us within 24 hours regarding your password, or if you need any assistance, please call MBCC at (406)444-3604.

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Enter your User ID

Click

[Email Password to Me](#)

*****Note - The User Id will always be the last part of your Subgrant # after the first hyphen.
Example: Subgrant # 08-W02-81806 will be W02-81806.***

You will receive your password via email within 24 hours. If not, call MBCC at 406-444-3604.

Initial Login

The first time you login to the system, you'll be asked to enter a new password.

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Initial Login for B01-90222

This is the first time you've logged into MBCC Financials Reporting, or your account password has been reset by a member of the MBCC administrative staff.

Please confirm your contact email addresses and specify a new password:

Primary Email:

Confirm Primary Email:

Secondary Email:

Confirm Secondary Email:

New Password:

Confirm New Password:

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Enter your primary and secondary email. Enter a new password.

Click or to return.

Main Menu

The screenshot shows the 'Main' menu of the MBCC Financials Reporting system. At the top is the 'mt.gov' logo and a navigation bar with 'Instructions', 'How do I...?', and 'Feedback'. The main content area displays the following information:

- Subgrant Number:** 08-Z01-90168
- Subgrant Title:** Livingston LINKS
- Subgrant Project Period:** Oct 01, 2007 to Jun 30, 2008
- Current Reporting Quarter:** Apr 01, 2008 to Jun 30, 2008
- Report Due:** Jul 20, 2008
- Final Project Report:** Yes

Below this information are five buttons: 'Report Expenditures', 'Financial Status Report', 'Submit Report', 'Update Profile', and 'Log Off'. The footer contains links for 'Online Services', 'Department of Justice', 'Montana Board of Crime Control', 'Privacy & Security', 'Accessibility', and 'Contact Us', along with the 'mt.gov' logo.

The Main Menu has the following options:

- | | |
|---------------------------------|--|
| Report Expenditures: | <i>Enter expenditures into the check register or upload documents</i> |
| Financial Status Report: | <i>Primary page of the financial report</i> |
| Submit Report: | <i>Submit your report to MBCC – you will no longer be able to edit the report once it has been submitted</i> |
| Update Profile: | <i>Update primary and secondary email addresses and change the password</i> |
| Log Off: | <i>Exit the financial reporting system</i> |

Update Profile

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Update Profile for B01-90222

Agency Name: MT Youth Homes Inc
Street Address: PO BOX 153
City: Helena **State:** MT
Zip: 59624 **Phone:** 406-449-3038
Project Director: Emily McVey
Director Email:
If you need to make any changes to your Agency information,
please email MBCC at mbcc@mt.gov
Primary Email: ceklund@mt.gov
Secondary Email: ceklund@mt.gov

[Change Primary Email](#) [Change Secondary Email](#) [Change Password](#)

[Back](#)

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Update Profile *allows changes to the primary and secondary email addresses and the password. Any changes to your Agency (project director, phone number, etc.) need to be emailed to MBCC.*

There are two methods for reporting your quarterly expenditures:

Enter Expenditure Detail - *Enter expenditures individually into the check register*

Upload Expense Documents – *Upload PDF documents (excel, QuickBooks, etc.).*

From the Main Menu Click

Report Expenditures

The screenshot shows the 'MBCC FINANCIALS REPORTING' web application. At the top is a banner with the 'mt.gov' logo and a green navigation bar containing 'Instructions', 'How do I...?', and 'Feedback'. Below the banner, the page is titled 'Main'. A central box displays the following information: Subgrant Number: 08-Z01-90168, Subgrant Title: Livingston LINKS, Subgrant Project Period: Oct 01, 2007 to Jun 30, 2008, Current Reporting Quarter: Apr 01, 2008 to Jun 30, 2008, Report Due: Jul 20, 2008 (in red), and Final Project Report: Yes (in red). Below this box are five buttons: 'Report Expenditures', 'Financial Status Report', 'Submit Report', 'Update Profile', and 'Log Off'. The footer contains links for 'Online Services', 'Department of Justice', 'Montana Board of Crime Control', 'Privacy & Security', 'Accessibility', and 'Contact Us', along with the 'mt.gov' logo.







Subgrant Number: 08-Z01-90168
Subgrant Title: Livingston LINKS
Subgrant Project Period: Oct 01, 2007 to Jun 30, 2008
Current Reporting Quarter: Apr 01, 2008 to Jun 30, 2008
Report Due: Jul 20, 2008
Final Project Report: Yes

Report Expenditures Financial Status Report Submit Report

Update Profile Log Off

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Method of Reporting – Enter Expenditure Detail - Report Expenditures

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Report Expenditures for 07-W05-90068

Budget Summary - Regular Expenditures Jul 01, 2008 to Sep 30, 2008				
Budget Category	Budget Amount	Previously Reported	Expended this Quarter	Percent Expended
Personnel	\$0.00	\$0.00	\$0.00	0.00 %
Contracted Services	\$6,720.00	\$0.00	\$500.00	7.44 %
Travel & Per Diem	\$0.00	\$0.00	\$0.00	0.00 %
Equipment	\$0.00	\$0.00	\$0.00	0.00 %
Operating Expense	\$1,890.00	\$0.00	\$0.00	0.00 %
Total	\$8,610.00	\$0.00	\$500.00	5.81 %

Methods of Reporting

Please select a method for reporting expenditures:


☒ **Enter Expenditure Detail**
 - View, add, edit, or delete subgrant expense checks in one of the following categories:

☒ Regular Expenditures
☐ Other Project Income Expenditures
☐ Forfeiture Income Expenditures

☐ **Upload Expense Documents**
 - View, upload, or delete expense documents in one of the following categories:

☐ Regular Expenditures
☐ Other Project Income Expenditures
☐ Forfeiture Income Expenditures

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Click:

- ☒ **Enter Expenditure Detail**
 - View, add, edit, or delete subgrant expense checks in one of the following categories:
- ☒ Regular Expenditures

Click:

Check Register for 08-Z01-90168

Click on a column header to sort the register by that column.
Click on the icon to edit a check entry or the icon to delete a check entry.

Regular Expenditures Apr 01, 2008 to Jun 30, 2008							
Ck #	Check Date ▼	Paid To	Budget Categories				
			Personnel	Contracted Services	Travel & Per Diem	Equipment	Operating Expense
Total			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

[Add New Check](#) [Back](#)

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Click

[Add New Check](#)

Add Check to Register

Check Number:

Check Date:
MM/DD/YYYY

Paid To:

Personnel Amount:

Contracted Services Amount:

Travel & Per Diem Amount:

Equipment Amount:

Operating Expense Amount:

[Add Another Check](#) [Save & Return](#) [Cancel](#)

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Enter the Check Number, Check Date and Paid To. The next 5 lines are the budget categories. Enter the payment amount in the proper line item category.

You also enter any local match on this screen. The Check Number field allows entry of letters and numbers. In this example there were 200 volunteer hours for the month of July. It may be entered as follows:

The screenshot shows the 'Add Check to Register' form on the Montana Board of Crime Control (MBCC) website. The form is titled 'Add Check to Register' and is part of the 'MBCC FINANCIALS REPORTING' section. It includes fields for 'Check Number', 'Check Date', 'Paid To', 'Personnel Amount', 'Contracted Services Amount', 'Travel & Per Diem Amount', 'Equipment Amount', and 'Operating Expense Amount'. The 'Check Number' field contains 'match - 07', 'Check Date' contains '07/15/2008', and 'Paid To' contains '200 volunteer hours @ \$5.00'. The 'Personnel Amount' field contains '1000.00', and the other amount fields are set to '\$0.00'. Below the form are three buttons: 'Add Another Check', 'Save & Return', and 'Cancel'. The footer of the page includes links for 'Online Services', 'Department of Justice', 'Montana Board of Crime Control', 'Privacy & Security', 'Accessibility', and 'Contact Us', along with the 'mt.gov' logo.

Check Number:	match - 07
Check Date:	07/15/2008 MM/DD/YYYY
Paid To:	200 volunteer hours @ \$5.00
Personnel Amount:	1000.00
Contracted Services Amount:	\$0.00
Travel & Per Diem Amount:	\$0.00
Equipment Amount:	\$0.00
Operating Expense Amount:	\$0.00

[Add Another Check](#) [Save & Return](#) [Cancel](#)

Click [Add Another Check](#) to continue.

When you are finished entering all your checks and local match, click [Save & Return](#)

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Check Register for 08-Z01-90168

Click on a column header to sort the register by that column.
Click on the icon to edit a check entry or the icon to delete a check entry.

Regular Expenditures Apr 01, 2008 to Jun 30, 2008									
Ck #	Check Date	Paid To	Budget Categories						
			Personnel	Contracted Services	Travel & Per Diem	Equipment	Operating Expense		
0	05/01/2008	200 volunteer hours @ \$6.	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00		
1555	06/15/2008	Mary Smith	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00		
24000	06/15/2008	ACME Corp	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00		
22222	06/30/2008	John Doe	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00		
Total			\$1,550.00	\$500.00	\$0.00	\$0.00	\$250.00		

[Add New Check](#) [Back](#)

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The Check Register shows the checks you have entered. Changes can be made by adding, editing or deleting. You can also click on a column header for sorting options.

Click [Add New Check](#) to continue or [Back](#) to return to the Budget Summary page

Budget Summary

The Budget Summary includes:

Budget Category: *Available line items*

Budget Amount: *Line items as approved in the award*

Previously Reported: *Cumulative reporting amount for previous quarters*

Expended this Quarter: *Total line item amounts you entered into the Check Register*

Percent Expended: *Percent of your set budget amount that has been expended. Note that if your Percent Expended exceeds 110% of your line item budget, it will appear in "red." A "red" warning message also appears below the totals indicating the line item amount exceeds the budgeted amount by more than 10% and a Grant Adjustment Request has not been approved. Clicking the Grant Adjustment Request will take you directly to this form where you can complete and send back to MBCC for approval.*

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Report Expenditures for 08-Z01-90168

Budget Summary - Regular Expenditures Jul 01, 2008 to Sep 30, 2008				
Budget Category	Budget Amount	Previously Reported	Expended this Quarter	Percent Expended
Personnel	\$24,200.00	\$4,108.02	\$15,000.00	78.96 %
Contracted Services	\$0.00	\$0.00	\$0.00	0.00 %
Travel & Per Diem	\$0.00	\$0.00	\$0.00	0.00 %
Equipment	\$0.00	\$0.00	\$0.00	0.00 %
Operating Expense	\$800.00	\$0.00	\$1,000.00	* 125.00 %
Total	\$25,000.00	\$4,108.02	\$16,000.00	80.43 %

Warnings

- Line item amount exceeds budgeted amount by more than 10% and a [Grant Adjustment Request](#) has not been approved.

Methods of Reporting

Please select a method for reporting expenditures:

☐ **Enter Expenditure Detail**
- View, add, edit, or delete subgrant expense checks in one of the following categories:

- ☐ Regular Expenditures
- ☐ Other Project Income Expenditures
- ☐ Forfeiture Income Expenditures

☐ **Upload Expense Documents**
- View, upload, or delete expense documents in one of the following categories:

- ☐ Regular Expenditures
- ☐ Other Project Income Expenditures
- ☐ Forfeiture Income Expenditures

[Continue](#) [Back](#)

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Review the summary page to determine if all expenditures, including match, have been reported correctly.

Click [Back](#) to return to the Main Menu

Method of Reporting – Upload Expense Documents

This method of reporting allows your documents (Excel spreadsheets, QuickBook Reports, etc.) to be uploaded as a PDF document.

How to convert documents to PDF format

PDF or **Portable Document Format** was invented by Adobe Systems™ and is now the de facto standard for distribution of electronic documents on the web due to its popularity and open standard. PDF documents are viewed using the Adobe Acrobat Reader which is freely available on multiple platforms.

WordPerfect™/StarOffice™/Open Office users can convert to PDF from within those software. No external programs/plugin-ins are needed. See your WordPerfect/StarOffice/ Open Office Help file for more details.

Microsoft Word™ currently does not have any built-in converters or plug-ins to convert Word documents to PDF. However, there are many third-party software on the market that will convert Word documents to PDF and many of those are free. Follow the instructions below on how to convert Word to PDF.

Please do not call MBCC for support on the following PDF conversion software. See the individual software website for support information. Please ask your system administrator for assistance in converting your document format to PDF.

PDF	Printer	Software
This type of PDF converters installs on the PC and appears to any Windows program as a Printer. Printing to the "PDF Printer" will save the output of the print as a PDF file instead of a hard copy. This is very versatile as it can produce PDF documents from any Windows programs that can print. Please ask your system administrator for assistance in installing the PDF Printer software. Further help can be sought by consulting the online documentation for the PDF Printer software located on that software's website.		






Free PDF Printers:

- PDFCreator (Open Source) - Download from <http://sourceforge.net/projects/pdfcreator/>.
- PrimoPDF (Freeware) - Download from <http://www.primopdf.com>
- CutePDF Writer (Freeware) - Download from <http://www.cutepdf.com>. (You will have to click on the "Free Download" link and also the "Free Converter".)

***Note:** These are just some examples of ways to convert documents to PDF. No product endorsement is implied. Please do not call MBCC for support on this software. See the individual software website for support information.*

For reporting in Excel – a template is available at MBCC's website: www.mbcc.mt.gov

Click Grants – click Forms – click Expenditures Excel Template. This is an example of the preferred format.

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Report Expenditures for 08-Z01-90168

Budget Summary - Regular Expenditures Jul 01, 2008 to Sep 30, 2008				
Budget Category	Budget Amount	Previously Reported	Expended this Quarter	Percent Expended
Personnel	\$24,200.00	\$4,108.02	\$15,000.00	78.96 %
Contracted Services	\$0.00	\$0.00	\$0.00	0.00 %
Travel & Per Diem	\$0.00	\$0.00	\$0.00	0.00 %
Equipment	\$0.00	\$0.00	\$0.00	0.00 %
Operating Expense	\$800.00	\$0.00	\$800.00	100.00 %
Total	\$25,000.00	\$4,108.02	\$15,800.00	79.63 %

Methods of Reporting

Please select a method for reporting expenditures:


☐ **Enter Expenditure Detail**
 - View, add, edit, or delete subgrant expense checks in one of the following categories:

- ☐ Regular Expenditures
- ☐ Other Project Income Expenditures
- ☐ Forfeiture Income Expenditures

☒ **Upload Expense Documents**
 - View, upload, or delete expense documents in one of the following categories:

- ☒ Regular Expenditures
- ☐ Other Project Income Expenditures
- ☐ Forfeiture Income Expenditures






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Click:

- ☒ **Upload Expense Documents**
 - View, upload, or delete expense documents in one of the following categories:
 - ☒ Regular Expenditures

Click:









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Upload Register for 08-B04-90219

Click on a column header to sort the register by that column.
 Click on the  icon to open an entry's document or the  icon to delete an entry.

Regular Expenditures Apr 01, 2008 to Jun 30, 2008							
Upload Date ▼	Document Description	Budget Categories					
		Personnel	Contracted Services	Travel & Per Diem	Equipment	Operating Expense	
	Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

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Upload Document to Register

Upload Date: 08/06/2008

File to Upload:
 File must be in PDF  format

Document Description:

Personnel Amount:

Contracted Services Amount:

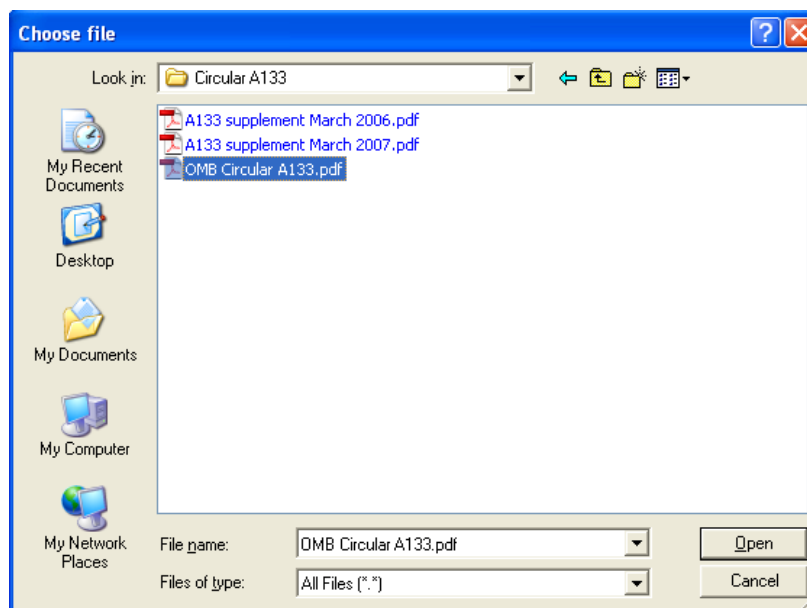
Travel & Per Diem Amount:

Equipment Amount:

Operating Expense Amount:

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Click  to locate the PDF file you wish to upload.



Highlight the selected file – then click 

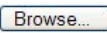
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Upload Document to Register

Upload Date: 08/06/2008

File to Upload: U:\Circular A133\OMB Circular A133.pdf 
File must be in PDF  format

Document Description:


Personnel Amount:

Contracted Services Amount:

Travel & Per Diem Amount:

Equipment Amount:

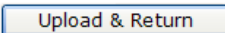
Operating Expense Amount:

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Enter a Document Description and the quarter totals for each line item as needed.

Click 

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Upload Register for 08-B04-90219

Click on a column header to sort the register by that column.
Click on the icon to open an entry's document or the icon to delete an entry.

Regular Expenditures Apr 01, 2008 to Jun 30, 2008							
Upload Date	Document Description	Budget Categories					
		Personnel	Contracted Services	Travel & Per Diem	Equipment	Operating Expense	
08/06/2008	Quicken Files	\$500.00	\$0.00	\$200.00	\$0.00	\$350.00	
	Total	\$500.00	\$0.00	\$200.00	\$0.00	\$350.00	






[Upload New Document](#) [Back](#)

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The Budget Summary will be updated with your uploaded document(s). You can click to open your document or to delete it and upload a new document.

Click [Back](#) to return to the Budget Summary – Regular Expenditures screen

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Report Expenditures for 08-Z01-90168

Budget Summary - Regular Expenditures Jul 01, 2008 to Sep 30, 2008				
Budget Category	Budget Amount	Previously Reported	Expended this Quarter	Percent Expended
Personnel	\$24,200.00	\$4,108.02	\$15,000.00	78.96 %
Contracted Services	\$0.00	\$0.00	\$0.00	0.00 %
Travel & Per Diem	\$0.00	\$0.00	\$0.00	0.00 %
Equipment	\$0.00	\$0.00	\$0.00	0.00 %
Operating Expense	\$800.00	\$0.00	\$800.00	100.00 %
Total	\$25,000.00	\$4,108.02	\$15,800.00	79.63 %

Methods of Reporting

Please select a method for reporting expenditures:


☐ **Enter Expenditure Detail**
- View, add, edit, or delete subgrant expense checks in one of the following categories:

- ☐ Regular Expenditures
- ☐ Other Project Income Expenditures
- ☐ Forfeiture Income Expenditures

☐ **Upload Expense Documents**
- View, upload, or delete expense documents in one of the following categories:

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- ☐ Forfeiture Income Expenditures

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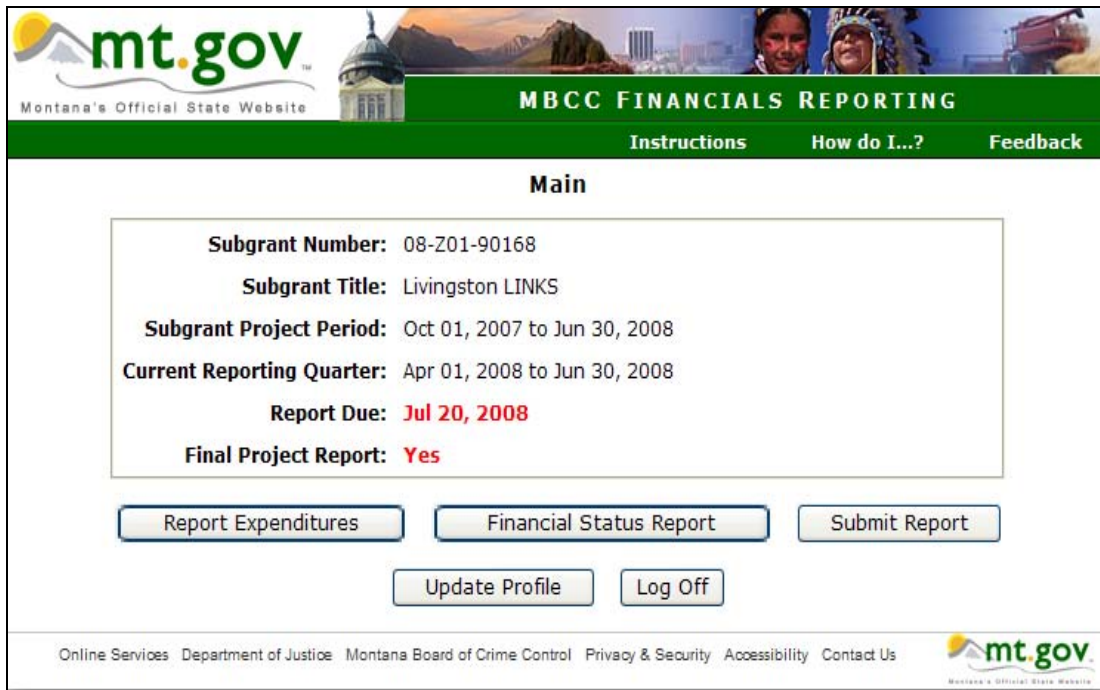


Click to return to the Main Menu

**** NOTE****

If you have Other Project Income Expenditures or Forfeiture Income Expenditures, the reporting process is the same – except that you will not see the totals here. They will show up on the Financial Status Report.

Financial Status Report



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Main

Subgrant Number: 08-Z01-90168
Subgrant Title: Livingston LINKS
Subgrant Project Period: Oct 01, 2007 to Jun 30, 2008
Current Reporting Quarter: Apr 01, 2008 to Jun 30, 2008
Report Due: **Jul 20, 2008**
Final Project Report: **Yes**

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Click:

[Financial Status Report](#)

Instructions How do I...? Feedback			
Financial Status Report for 08-Z01-90168			
Apr 01, 2008 to Jun 30, 2008			
		1 Previously Reported	2 Current Quarter
A.	Total Outlays	\$0.00	\$2,300.00
B.	Total Net Outlays to Date B2 = (A1 + A2)		\$2,300.00
C.	Local Share of Outlays	\$0.00	<input type="text" value="\$0.00"/>
D.	MBCC Share of Outlays D2 = (A2 - C2)	\$4,108.02	\$2,300.00
E.	Total Unpaid Obligations	\$2,504.19	<input type="text" value="\$0.00"/>
F.	Local Share Unpaid Obligations	\$0.00	<input type="text" value="\$0.00"/>
G.	MBCC Share Unpaid Obligations G1 = (E1 - F1) G2 = (E2 - F2)	\$2,504.19	\$0.00
H.	Total MBCC Funds Authorized	\$25,000.00	\$25,000.00
I.	Unobligated Balance MBCC Funds I1 = (H1 - D1) I2 = (H2 - D1 - D2 - G2)	\$20,891.98	\$18,591.98
J.	Total Local Match Authorized	\$0.00	\$0.00
K.	Unobligated Balance Local Match K1 = (J1 - C1) K2 = (J2 - C1 - C2 - F2)	\$0.00	\$0.00
L.	MBCC Cash Received to Date (Total Payments Rec'd)	\$6,250.00	\$6,250.00
M.	MBCC Cash on Hand End of Quarter M1 = (L1 - D1) M2 = (L2 - D1 - D2)	\$2,141.98	(\$158.02)
N.	Other Project Income Received	\$0.00	<input type="text" value="\$0.00"/>
O.	Other Project Income Expenditures	\$0.00	\$0.00
P.	Unexpended Balance - Other Project Income P1 = (N1 - O1) P2 = (N2 - O2)	\$0.00	\$0.00
Q.	Forfeiture Income Received	\$0.00	<input type="text" value="\$0.00"/>
R.	Forfeiture Income Expenditures	\$0.00	\$0.00
S.	Unexpended Balance - Forfeiture Income S1 = (Q1 - R1) S2 = (Q2 - R2)	\$0.00	\$0.00
T.	Interest Income Received on MBCC Funds	\$0.00	<input type="text" value="\$0.00"/>
U.	MBCC Interest Income to be Refunded U1 = (T1 - 250) U2 = ((T1 + T2 - 250) - 250)	\$0.00	\$0.00

Most of the fields in the Financial Status Report automatically populate. This page brings the totals forward from the Budget Summary page. You will need to manually enter amounts, if applicable, on the following lines:

- **Line C, Column 2 – Local Share of Outlays:** Enter the total match you are reporting for the current quarter.
- **Line E, Column 2 – Total Unpaid Obligations:** Enter the amount of any unpaid obligations that are incurred, but unpaid as of the last day of the current quarter. An example would be payroll expense for the last week of the quarter that is paid the following month.

- **Line F, Column 2 - Local Share Unpaid Obligations:** Enter the amount of any local matching funds that are included in Line E, Column 2.
- **Line N, Column 2 – Other Project Income Received:** Enter the amount of other project income earned during the quarter as a direct result of this grant. This may be from the sale of products or services but does not include interest income or donations. It is money earned over and above the subgrant award.
- **Line Q, Column 2 – Forfeiture Income Received:** Forfeiture income is derived from the sale of seized assets of drug dealers. Enter the amount of forfeiture income received during the quarter as a direct result of this grant.
- **Line T, Column 2 – Interest Income Received on MBCC Funds:** Enter the amount of interest income received on MBCC funds during the quarter. If you deposit both local and MBCC funds in the same account and your grant has a 75/25 funding ratio then you would report 75% of the interest earned for the quarter.

[Back](#)

Click [Back](#) to return to the Main Menu

Print Draft

The screenshot shows the 'Main' page of the MBCC Financials Reporting system. At the top is the 'mt.gov' logo with the tagline 'Montana's Official State Website'. Below the logo is a navigation bar with links for 'Instructions', 'How do I...?', and 'Feedback'. The main content area displays the following information:

- Subgrant Number:** 08-Z01-90169
- Subgrant Title:** BGC of the Hi-Line's Teen After-School Program
- Subgrant Project Period:** Oct 01, 2007 to Jun 30, 2008
- Current Reporting Quarter:** Apr 01, 2008 to Jun 30, 2008
- Report Due:** **Aug 15, 2008**
- Final Project Report:** **Yes**

Below this information are six buttons: 'Report Expenditures', 'Financial Status Report', 'Submit Report', 'Print Draft', 'Update Profile', and 'Log Off'. At the bottom of the page is a footer with links for 'Online Services', 'Department of Justice', 'Montana Board of Crime Control', 'Privacy & Security', 'Accessibility', and 'Contact Us', along with the 'mt.gov' logo.

You may print a draft of your report before submitting it.

Click






Print Draft

Please review this report for accuracy and correct any errors before final submission.

Submit Report

When you are ready to submit your report, click

Submit Report

MBCC FINANCIALS REPORTING
[Instructions](#) [How do I...?](#) [Feedback](#)

Submit Quarterly Report for 08-Z01-90168

Budget Summary - Regular Expenditures Jul 01, 2008 to Sep 30, 2008				
Budget Category	Budget Amount	Previously Reported	Expended this Quarter	Percent Expended
Personnel	\$24,200.00	\$4,108.02	\$15,000.00	78.96 %
Contracted Services	\$0.00	\$0.00	\$0.00	0.00 %
Travel & Per Diem	\$0.00	\$0.00	\$0.00	0.00 %
Equipment	\$0.00	\$0.00	\$0.00	0.00 %
Operating Expense	\$800.00	\$0.00	\$800.00	100.00 %
Total	\$25,000.00	\$4,108.02	\$15,800.00	79.63 %

Comments/Notes:
 You have used 0/250 characters.


Name:
Title:
Phone: **Ext:**
 (###)###-####

Date: Sep 02, 2008
Final Report: ☐ Yes ☐ No

I Certify: ☐ By submitting this report, I certify that the reported information is correct, based on the accounting system and records, and that expenditures shown have been made for purposes of, and in accordance with, applicable subgrant terms and conditions.

This report will be unavailable for modification after submittal!

[Online Services](#) [Department of Justice](#) [Montana Board of Crime Control](#) [Privacy & Security](#) [Accessibility](#) [Contact Us](#)

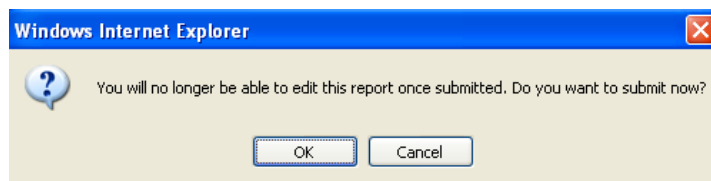


Enter any Comments/Notes you may have along with your Name, Title, and Phone Number.

Check the I Certify box and click

Submit

The following warning message appears:



Once the report is submitted – no further changes can be made.

If you are sure everything is reported correctly – click  to continue or  to go back and make changes.

View Report



Click  to view and print a copy of the final report that has been submitted. This is a multi-page report which includes the Financial Status Report, Check Register, Upload Register, etc.



STATE OF MONTANA - BOARD OF CRIME CONTROL

PO Box 201408 - 3075 N Montana Ave - Helena MT 59620-1408

Phone: (406) 444-3604 Fax: (406) 444-4722

FINANCIAL STATUS REPORT

Subgrant: 08-Z01-90168 - Livingston LINKS

Director: Julie Hancock

Grantee: Livingston School District

132 South B Street

Livingston, MT 59047

Project Period: 10/01/2007 to 06/30/2008

Current Quarter: 07/01/2008 to 09/30/2008

Due Date: 10/20/2008

Final Report: No

	1 Previously Reported	2 Current Quarter
A. Total Outlays	\$0.00	\$15,800.00
B. Total Net Outlays to Date B2 = (A1 + A2)		\$15,800.00
C. Local Share of Outlays (Match)	\$0.00	\$0.00
D. MBCC Share of Outlays D2 = (A2 - C2)	\$4,108.02	\$15,800.00
E. Total Unpaid Obligations	\$2,504.19	\$0.00
F. Local Share Unpaid Obligations	\$0.00	\$0.00
G. MBCC Share Unpaid Obligations G1 = (E1 - F1) G2 = (E2 - F2)	\$2,504.19	\$0.00
H. Total MBCC Funds Authorized	\$25,000.00	\$25,000.00
I. Unobligated Balance MBCC Funds I1 = (H1 - D1) I2 = (H2 - D1 - D2 - G2)	\$20,891.98	\$5,091.98
J. Total Local Match Authorized	\$0.00	\$0.00
K. Unobligated Balance Local Match K1 = (J1 - C1) K2 = (J2 - C1 - C2 - F2)	\$0.00	\$0.00
L. MBCC Cash Received to Date (Total Payments Rec'd)	\$6,250.00	\$6,250.00
M. MBCC Cash on Hand End of Quarter M1 = (L1 - D1) M2 = (L2 - D1 - D2)	\$2,141.98	(\$13,658.02)
N. Other Project Income Received	\$0.00	\$0.00
O. Other Project Income Expenditures	\$0.00	\$0.00
P. Unexpended Balance - Other Project Income P1 = (N1 - O1) P2 = (P1 + N2 - O2)	\$0.00	\$0.00
Q. Forfeiture Income Received	\$0.00	\$0.00
R. Forfeiture Income Expenditures	\$0.00	\$0.00
S. Unexpended Balance - Forfeiture Income S1 = (Q1 - R1) S2 = (S1 + Q2 - R2)	\$0.00	\$0.00
T. Interest Income Received on MBCC Funds	\$0.00	\$0.00
U. MBCC Interest Income to be Refunded U2 = (T1 + T2 - 250)		\$0.00



STATE OF MONTANA - BOARD OF CRIME CONTROL
 PO Box 201408 - 3075 N Montana Ave - Helena MT 59620-1408
 Phone: (406) 444-3604 Fax: (406)444-4722

BUDGET SUMMARY - REGULAR EXPENDITURES

Subgrant: 08-Z01-90168 - Livingston LINKS

Director: Julie Hancock

Grantee: Livingston School District

132 South B Street

Livingston, MT 59047

Project Period: 10/01/2007 to 06/30/2008

Current Quarter: 07/01/2008 to 09/30/2008

Due Date: 10/20/2008

Final Report: No

Budget Category	Budget Amount	Previously Reported	Expended this Quarter	Percent Expended
Personnel	\$24,200.00	\$4,108.02	\$15,000.00	78.96 %
Contracted Services	\$0.00	\$0.00	\$0.00	0.00 %
Travel & Per Diem	\$0.00	\$0.00	\$0.00	0.00 %
Equipment	\$0.00	\$0.00	\$0.00	0.00 %
Operating Expense	\$800.00	\$0.00	\$800.00	100.00 %
Total	\$25,000.00	\$4,108.02	\$15,800.00	79.63 %

Comments / Notes

Certification

I certify that the reported information is correct, based on the accounting system and records, and that expenditures shown have been made for purposes of, and in accordance with, applicable subgrant terms and conditions.

Conrad Eklund

Name

(406)444-2077

Phone Number

Accountant

Title

09/02/2008

Date



STATE OF MONTANA - BOARD OF CRIME CONTROL
 PO Box 201408 - 3075 N Montana Ave - Helena MT 59620-1408
 Phone: (406) 444-3604 Fax: (406) 444-4722

CHECK REGISTER - REGULAR EXPENDITURES

Subgrant: 08-Z01-90169 - Livingston LINKS

Director: Julie Hancock

Grantee: Livingston School District

132 South B Street

Livingston, MT 59047

Project Period: 10/01/2007 to 06/30/2008

Current Quarter: 07/01/2008 to 09/30/2008

Due Date: 10/20/2008

Final Report: No

Chk #	Check Date	Paid To	Budget Categories				Total
			Personnel	Contracted Services	Travel & Equipment	Operating Expense	
999888	07/15/2008	John Doe	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00
988877	08/01/2008	Mary Doe	\$0.00	\$0.00	\$0.00	\$800.00	\$800.00
		Total	\$15,000.00	\$0.00	\$0.00	\$800.00	\$15,800.00

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UPLOAD REGISTER - REGULAR EXPENDITURES

Subgrant: 08-Z01-90168 - Livingston LINKS

Director: Julie Hancock

Grantee: Livingston School District

132 South B Street
 Livingston, MT 59047

Project Period: 10/01/2007 to 06/30/2008

Current Quarter: 07/01/2008 to 09/30/2008

Due Date: 10/20/2008

Final Report: No

Upload Date	Document Description	Budget Categories					Total
		Personnel	Contracted Services	Travel & Per Diem	Equipment	Operating Expense	
	Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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STATE OF MONTANA - BOARD OF CRIME CONTROL
 PO Box 201408 - 3075 N Montana Ave - Helena MT 59620-1408
 Phone: (406) 444-3604 Fax: (406) 444-4722

CHECK REGISTER - OTHER PROJECT INCOME EXPENDITURES

Subgrant: 08-Z01-90168 - Livingston LINKS

Director: Julie Hancock

Grantee: Livingston School District

132 South B Street

Livingston, MT 59047

Project Period: 10/01/2007 to 06/30/2008

Current Quarter: 07/01/2008 to 09/30/2008

Due Date: 10/20/2008


Final Report: No

Ck #	Check Date	Paid To	Budget Categories				Total
			Personnel	Contracted Services	Travel & Per Diem	Equipment Operating Expense	
		Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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 <p>STATE OF MONTANA - BOARD OF CRIME CONTROL PO Box 201408 - 3075 N Montana Ave - Helena MT 59620-1408 Phone: (406) 444-3604 Fax: (406) 444-4722</p>																			
<p>UPLOAD REGISTER - OTHER PROJECT INCOME EXPENDITURES</p>																			
<p>Subgrant: 08-Z01-90168 - Livingston LINKS Director: Julie Hancock Grantee: Livingston School District 132 South B Street Livingston, MT 59047</p>	<p>Project Period: 10/01/2007 to 06/30/2008 Current Quarter: 07/01/2008 to 09/30/2008 Due Date: 10/20/2008 Final Report: No</p>																		
<table border="1"> <thead> <tr> <th rowspan="2">Upload Date</th> <th rowspan="2">Document Description</th> <th colspan="4">Budget Categories</th> <th rowspan="2">Total</th> </tr> <tr> <th>Personnel</th> <th>Contracted Services</th> <th>Travel & Equipment</th> <th>Operating Expense</th> </tr> </thead> <tbody> <tr> <td></td> <td>Total</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> </tbody> </table>		Upload Date	Document Description	Budget Categories				Total	Personnel	Contracted Services	Travel & Equipment	Operating Expense		Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Upload Date	Document Description			Budget Categories					Total										
		Personnel	Contracted Services	Travel & Equipment	Operating Expense														
	Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00													

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STATE OF MONTANA - BOARD OF CRIME CONTROL

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CHECK REGISTER - FORFEITURE INCOME EXPENDITURES

Subgrant: 08-Z01-90188 - Livingston LINKS
Director: Julie Hancock
Grantee: Livingston School District
 132 South B Street
 Livingston, MT 59047

Project Period: 10/01/2007 to 06/30/2008
Current Quarter: 07/01/2008 to 09/30/2008
Due Date: 10/20/2008
Final Report: No

Ck #	Check Date	Paid To	Budget Categories				Total
			Personnel	Contracted Services	Travel & Per Diem	Equipment Operating Expense	
		Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



STATE OF MONTANA - BOARD OF CRIME CONTROL
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UPLOAD REGISTER - FORFEITURE INCOME EXPENDITURES

Subgrant: 08-Z01-90168 - Livingston LINKS
Director: Julie Hancock
Grantee: Livingston School District
 132 South B Street
 Livingston, MT 59047


Project Period: 10/01/2007 to 06/30/2008
Current Quarter: 07/01/2008 to 09/30/2008
Due Date: 10/20/2008
Final Report: No

Upload Date	Document Description	Budget Categories					Total
		Personnel	Contracted Services	Travel & Per Diem	Equipment	Operating Expense	
	Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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				STATE OF MONTANA - BOARD OF CRIME CONTROL PO Box 201408 - 3075 N Montana Ave - Helena MT 59620-1408 Phone: (406) 444-3604 Fax: (406) 444-4722			
EQUIPMENT EXPENSE REPORT				Subgrant: 08-Z01-90168 - Livingston LINKS Director: Julie Hancock Grantee: Livingston School District 132 South B Street Livingston, MT 59047			
Project Period: 10/01/2007 to 06/30/2008 Current Quarter: 07/01/2008 to 09/30/2008 Due Date: 10/20/2008 Final Report: No							
Date Acquired	Serial Number	Description	Location	Cost			
				Total	\$0.00		

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