

STRENGTHEN AND GROW

CHILD CARE GRANTS



Quarterly Reporting – How to Correct a Budget Report.

An SGCC Budget Report must be reviewed and accepted to receive future grant payments. A Budget Report can be considered incomplete for the following reasons:

- The budget report is submitted blank. When doing reporting it will show what was **Budgeted** and you must fill in the **Spent** column. For Budget Report to be accepted it must be completed.
- The Budget Report does not match the grant amount penny for penny. The total spent does not match the total received. For a Budget Report to be accepted the total spent must match the total received.
- Did not spend at least 50% on enhanced personnel. For a budget report to be accepted the program must spend and report at least 50% in enhanced personnel expenses.

If you submitted a Budget Report and one or more of the items above are incorrect you will need to correct your Budget Report. Follow the steps below to make these corrections and resubmit.

- 1 Click on the SGCC Application card in the Director Portal. Then, click the calculator button by your application. (This will take you to your budget requests for each grant period.)

Application ID	Grant Type	Application Submitted	Status	Actions
14304	SGCC 2022	01/10/2022	Eligible	

- 2 Then, click the button with the 3 lines for whatever grant period's budget report you need to fix.

Budget ID	Grant Period	Budget Submitted	Status	Actions
14304	Grant Period 1	01/11/2022	Accepted	
14304	Grant Period 2	08/01/2022	Accepted	
17142	Grant Period 3	05/31/2022	Accepted	
20041	Grant Period 4	08/29/2022	Submitted	

- 3 If you see a status of “Information Required”, we have reopened your budget report because there was an issue with what was submitted. Click the pencil button to edit your report and re-submit it for review.

SGCC Reporting

Budget Reports

Year	Grant Period	Received	Status	Actions
2022	Grant Period 1	06/08/2022	Information Required	

- 4 Once in your report, you will need to fill out the **Spent** column and resubmit your budget reporting.

Budget & Expenditures

Enter the actual amount you spent this reporting period in each of the categories below. If you did not have expenditures for a given line, enter a 0 (zero). The amount you initially budgeted is shown below for your reference.

Enhanced Personnel Expenses	
Budgeted	Spent
Salary or Wage Enhancements 1850.00	0.00
Salary - New Positions 0.00	0.00
Fringe Benefit (increases or new benefits) 0.00	0.00
Bonuses 0.00	0.00
Other 0.00	0.00
SUBTOTAL ENHANCED PERSONNEL 1850.00	0.00
Other Expenses	
Budgeted	Spent
Salaries (existing expenses, not enhancements) 0.00	0.00
Occupancy Costs 0.00	0.00
Utilities 500.00	0.00
Food Services 250.00	0.00

Budget Reports that are submitted incorrect must be reopened for programs to be able to make changes. Grant Counselors are not able to reopen Budget Reports. Incorrect Budget Reports will be automatically reopened once a week. If you are not able to make corrections, wait one week and check back.