

Florida Learn & Serve 2008-2009 Projects Cumulative Summary/Documentation of Cash and In-Kind Match Report

Instructions Form

The FL&S Match and In-kind form should be completed based on the instructions outlined below.

Project Information Area:

- Enter all required Project Information for Grantee/Eligible Recipient. School-level project should provide both the name of their school and school district.

CUMULATIVE MATCH UPDATE

- Maintain all Match and In-Kind information for Grantee/Eligible Recipient using the cumulative grant report. The forms will be utilized for up to three (3) sequential updates documenting match throughout the project year. At the end of the project year, including all extensions, the Final Cumulative Match report is due at the same time as final reports to L&S.

See Below for specific project periods and due dates for updates and Final Cumulative Match Report.

PROJECT PERIODS:	DUE DATE:
MATCH UPDATE 1 • July 1-Dec. 31, 2008	Jan. 9, 2009
MATCH UPDATE 2 • JAN 1 – JUNE 30	July 10, 2009
CUMMULATIVE MATCH UPDATE 3 • JULY 1 – END OF GRANT (Includes any extensions)	October 20, 2009, except in rare cases in which a no-cost extension is granted

MATCH REPORT COLUMNS:

Each Match Report will capture the following information in vertical columns:

1. Receipt Date
2. Source of Match/Name of Donor
3. Narrative Description/Type of Match (*Include how the match value was determined/calculated*)
4. Cash Match
5. In-Kind Match

Each of the three (3) Update will also include cumulative **TOTALS** for each column.

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Cumulative Summary/Documentation of Cash and In-Kind Match Report**

Instructions Form

Instructions for each Match Report Column

1. **Receipt Date** – Include the date the item was received, the date the match was given or the dates which you are counting for time/expertise/etc. A range of dates for some types of match such as transportation or planning time may be given.
2. **Source of Match/Name of Donor** – Please include the full name of the organization/private donor/foundation, etc.
3. **Narrative Description/Type of Match** (*Include how the match value was determined/calculated*) – Include as much detailed narrative description as necessary to fully describe the match item. Indicate the kind of source documentation you have on record of the match you are claiming in this area (receipts, logs, payroll receipts). Also include in detail the description/justification of how the Match Value was determined and any determining factors.
4. **Cash Match** - Actual Estimated Value
5. **In-Kind Match** – Actual Estimated Value

SOURCE DOCUMENTATION

Include with each match update copies of source documentation for the match being claimed for cash and/or in-kind match. Documentation should include the following:

1. Name and signature of donor
2. Description of contributed item
3. Value of contribution and how determined
4. Signature of official accepting contribution
5. Verification that in-kind contribution was not purchased with funds from other Corporation for National and Community Service funds.
6. Logs of hours, with dates and names of staff claimed, and an explanation of the claimed hourly rate
7. Letters attesting to provision of goods, services, in-kind, etc.
8. Receipt and receipt dates

Maintain originals of source documentation for examination in the event of an audit.

Spot Checking/"Desk Audits" – In addition to actual visits to sub-grantees, L&S program staff will, on a periodic and random basis, contact sub-grantees and request supporting documentation for some of the fiscal, administrative, and/or programmatic components related to Cash and In-Kind Match as described above. In most cases, this information can be sent electronically, and staff will then respond with any related questions or comments.

Please E-Mail completed report to the specified FL&S program staff member identified.