



### **1.5.10 EXPENDITURE REPORT**

#### **POLICY:**

Subrecipients must report program-related expenditures and revenues monthly to the ND FPP state office.

#### **PROCEDURE:**

Subrecipients must report program-related expenditures and revenues on a monthly basis on the Family Planning Expenditure Report. The ND FPP state office provides the Family Planning Expenditure Report at the beginning of each contract period.

Revenues shall be reported by source (e.g., grant funds, client collections, donations, interest, other grants/revenue, local government, in-kind, etc.). Revenues generated by Title XIX (Medicaid) and insurance must be reported.

The Family Planning Expenditure Report is due no later than the 15<sup>th</sup> of the month following the reporting period. Extensions of the date are not allowed for the June and December reports.

The Family Planning Expenditure Report is submitted as an attachment to the PRS reimbursement request.

Expenditures will be processed upon approval by the NDDHSS.

A signed and dated contract must be on file with the NDHHS before any funds are released as reimbursement.

Expenditure payment to the subrecipient shall be made by either check or electronic deposits, as chosen by the subrecipient.