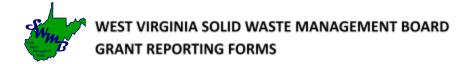


### **GRANT REPORT CHECKLIST**

Solid Waste Authority \_\_\_\_\_

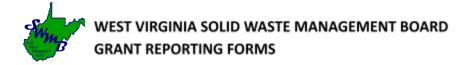
ITEM	YES	NO	NA
Expenditures outside grant period			
Funds spent only on approved items			
Budget revision required			
Budget revision approved			
Separate checking account			
50% funds spent in first 6 months			
Report submitted by deadline			
EXPENDITURE SUMMARY:			
Salaries/Wages		1	1
Time Sheets			
FICA/Unemp/WC documents			
Canceled checks			
Bank statements			
Fauinment > \$5.000			
Equipment > \$5,000		1	1
Class II Legal Ad Specify sealed bids			
Twice within 14 days of final date			
Title			
Invoices			
Canceled checks			
Bank statements			
Total checks submitted equals Expenditure Summary total			
RECAP SHEET			
Information completed			
Narrative info			



## **DETAILED EXPENDITURE SCHEDULE**

Solid Waste Authority \_\_\_\_\_

PAYEE	DATE	CHECK #	AMOUNT	DESCRIPTION



\_\_\_\_\_

# FINAL GRANT EXPENDITURE SCHEDULE

Solid Waste Authority \_\_\_\_\_

Date Submitted \_\_\_\_\_

Award Amount:

Grant Amount Received:

			Column 1	Column 2	Column 3	Column 4	Column 5
			APPROVED BUDGET AMOUNT	1 <sup>st</sup> SIX MONTHS	2 <sup>nd</sup> SIX MONTHS	TOTAL (Col. 2 + 3)	BALANCE OF GRANT (Col. 1 – 4)
1	GRANT AWARD						
2	Interest Earned on Grant Funds						
3	Funds Available	(Lines 1 + 2)					
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18	TOTAL COST (Lines 4	l through 17)					
19	BALANCE						

NOTE: The final report is due within thirty (30) days of the completion of the project or thirty (30) days after the grant period.

Chairperson

WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD GRANT REPORTING FORMS

## FINAL GRANT AWARD RECAP

Solid Waste Authority		Date Submitted	Date Submitted		
Contac	t Person	Reporting Period			
REMIN	DER: The Semi-Annual Expenditure Sch	edule must be completed prior to completing this	form.		
1.	Grant Award Amount				
2.	Total Grant Amount Received				
3.	Interest Earned on Grant Funds				
4.	Total Funds Available	(Line 2 + Line 3)			
5.	Total Grant Expended	(Line 18, Column 4 Grant Expenditure Schedule)			
6.	Percentage of Grant Spent	(Line 5 divided by Line 1)			
7.	Percentage of Project Completed	Ł			
8.	Grant Balance	(Line 4 – Line 5)			

#### NARRATIVE SUMMARY

On a separate sheet, please provide a narrative summary of the project's accomplishments as compared with its original goals, and an explanation of any objectives not achieved. Also, include in the narrative any problems encountered with the project.

**RECYCLING INFORMATION** (Use additional paper to itemize more than one class of items)

Tonnage Recycled from Grant Project
Market Price
Total Revenue

Chairperson