



## 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			
<b>EXPENDITURE SUMMARY:</b>			
Salaries/Wages			
Time Sheets			
FICA/Unemp/WC documents			
Canceled checks			
Bank statements			
Equipment > \$5,000			
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			
<b>RECAP SHEET</b>			
Information completed			
Narrative info			



WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD  
GRANT REPORTING FORMS

### DETAILED EXPENDITURE SCHEDULE

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

PAYEE	DATE	CHECK #	AMOUNT	DESCRIPTION



**WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD  
GRANT REPORTING FORMS**

**SEMI-ANNUAL EXPENDITURE SCHEDULE**

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

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

Award Amount: \_\_\_\_\_

Grant Amount Received: \_\_\_\_\_

		Column 1	Column 2	Column 3
		APPROVED BUDGET AMOUNT	1 <sup>ST</sup> SIX MONTHS	BALANCE OF GRANT (Columns 1 – 2)
1	<b>GRANT AWARD</b>			
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	<b>TOTAL COST</b> (Lines 4 through 17)			
19	<b>BALANCE</b>			

**NOTE:** The semi-annual period ends six (6) months after the grant award date. The semi-annual report is due within fifteen (15) working days from the end of the six (6) month period.

Chairperson

\_\_\_\_\_  
SIGNATURE (must be in blue ink)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE



WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD  
GRANT REPORTING FORMS

SEMI-ANNUAL AWARD RECAP

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

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

Contact Person \_\_\_\_\_

Reporting Period \_\_\_\_\_

REMINDER: The Semi-Annual Expenditure Schedule 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 2 of Grant Expenditure Schedule) \_\_\_\_\_
- 6. Percentage of Grant Spent (Line 5 divided by Line 1) \_\_\_\_\_
- 7. Percentage of Project Completed \_\_\_\_\_
- 8. Grant Balance (Line 4 – Line 5) \_\_\_\_\_

NARRATIVE SUMMARY

[Empty box for narrative summary]

ANY PROBLEMS ENCOUNTERED WITH PROJECT?

[Empty box for problems encountered]

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

Tonnage Recycled from Grant Project \_\_\_\_\_

Market Price \_\_\_\_\_

Total Revenue \_\_\_\_\_

Chairperson

SIGNATURE (must be in blue ink)

TITLE

DATE