



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			
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			
RECAP SHEET			
Information completed			
Narrative info			



**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 ST SIX MONTHS	BALANCE OF GRANT (Columns 1 – 2)
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 through 17)			
19	BALANCE			

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

ANY PROBLEMS ENCOUNTERED WITH PROJECT?

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