**Wisconsin Department of Justice Office of Crime Victim Services**

**Sexual Assault Victim Services (SAVS) Grant Program**

**THIRD QUARTER FINANCIAL STATUS REPORT INSTRUCTIONS**

**The Third Quarter Financial Status Report is due in the Office of Crime Victim Services on October 31, 2014.**

Financial Status Report (page 1)

* Column–‘SAVS Grant Budget”: List the agency’s current approved SAVS budget amounts in this column.
* Column - “*1/1/14-6/30/14 SAVS GRANT SPENT”*:list the amount of SAVS funds spent from January 1 through June 30. This will be the same numbers reported on your Six Month Financial Status Report.
* Column – “7/1/14 – 9/30/14 SAVS Grant Spent”: These cells are locked. *This column should populate after completing pages 2 and 3 “Budget Category Breakdown*”. Enter the amount of SAVS funds spent from 7/1/14 – 9/30/14 in the Budget Category Breakdown section.

* Column – “Remaining Balance”: This column will automatically populate and identify balances remaining in specific line items. Negative balances in a specific line item in excess of $500 will require a request for budget revision, in order to receive reimbursement.
* Each column should total automatically.
* The total of 1/1/14-6/30/14 award spent will populate on the far right below the total funds spent 7/1/14-9/30/14.
* Total award spent to date (1/1/14-9/30/14) should equal the total “Award Spent 1/1/14-6/30/14” and the total “7/1/14 - 9/30/14 SAVS Grant Spent”. *This number should populate automatically*.
* 50% Award Received: At the beginning of the grant year, the Department of Justice (DOJ) sent your agency a check for 50% of the SAVS grant award. Enter that amount in the box to the right.
* “Third Quarter Amount to be reimbursed”: (The difference between The Total Award Spent to Date and 50% Award Received). *The amount to be reimbursed should populate automatically.*

 Budget Category Breakdown (pages 2, 3)

* Provide a detailed description of how SAVS funds in each budget category were spent from July1 through September 30.
* Please note: If there was a change in personnel during this grant period, you must include the dates of employment of the former and new employee under the personnel budget category.
* The total itemized costs in each category should populate that category on page one.
* Changes in the approved budget line items greater than $500 require a request for a budget revision from OCVS. Funds should not be expended until approval has been received to transfer funds from one budget line item to another. The budget revision form is on DOJ’s website: <http://www.doj.state.wi.us/ocvs/office-crime-victim-services> click on “Not a Crime Victim?”, then “Sexual Assault Victim Services (SAVS) Grant”, and then “SAVS Documents and Forms”. <http://www.doj.state.wi.us/ocvs/not-crime-victim/sexual-assault-victim-services-savs-grant> .

Mail, e-mail or fax the financial status report with the official signatures of the project director and fiscal officer to the address/e-mail or fax below.

Address: SAVS Grant Program

DOJ - Office of Crime Victim Services

P.O. Box 7951

Madison, WI 53707-7951

e-mail: moorekg@doj.state.wi.us

Fax: 608-294-2928