



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

**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			
Cancelled checks			
Bank statements			
Equipment > \$5,000			
Class II Legal Ad			
Specify sealed bids			
Twice within 14 days of final date			
Title			
Invoices			
Cancelled 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**

**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 (Columns 2 + 3)	BALANCE OF GRANT (Columns 1 – 4)
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						
19						
20						
21	<b>TOTAL COST</b> (Lines 4 through 20)					
22	<b>BALANCE</b>					

**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

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

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE



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

**FINAL GRANT 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 21, Column 4 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**

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

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

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE