

CVSSD offers this **tip sheet for completing successful financial report verifications (FRV)**. Please consider these helpful suggestions when preparing your source documentation.

Tip #1 The FRV Check List for Subrecipients is required. Submit this check list on the ‘Quarter Selection’ form page of the financial report.

Tip #2 Upload source documentation on the expenditure form page on which it is identified or on ‘FRV Documentation’ form page of the financial report.

Tip #3 Upload all source documentation in the same order as it appears on the expenditure page.

Tip #4 Label all attachments to match the description of the expenditures.

Tip #5 On the personnel expenditures page, organize source documentation separately by employee and pay period. Label attachments by employee name and pay period.

Tip #6 On the training expenditures page, organize documentation separately for each training. Label attachments by training title and date.

Tip #7 On the emergency services expenditures page, organize documentation by service type. For example, bundle receipts for bus passes receipts for emergency repairs separately as different files. Label attachments by type of emergency services.

Tip #8 Consider using numbering systems for expenditures reported in tables of the training and emergency services expenditure pages of the financial report. For example, number each type of expense (e.g., 1. ABC expense, 2. XYZ expense) in the tables.

Tip #9 Source documentation for costs entered on the ‘All Expenditures’ form page must be uploaded on the ‘FRV Documentation’ form page of the financial report. Organize and save documentation in files labeled by the expense type (e.g., office supplies, administrative costs).

Tip #10 Upload the general ledger and supporting journals/ledgers for specific CVSSD grant fund (e.g., VOCA, VAWA, ODSVS, CAMI, SHF) on the ‘FRV Documentation’ form page of the financial report.

Tip #11 Organize and separate source documentation by funding category (e.g., domestic violence, sexual assault, underserved).

Tip #12 Redact all personally identifying information from the source documentation.
