

NSP FY25

Final Report Training

FY25 NSP

Amount: **\$10,000**

Final expenditure date: **Nov 15, 2025****

Final report due: **Dec 15, 2025**

Formal amendment form: due minimally 2 weeks
prior to final expenditure date (**Nov 1, 2025**) &
remember, only allowed 2 per contract year

**** SPENDING DEADLINE****

NSP Financial and Final Report Training

I Amendments

II Directions and Requirements

III Final Reports

IV Financial Records

V Example Final Report

Amendments

Amendments

INFORMAL

- Shuffling dollars **between existing projects** (*\$200 or more*)
- Send revised summary projects form to IIN in email, receive approval

FORMAL

- Adding a **NEW project**
- Same forms as original proposal: summary list includes new project and revised project \$\$ that includes revisions to all to balance
- Review Committee approves
- Only 2 per contract year

Amendments

Informal Amendments

Just this form

No new projects

APPROVED PROJECTS:
this means the SAME
project list with same
name and in same
order as your proposal

2. Informal Amendment Request Form

Community Councils must submit this form to request changes to originally approved projects. Once approved, funds must be spent by the scheduled date for all NSP expenditures.

APPROVED NSP PROJECTS*	ORIGINAL BUDGET	REQUESTED CHANGE (+/-)	AMENDED BUDGET
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL	\$	\$	\$

** List all approved projects, included those whose budgets are not changing*

Amendments

Formal Amendment

Page 1

This is an update of the Summary List from original proposal

All originally approved projects **PLUS** new project(s)

Section III: Formal Amendment

1. Summary List of Proposed Projects & Budget

(please type)

	Approved NSP Projects*	(see Guidelines) Category	Est VIntr hrs	\$\$ Original Approved Amount	New Project Total
1				\$	\$
2				\$	\$
3				\$	\$
4				\$	\$
5				\$	\$
6				\$	\$
7				\$	\$
8				\$	\$
9				\$	\$
10				\$	\$
		Totals		\$	\$

**List all approved projects, included those whose budget are not changing*

Amendments

Formal Amendments

New project proposal for any new project(s)

Both of these for each **NEW PROJECT** only

Section III: Formal Amendment

2. Detailed Budget NEW Projects only

EXPENSES			
#	PROJECT NAME	Line item (description)	\$\$ amount
1	project 1	<i>description of expense</i>	\$
		<i>description of expense</i>	\$
		<i>description of expense</i>	\$
		<i>description of expense</i>	\$

3. Detailed Project Description – 1 per project

PROJECT NAME:	
WHAT WE INTEND TO DO & WHY	
HOW WE INTEND TO DO IT	
HOW WILL THIS IMPACT OUR NEIGHBORHOOD?	
VOLUNTEER HOURS NEEDED (EST.):	

Final Reports: Directions

Section 1: Directions

Beginning of Final Report Packet

General Instructions

Notes on Submissions

Final Reports due Dec 15, 2025

Failure to turn in on time will result in suspension of eligibility
to receive next round of NSP

Directions for Forms

II. NSP Spending Report & Documentation

III. Final Project Performance Report

Forms: examples provided at the end

Final Reports: Directions

Section I: Directions

Notes on Submissions

Submit only Section II and Section III

Order of submission: Think of it as a binder with each project a separate section

Section II

1. Community Council Information
2. Checklist of Attachments
3. Summary List of Projects, Budget, and Balance
4. Total Project NSP & Non-NSP Funds

Section III (REPEAT FOR EACH PROJECT)

PROJECT 1

1. Detailed Performance Report
2. Expenditure Report
3. Documentation of Expenditures (Front End docs grouped in order of Reference #, followed by Back End docs grouped by check #, bank statement month, dates, etc)
4. Any necessary additional documentation

Final Reports: Directions

Section I: Directions

Notes on Submissions

If you choose to use the single spreadsheet, provided by IIN for NSP, for the detailed per project expense report:

1. Clearly mark each project items and the total for that project
2. Order of projects listed in expense report must follow order of projects in your Summary report

You can choose to submit as a **single, well organized pdf** OR you can submit **Sec II as a single pdf and each project set (Sec III) as separate pdfs**. If you do this, you MUST name each file sensibly (eg: WHAC NSP FY23 Project 1).

Please no Google Drive- if this is submitted, you will be asked to turn it into a pdf file

It is important to be very organized in your submissions so we can get through the reviews quickly.

IF your submission is a mess, it will go to the bottom of the pile

Undocumented expenditures will be returned to Invest as 'unspent funds'

Community Councils may not submit new proposals until the Final Reports are approved

Final Reports: Requirements

Final Report submission requirements FY25

1. Format of submission not correct: Automatic REJECTED
 2. Forms not completely filled out: Automatic REJECTED
 3. Required signatures not there: Automatic REJECTED
- If your final report is not submitted with these things correctly done **YOUR COUNCIL FORFEITS FY26 NSP**
 - If your final report is not submitted on or before submission deadline of end of day **Dec 15, 2025**, with these things correctly done **YOUR COUNCIL FORFEITS FY26 NSP**
 - If your final report is not submitted with all of the forms completely filled out on or before the deadline **YOUR COUNCIL FORFEITS FY26 NSP**

You cannot submit your FY26 proposal until FY25 APPROVED

Example - Final Reports

2 parts

- **Section II: NSP Spending Report and Documentation**
 - Council info and summary report
- **Section III: Final Project Performance Report**
 - You do this for EVERY PROJECT individually

Sec II – NSP Spending Report

This is your SUMMARY report for total NSP

1. Community Council Information
2. Documentation: Attachments to Final Report
3. Summary List of Projects & Budget & Balance
4. Total Project NSP and Non-NSP Funds

Section II: NSP Spending Report & Documentation

Please fill in (type) the following:

1. Community Council Information

Council Name:	Awesome Communitiy Council	Amount Received:	\$7, 638
Council EIN # (tax ID):	31-1234567	Contract No:	IIN_11082021_ACC
	NAME	EMAIL	PHONE #
NSP Project Manager	John Doe	john@email.com	555-555-5555
	NAME	EMAIL	PHONE #
Council President:	Jane Dawn	jane@email.com	666-666-6666

Submitted by: John Doe

2. Documentation: Attachments to Final Report

☐ Verification of approved amendments, if any

☒ NSP Hourly Paid Worker Summary Log

☒ NSP Volunteer Hours Summary Log

Please attach the following DOCUMENTATION to each approved project:

☒ Detailed Performance Report – 1 per project

☒ Expenditures Report – 1 per project

☒ Invoices and/or copies of receipts – per project—to verify what funds were spent on, original receipts will NOT be accepted

☒ Copies of cancelled checks, or bank or card statements – per project – with transaction highlighted to verify when, to whom, and how payments were made

☐ Copy of letter/emails from City department or agency verifying the need for funds

Sec II – NSP Spending Report

- Don't forget the "submitted by"
- Contract no: - top of front page of your contract

Section II: NSP Spending Report & Documentation

Please fill in (type) the following:

1. Community Council Information

Council Name:	Awesome Communtiy Council	Amount Received:	\$7, 638
Council EIN # (tax ID):	31-1234567	Contract No:	IIN_11082021_ACC
	NAME	EMAIL	PHONE #
NSP Project Manager	John Doe	john@email.com	555-555-5555
	NAME	EMAIL	PHONE #
Council President:	Jane Dawn	jane@email.com	666-666-6666

Submitted by: John Doe

2. Documentation: Attachments to Final Report

Verification of Funds Received

1. Community Council Information

Council Name:	Awesome Communtiy Council	Amount Received:	\$7, 638
Council EIN # (tax ID):	31-1234567	Contract No:	IIN_11082021_ACC
	NAME	EMAIL	PHONE #
NSP Project Manager	John Doe	john@email.com	555-555-5555
	NAME	EMAIL	PHONE #
Council President:	Jane Dawn	jane@email.com	666-666-6666

Submitted by: John Doe

unds were spent on, original receipts will

ect – with transaction highlighted to

he need for funds

Sec II – NSP Spending Report

Section II: NSP Spending Report & Documentation

Please fill in (type) the following:

	\$7,638
	IIN_11082021_ACC
	PHONE #
	555-555-5555
	PHONE #
	666-666-6666

2. Documentation: Attachments to Final Report

- _____ Verification of approved amendments, if any
- ☒ NSP Hourly Paid Worker Summary Log
- ☒ NSP Volunteer Hours Summary Log

**You must fill out this checklist:
It is so we know what to look for**

**& it is a reminder for you to
attach all your docs!**

Please attach the following DOCUMENTATION to each approved project:

- ☒ Detailed Performance Report – 1 per project
- ☒ Expenditures Report – 1 per project
- ☒ Invoices and/or copies of receipts – per project—to verify what funds were spent on, original receipts will NOT be accepted
- ☒ Copies of cancelled checks, or bank or card statements – per project – with transaction highlighted to verify when, to whom, and how payments were made
- _____ Copy of letter/emails from City department or agency verifying the need for funds

spent on, original receipts will

transaction highlighted to

or funds

Sec II – NSP Spending Report

Summary logs

UPDATED WORKER LOG

Do NOT turn in your internal tracking documents:

- Individual Workers Time Sheets
- Project Workers Tracking Log
- Related hourly paid workers documents

NSP HOURLY PAID WORKER SUMMARY LOG

Community _____

Contract Year _____

Please report the amount paid to hourly workers per project

NSP APPROVED PROJECT NAME	Project Date (earliest to latest)	Worker name	Hours	How paid (cash receipt or check #	TOTAL
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
GRAND TOTAL	\$	\$	\$	\$	\$

Sec II – NSP Spending Report

This is your SUMMARY report for total NSP

1. Community Council Information
2. Documentation: Attachments to Final Report
3. Summary List of Projects & Budget & Balance
4. Total Project NSP and Non-NSP Funds

Please submit the following summary financial report for your Community Council's Neighborhood Support Program spending. Projects listed here must match the Proposal approved by the NSP Review Committee and in your Community Council's contract with Invest in Neighborhoods. If amended budget, attach documentation of amendment approval.

3. Summary List of Projects & Budget & Balance

	NSP Approved Project Name	(see Guidelines) Category	\$\$ Total Approved Budget*	\$\$ Spent NSP Funds	\$\$ Balance
1	Awesome Beautification Series	Neighborhood Improvements	\$1,500.00	\$1,500.00	\$
2	Community Events	Quality of Life	\$3,000.00	\$3,000.00	\$
3	Awesome Communications	Communication Projects	\$3,138.00	\$3,138.00	\$
4			\$	\$	\$
5			\$	\$	\$
6			\$	\$	\$
7			\$	\$	\$
8			\$	\$	\$
9			\$	\$	\$
10			\$	\$	\$
TOTALS			\$7,638	\$7,638	\$

Total NSP Budget	\$7,638
-Total Spent NSP Funds	\$7,638
Total Unspent NSP Funds**	\$0

*If you requested an amendment, please attach documentation verifying the amendment was approved

**You must return unspent NSP funds to the Invest in Neighborhoods. Make checks payable to "Invest in Neighborhoods". Please note in memo "balance unspent NSP funds"

4. Total Project NSP and Non-NSP Funds

	NSP Approved Project Name	\$\$ NSP Amount	\$\$ Other Sources	Source of other funds*	Total Project \$\$
1	Awesome Beautification Series	\$1,500.00	250.00	Council Funds	\$1,750.00
2	Community Events	\$3,000.00	\$500.00	NAF Grant	\$3,500.00
3	Awesome Communications	\$3,138.00	\$		\$3,138.00
4		\$	\$		\$
5		\$	\$		\$
6		\$	\$		\$
7		\$	\$		\$
8		\$	\$		\$
9		\$	\$		\$
10		\$	\$		\$
TOTALS		\$7,638.00	\$750.00		\$8,388.00

*City funds, grant (non-City), donation, Community Council funds (e.g. membership fees, event revenue)

Please submit the following summary financial report for your Community Council's Neighborhood Support Program spending. Projects listed here must match the Proposal approved by the NSP Review Committee and in your Community Council's contract with Invest in Neighborhoods. If amended budget, attach documentation of amendment approval.

Projects listed here must match the Proposal approved by the NSP Review Committee and in your Community Council's contract with Invest in Neighborhoods. If amended budget, attach documentation of amendment approval.

	NSP Approved Project Name	<i>(see Guidelines)</i> Category	\$\$ Total Approved Budget*	\$\$ Spent NSP Funds	\$\$ Balance
1	Awesome Beautification Series	Neighborhood Improvements	\$1,500.00	\$1,500.00	\$
2	Community Events	Quality of Life	\$3,000.00	\$3,000.00	\$
3	Awesome Communications	Commuication Projects	\$3,138.00	\$3,138.00	\$
4			\$	\$	\$
5			\$	\$	\$
6			\$	\$	\$
7			\$	\$	\$
8			\$	\$	\$
9			\$	\$	\$
10			\$	\$	\$
		TOTALS	\$7,638	\$7,638	\$

Total NSP Budget	\$7,638
-Total Spent NSP Funds	\$7,638
Total Unspent NSP Funds**	\$0

***You must return unspent NSP funds to the Invest in Neighborhoods. Make checks payable to "Invest in Neighborhoods". Please note in memo 'balance unspent NSP funds'*

\$\$ Total Approved Budget*	\$\$ Spent NSP Funds	\$\$ Balance
\$1,500.00		\$
	\$1,500.00	
\$3,000.00	\$3,000.00	\$
\$3,138.00	\$3,138.00	\$
\$	\$	\$
\$	\$	\$
\$	\$	\$
\$	\$	\$
\$	\$	\$
\$	\$	\$
\$	\$	\$
\$7,638	\$7,638	\$

ifying the amendment was approved
ds. Make checks payable to "Invest in Neighborhoods". Please

[illegible]

(e.g. membership fees, event revenue)

Please submit the following summary financial report for your Community Council's Neighborhood Support Program spending. Projects listed here must match the Proposal approved by the NSP Review Committee and in your Community Council's contract with Invest in Neighborhoods. If amended budget, attach documentation of amendment approval.

	\$\$ Total Approved Budget*	\$\$ Spent NSP Funds	\$\$ Balance
	\$1,500.00		\$
		\$1,500.00	
	\$3,000.00	\$3,000.00	\$
	\$3,138.00	\$3,138.00	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
\$	\$7,638	\$7,638	\$

[illegible]

Section II: Spending & Reporting Documentation

	NSP Approved Project Name	(see Guidelines) Category	\$\$ Total Approved Budget*	\$\$ Spent NSP Funds	\$\$ Balance
1	Awesome Beautification Series	Neighborhood Improvements	\$1,500.00	\$1,500.00	\$
2	Community Events	Quality of Life	\$3,000.00	\$3,000.00	\$
3	Awesome Communications	Communication Projects	\$3,138.00	\$3,138.00	\$
4			\$	\$	\$
5			\$	\$	\$
6			\$	\$	\$
7			\$	\$	\$
8			\$	\$	\$
9			\$	\$	\$
10			\$	\$	\$
		TOTALS	\$7,638	\$7,638	\$

Total NSP Budget	\$7,638
-Total Spent NSP Funds	\$7,638
Total Unspent NSP Funds**	\$0

Unspent funds **MUST BE RETURNED**

***You must return unspent NSP funds to the Invest in Neighborhoods. Make checks payable to "Invest in Neighborhoods". Please note in memo 'balance unspent NSP funds'*

Sec II – NSP Spending Report

Please submit the following summary financial report for your Community Council's Neighborhood Support Program spending. Projects listed here must match the Proposal approved by the NSP Review Committee and in your Community Council's contract with Invest in Neighborhoods. If amended budget, attach documentation of amendment approval.

3. Summary List of Projects & Budget & Balance

4. Total Project NSP and Non-NSP Funds

	NSP Approved Project Name	\$\$ NSP Amount	\$\$ Other Sources	Source of other funds*	Total Project \$\$
1	Awesome Beautification Series	\$1,500.00	250.00	Council Funds	\$1,750.00
2	Community Events	\$3,000.00	\$500.00	NAF Grant	\$3,500.00
3	Awesome Communications	\$3,138.00	\$		\$3,138.00
4		\$	\$		\$
5		\$	\$		\$
6		\$	\$		\$
7		\$	\$		\$
8		\$	\$		\$
9		\$	\$		\$
10		\$	\$		\$
	TOTALS	\$7,638.00	\$750.00		\$8,388.00

*City funds, grant (non-City), donation, Community Council funds (e.g. membership fees, event revenue)

NSP	\$\$ Balance
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

proved
Invest in Neighborhoods". Please

Total Project \$\$
\$1,750.00
\$3,500.00
\$3,138.00
\$
\$
\$
\$
\$
\$
\$8,388.00

venue)

Sec III – Final Project Performance

1. Detailed Performance Report –1 per project

2. Expenditures Report – 1 per project

Create one set for each project

Set includes all documentation for each project, including your invoices, receipts, checks bank statements, etc

Section III: Final Project Performance Report

III.1 Detailed Performance Report –1 per project

Prepare one (1) report form for each approved project. Describe how well you met your goals. Discuss any problems (if any) in fulfilling the terms of your contract, indicate budget, final amount spent, and the ending balance. Attach photographs and other documentation as appropriate.

APPROVED PROJECT NAME:	Awesome Beautification Series				
PROJECT BUDGET:	\$1,500.00	Total NSP Funds Spent:	\$1,500.00	BALANCE:	\$0
TOTAL VOLUNTEER HRS:	100	START DATE:	5/2024	END DATE:	8/2024

2. Expenditures Report – 1 per project

List all the expenses incurred from each project. To verify funds spent attach the following to each project report:

1. Invoices and/or copies of receipts – original receipts will NOT be accepted—to verify funds were needed
2. Attach copies of cancelled checks, or bank or card statement to verify funds were spent

Council Name:	Awesome Community Council	Contract Year:	FY 22
Project Name:	1. Beautification Series		

DATE	PAYEE	DESCRIPTION	TYPE OF PAYMENT	PROOF OF PAYMENT	AMOUNT
3/2/2022	Sam's Graphic Design	Contract for webpage design	Bank transfer	ACH - xxx8124	\$500.00
4/5/2022	Joe's Landscaping	Mulch, flowers	Card	Statement xxx6052	\$150.00
5/2/2022	Community Youth	Passing out event series letter	Cash	Receipt	\$150.00
6/1/2022	Jim's Lawn Service	Mowing	Check	Canceled check	\$150.00
6/1/2022	City of Cincinnati, Urban Forestry	Trees and installations of trees	Check	Canceled check	\$550.00
					\$
					\$
					\$
					\$
					\$

pace. Enhance the areas

er burnout seemed to

lure. What do you base

as the potential for a
In our opinion, this is a
ntinuing.

Sec III – Final Project Performance

Examples of proof documentation

As a reminder, required documentation is on the forms you are filling out, at the top and bottom

2. Expenditures Report – 1 per project

List all the expenses incurred from each project. To verify funds spent attach the following to each project report:

- 1. Invoices and/or copies of receipts – original receipts will NOT be accepted—to verify funds were needed
- 2. Attach copies of cancelled checks, or bank or card statement to verify funds were spent

Council Name:	Awesome Community Council	Contract Year:	FY 22
Project Name:	1. Beautification Series		

- Proof of Need: Invoice, receipt, contract, or other written form of agreement (front end)
- Proof of Payment: Canceled check, bank statement, cash receipt (back end)
- Cash payments must be accompanied by proof of payment receipt—a template is available through IIN
- Payments to individuals for temporary (hourly) work must be verified by information in the NSP Hourly Paid Worker Summary Log
- Payment to the City department or agency: must be accompanied by letter or an email from the department or agency requesting funds for what purpose

Sec III – Final Project Performance

1. Detailed Performance Report –1 per project

Section III: Final Project Performance Report

III.1 Detailed Performance Report –1 per project

Prepare one (1) report form for each approved project. Describe how well you met your goals. Discuss any problems (if any) in fulfilling the terms of your contract, indicate budget, final amount spent, and the ending balance. Attach photographs and other documentation as appropriate.

APPROVED PROJECT NAME:	Awesome Beautification Series				
PROJECT BUDGET:	\$1,500.00	Total NSP Funds Spent:	\$1,500.00	BALANCE:	\$0
TOTAL VOLUNTEER HRS:	100	START DATE:	5/2024	END DATE:	8/2024
PROJECT DESCRIPTION & PURPOSE:					
Host a series of neighborhood beautification projects to maintain and upkeep public greenspace. Enhance the areas that the Awesome Community Council hosts other community events.					
PROBLEMS WITH THE PROJECT?					
One area we identified as problematic is the continued engagement of volunteers. Volunteer burnout seemed to happen quicker this year.					
EVALUATION OF SUCCESS OF PROJECT (Explain why you feel this project is a success or failure. What do you base this assessment on?):					
<u>Overall</u> the beautification series was a success. Any organization reliant on volunteerism has the potential for a poor turnout. The challenges we face <u>continue</u> , individuals are pulled in multiple directions. In our opinion, this is a cause <u>for</u> burnout. Gaining momentum will take years long work, that we are invested in continuing.					
ADDITIONAL COMMENTS					

Sec III – Final Project Performance

Section III: Final Project Performance Report

1. Detailed Performance Report –1 per project

III.1 Detailed Performance Report –1 per project

Prepare one (1) report form for each approved project. Describe how well you met your goals. Discuss any problems (if any) in fulfilling the terms of your contract, indicate budget, final amount spent, and the ending balance. Attach photographs and other documentation as appropriate.

III.1 Detailed Performance Report –1 per project

Prepare one (1) report form for each approved project. Describe how well you met your goals. Discuss any problems (if any) in fulfilling the terms of your contract, indicate budget, final amount spent, and the ending balance. Attach photographs and other documentation as appropriate.

APPROVED PROJECT NAME:	Awesome Beautification Series				
PROJECT BUDGET:	\$1,500.00	Total NSP Funds Spent:	\$1,500.00	BALANCE:	\$0
TOTAL VOLUNTEER HRS:	100	START DATE:	5/2024	END DATE:	8/2024
PROJECT DESCRIPTION & PURPOSE:					
Host a series of neighborhood beautification projects to maintain and upkeep public greenspace. Enhance the areas that the Awesome Community Council hosts other community events.					

\$0
8/2024
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Sec III – Final Project Performance

1. Detailed Performance Report –1 per project

Section III: Final Project Performance Report

III.1 Detailed Performance Report –1 per project

Prepare one (1) report form for each approved project. Describe how well you met your goals. Discuss any problems (if any) in fulfilling the terms of your contract, indicate budget, final amount spent, and the ending balance. Attach photographs and other documentation as appropriate.

APPROVED PROJECT NAME:	Awesome Beautification Series				
PROJECT BUDGET:	\$1,500.00	Total NSP Funds Spent:	\$1,500.00	BALANCE:	\$0
TOTAL VOLUNTEER HRS:	100	START DATE:	5/2024	END DATE:	8/2024

EVALUATION OF SUCCESS OF PROJECT (Explain why you feel this project is a success or failure. What do you base this assessment on?):

Overall the beautification series was a success. Any organization reliant on volunteerism has the potential for a poor turnout. The challenges we face continue, individuals are pulled in multiple directions. In our opinion, this is a cause for burnout. Gaining momentum will take years long work, that we are invested in continuing.

ADDITIONAL COMMENTS

Sec III – Final Project Performance

2. Expenditures Report –1 per project

Remember, here, in previous description, or in your documentation:

CAN NOT “donate”

III.2 Expenditures Report – 1 per project

List all the expenses incurred from each project. To verify funds spent attach the following to each project report:

- 1. Invoices and/or copies of receipts – original receipts will NOT be accepted—to verify funds were needed
- 2. Attach copies of cancelled checks, or bank or card statement (with highlighted transaction) to verify funds were spent

Council Name:		Contract Year:	FY
Project Name:			

Ref #	DATE (earliest to latest)	PAYEE	DESCRIPTION	Front End (invoice or receipt or other)	Back End (canceled check # or bank statement + month)	AMOUNT
1						\$
2						\$
3						\$
4						\$
5						\$
6						\$
7						\$
8						\$
9						\$
10						\$
11						\$
12						\$
13						\$
14						\$
15						\$
16						\$
					TOTAL	\$

- Proof of Need: Invoice, receipt, contract, or other written form of ~~agreement~~ (front end); Mark ref #
- Proof of Payment: Canceled check, bank statement, cash receipt (back end); Mark ref #
- Cash payments must be accompanied by proof of payment receipt—a template is available through IIN
- Payments to individuals for temporary (hourly) work must be verified by information in the NSP Hourly Paid Worker Summary Log
- Payment to the City department or agency: must be accompanied by letter or an email from the department or agency requesting funds for what purpose

Sec III – Final Project Performance

2. Expenditures Report –1 per project

III.2 Expenditures Report – 1 per project

- List all the expenses incurred from each project. To verify funds spent attach the following to each project report:
1. Invoices and/or copies of receipts – original receipts will NOT be accepted—to verify funds were needed
 2. Attach copies of cancelled checks, or bank or card statement (with highlighted transaction) to verify funds were spent

Council Name:		Contract Year:	FY
Project Name:			

2. Expenditures Report – 1 per project

List all the expenses incurred from each project. To verify funds spent attach the following to each project report:

1. Invoices and/or copies of receipts – original receipts will NOT be accepted—to verify funds were needed
2. Attach copies of cancelled checks, or bank or card statement to verify funds were spent

Council Name:	Awesome Community Council	Contract Year:	FY 22
Project Name:	1. Beautification Series		

9						\$
10						\$
11						\$

- Proof of Need: Invoice, receipt, contract, or other written form of agreement (front end); Mark ref #
- Proof of Payment: Canceled check, bank statement, cash receipt (back end); Mark ref #
- Cash payments must be accompanied by proof of payment receipt—a template is available through IIN
- Payments to individuals for temporary (hourly) work must be verified by information in the NSP Hourly Paid Worker Summary Log

Cash payments must be accompanied by proof of payment receipt—a template is available through IIN

- Payments to individuals for temporary (hourly) work must be verified by information in the NSP Hourly Paid Worker Summary Log
- Payment to the City department or agency: must be accompanied by letter or an email from the department or agency requesting funds for what purpose

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Council Name:		Contract Year:	FY

Ref #	DATE (earliest to latest)	PAYEE	DESCRIPTION	Front End (invoice or receipt or other)	Back End (canceled check # or bank statement + month)	AMOUNT
1	3/2/2022	Sam's Graphic Design	Contract for webpage design	Invoice	Chk #1023	\$500.00
2	4/5/2022	Joe's Landscaping	Mulch, flowers	Receipt	May Statement	\$150.00
3	5/2/2022	Community Youth	Passing out event series letter	Cash log	July Statement	\$150.00
4	6/1/2022	Jim's Lawn Service	Mowing	Worker log (or agreement)	Ck # 1028	\$150.00
5	6/1/2022	City of Cincinnati, Urban Forestry	Trees and installations of trees	Contract (or email agreement)	Ck #1033	\$550.00

[illegible]

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agreement (front end); Mark ref #
back end); Mark ref #

```

a template is available through IIN
d by information in the NSP Hourly Paid Worker Summary Log
y letter or an email from the department or agency requesting

2. Expenditures Report –1 per project

1. Invoices and/or copies of receipts – original receipts will NOT be accepted—to verify funds were needed
2. Attach copies of cancelled checks, or bank or card statement (with highlighted transaction) to verify funds were spent

Council Name:	Contract Year:	FY
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[illegible]

a template is available through IIN
and by information in the NSP Hourly Paid Worker Summary Log
by letter or an email from the department or agency requesting

Front End (“need”)

Back End (“proof”

Note –**statements** are to be used only when you don't have a check because you used **debit/credit card**

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Back End (“proof”)

2. Canceled checks OR statements

Only highlight the transactions for single project you are reporting on

Yes, you might have multiple copies of your statements because they will be part of individual project packet

PROJECT 2 COMMUNICATIONS

Debit Card Purchases				REF #16
Date posted	Amount	Transaction description		Reference number
05/09	1,594.90	1654 Debit Card Purchase Zoom.US 888-799-9666 San Jose Ca		67819900015371654128
05/23	206.28	1654 Debit Card Purchase Givebutter* Community Httpsgivebu De		75335900015371654142
ATM/Misc. Debit Card Transactions				REF #17
Date posted	Amount	Transaction description		Reference number
05/09	430.12	1654 Recurring Debit Card Vmo*Vimeo Pro Unlimit 646-4708422 NY		67818900015371654128
05/09	199.00	1654 Recurring Debit Card Dropbox*Hdr7H7Fm6D3D Dropbox.Com Ca		91781900015371654129
ACH Deductions				REF #20
Date posted	Amount	Transaction description		Reference number
05/04	146.41	Corporate ACH Altafiber Cinti Bell Tele 5139215502982		00022123010842006

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Back End (“proof”)

2. Bank

Statement

Each must correspond to expense line item with back end proof of payment’, Which corresponds to receipt or other front end documentation

Which is why you will now have **REFERENCE #** on your expense line items

Debit Card Purchases			PROJECT 2 COMMUNICATIONS	
Date posted	Amount	Transaction description	Reference number	
05/09	1,594.90	1654 Debit Card Purchase Zoom.US 888-799 San Jose Ca	REF #16	67819900015371654128
05/23	206.28	1654 Debit Card Purchase Givebutter* Community Httpsgivebu De		75335900015371654142
ATM/Misc. Debit Card Transactions				
Date posted	Amount	Transaction description	Reference number	
05/09	430.12	1654 Recurring Debit Card Vmo*V 646-4708422 NY	REF #17	67818900015371654128
05/09	199.00	1654 Recurring Debit Card Dropbox*Hdr7H7Fm6D3D Dropbox.Com Ca		91781900015371654129
ACH Deductions				
Date posted	Amount	Transaction description	Reference number	
05/04	146.41	Corporate ACH Altafiber Cinti Bell Tele 5139215502982	REF #20	00022123010842006
PROJECT 2: COMMUNICATIONS				

2. Expenditures Report –1 per project

List all the expenses incurred from each project. To verify funds spent attach the following to each project report:

1. Invoices and/or copies of receipts – original receipts will NOT be accepted—to verify funds were needed
2. Attach copies of cancelled checks, or bank or card statement (with highlighted transaction) to verify funds were spent

Council Name:		Contract Year:	FY
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Ref #	DATE (earliest to latest)	PAYEE	DESCRIPTION	Front End (invoice or receipt or other)	Back End (canceled check # or bank statement + month)	AMOUNT
1	3/2/2022	Sam's Graphic Design	Contract for webpage design	Invoice	Chk #1023	\$500.00
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[illegible]

IIN
 rly Paid Worker Summary Log
 artment or agency requesting

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2. Expenditures Report –1 per project

Don't forget:

1. Description has to have enough info to understand what you paid for. Equate it with the “memo” field in your checkbook
2. Front end proof – shows WHAT you paid for
3. Back end proof – showing that it came out of your account
4. Check your dates: MUST fall within the spending period: your contract date through Jan 14, 2024

* your expenditure begin date is the last date last person signed on the contract

III.2 Expenditures Report – 1 per project

List all the expenses incurred from each project. To verify funds spent attach the following to each project report:

1. Invoices and/or copies of receipts – original receipts will NOT be accepted—to verify funds were needed
2. Attach copies of cancelled checks, or bank or card statement (with highlighted transaction) to verify funds were spent

Council Name:		Contract Year:	FY
Project Name:			

Ref #	DATE (earliest to latest)	PAYEE	DESCRIPTION	Front End (invoice or receipt or other)	Back End (canceled check # or bank statement + month)	AMOUNT
1						\$
2						\$
3						\$
4						\$
5						\$
6						\$
7						\$
8						\$
9						\$
10						\$
11						\$
12						\$
13						\$
14						\$
15						\$
16						\$
					TOTAL	\$

- Proof of Need: Invoice, receipt, contract, or other written form of agreement (front end); Mark ref #

- Proof of Payment: Canceled check, bank statement, cash receipt (back end); Mark ref #

-Cash payments must be accompanied by proof of payment receipt—a template is available through IIN

-Payments to individuals for temporary (hourly) work must be verified by information in the NSP Hourly Paid Worker Summary Log

-Payment to the City department or agency: must be accompanied by letter or an email from the department or agency requesting funds for what purpose

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2. Expenditures Report –1 per project

The more well organized your project report is, the faster we get through it and approve it.

Organize your documentation in the same order as your line item expenses, organized by front end, check, bank statment

Check the guidelines for allowable and \$\$ limitations

Do not forget any add'l documentation such as emails from City, worker's log for cash payments, etc

You cannot submit your FY26 proposal until
FY25 APPROVED

III.2 Expenditures Report – 1 per project

List all the expenses incurred from each project. To verify funds spent attach the following to each project report:

1. Invoices and/or copies of receipts – original receipts will NOT be accepted—to verify funds were needed

2. Attach copies of cancelled checks, or bank or card statement (with highlighted transaction) to verify funds were spent

Council Name:		Contract Year:	FY
Project Name:			

Ref #	DATE (earliest to latest)	PAYEE	DESCRIPTION	Front End (invoice or receipt or other)	Back End (canceled check # or bank statement + month)	AMOUNT
1						\$
2						\$
3						\$
4						\$
5						\$
6						\$
7						\$
8						\$
9						\$
10						\$
11						\$
12						\$
13						\$
14						\$
15						\$
16						\$
					TOTAL	\$

- Proof of Need: Invoice, receipt, contract, or other written form of agreement (front end); Mark ref #

- Proof of Payment: Canceled check, bank statement, cash receipt (back end); Mark ref #

-Cash payments must be accompanied by proof of payment receipt—a template is available through IIN

-Payments to individuals for temporary (hourly) work must be verified by information in the NSP Hourly Paid Worker Summary Log

-Payment to the City department or agency: must be accompanied by letter or an email from the department or agency requesting funds for what purpose

Financial Records for Reporting

To prove: *what, to whom, when, and how*

PROOF OF NEED

- “Front End” documentation

- **Receipt**
 - Store receipt or online receipt ---- COPIES – no originals
 - Clearly marked with PROJECT and **REFERENCE #** from expenditure report
 - Cash receipts for cash payments made to hourly workers (with worker log)
- **Invoices (request for payment)**
 - Every contractor or company that is providing service -- Including partner orgs
 - If City dept or agency – MUST have letter/email from them verifying the need for funds
- **Expense request for reimbursements, itemized – you must also have the receipts**

Financial Records for Reporting

To prove: *what, to whom, when, and how*

PROOF OF PAYMENT

- “Back End” documentation

- **Copies of Canceled Checks**
 - Really easy to pull from online banking, or get from bank (again, monthly)
- **Bank or Credit Card Statement with transaction highlighted**
 - When recording in your spreadsheet, put MONTH of statement
 - When creating project packet, highlight all transactions for single project
- **Cash Withdrawal on Statements:**
 - **Must match receipt.** If you withdraw more than you need, IMMEDIATELY put the difference back into your back. Highlight both the withdrawal and the deposit so we can match to front-end

Resources

Everything you need is here:

<https://www.investinneighborhoods.org/nsp/>

Specifically:

Guidelines

if you need reminder of allowable and not allowable expenses

<https://www.investinneighborhoods.org/nsp-guidelines/>

Amendments

<https://www.investinneighborhoods.org/nsp-proposal-packet/>

All other forms, documents, reports etc

<https://www.investinneighborhoods.org/nsp-reporting-and-documentation/>

(including alternative spreadsheet for numbers)