

ATTACHMENT A: GO VIRGINIA CERTIFIED FINANCIAL CLOSEOUT DOCUMENT



VIRGINIA INITIATIVE FOR
GROWTH & OPPORTUNITY
IN EACH REGION

1. Regional Council

2. Support Organization Name

--	--

3. Subgrantee

--

4. Support Org EIN

--

5. Basis of Accounting

- ☐ Cash
☐ Accrual

6. Report Type

☐ Final

7. Closeout Date

--

8. Transactions

GO Virginia Cash:

a. Cash Receipts

b. Cash Disbursements

c. Cash on Hand (Line a minus b)

GO Virginia Expenditures and Unobligated Balance:

d. Total GO Virginia funds authorized

e. GO Virginia share of expenditures

f. GO Virginia share of unliquidated obligations

g. Total GO Virginia share (sum of lines e and f)

h. Unobligated balance of GO Virginia funds (line d minus g)

Recipient Share/Required Match:

i. Total Required Match

j. CASH Match (Provide detail on Page 2)

k. IN-KIND Match (Provide detail on Page 2)

l. Total Local Match (not included in calculation below)

m. Remaining Required Match (line i minus the sum of j+k)

GO Virginia Grant

-

-

\$ -

-

-

-

-

\$ -

\$ -

-

-

-

-

-

\$ -

9. Remarks

10. Certification: *By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to penalties.*

a. Name of Authorized Certifying Official (Subgrantee)

b. Signature of Authorized Certifying Official (Subgrantee)

c. Date of signature (Subgrantee)

d. Name of Authorized Certifying Official (Grantee or Council Chair)

e. Signature of Authorized Certifying Official (Grantee or Council Chair)

f. Date of signature (Grantee or Council Chair)

Agency use only:

ATTACHMENT A: GO VIRGINIA CERTIFIED FINANCIAL CLOSEOUT DOCUMENT



VIRGINIA INITIATIVE FOR
GROWTH & OPPORTUNITY
IN EACH REGION

Regional Council:

Support Organization Name:

0

0

IN-KIND Detail:

Source of Contribution	In-Kind match (\$)
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
Total IN-KIND Match:	-

CASH MATCH Detail:

Source of Contribution	Cash Match (\$)
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
	-
Total Cash Match:	-

Report Number	Reporting Item	Instructions
1	Regional Council	Enter the Regional Council name.
2	Support Organization Name	Enter the name of the Support Organization (Grantee).
3	Subgrantee	Enter the name of the Subgrantee.
4	Support Organization EIN	Enter the Support Organization's (Grantee) Employer Identification Number (EIN).
5	Basis of Accounting	Specify whether a cash or accrual basis was used for recording transactions related to the GO Virginia program and for preparing this financial report. Accrual basis of accounting refers to the accounting method in which expenses are recorded when incurred. The cash basis of accounting records expenses when they are paid.
6	Report Type	Mark the appropriate box labeled final.
7	Closeout Date	Enter the Date the project is being closed out. This is the date this financial closeout report is being submitted.
8	Transactions	Enter cumulative amounts from the date of inception of the award through the end date of the reporting period specified in line 6.
8a	Cash Receipts	Enter the cumulative amount of actual cash received from the GO Virginia program as of the reporting period end date.
8b	Cash Disbursements	Enter the cumulative amount of GO Virginia disbursements by the recipient (i.e. cash or checks) as of the reporting period end date. Disbursements are the sum of actual cash disbursements (of GO Virginia authorized funds) for direct charges for goods and services and the amount of cash advances and payments (of GO Virginia authorized funds) made to contractors.
8c	Cash on Hand (Line 8a minus 8b)	This is a self-calculating field. This field will subtract cash disbursements from cash receipts to show the amount of cash on hand.
8d	Total GO Virginia funds authorized	Enter the total GO Virginia funds authorized (awarded) as of the reporting period end date. Note that your authorized amount should match the authorized amount displayed in CAMS.
8e	GO Virginia share of expenditures	Enter the amount of GO Virginia (State funded GO VA share) of expenditures. For reports prepared on a cash basis, expenditures are the sum of cash disbursements for direct charges for goods and services. For reports prepared on an accrual basis, expenditures are the sum of cash disbursements for direct charges for goods and services incurred.
8f	GO Virginia share of unliquidated obligations	Enter the GO Virginia (State funded GO VA) portion of unliquidated obligations. Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, they are obligations incurred, but for which an expenditure has not yet been recorded. (Expenses incurred but not yet paid or charged to the program)
8g	Total GO Virginia share (sum of lines 8e and 8f)	This is a self-calculating field. This field will add GO Virginia share of expenditures and GO Virginia share of unliquidated obligations.
8h	Unobligated balance of GO Virginia funds (line 8d minus 8g)	This is a self-calculating field. This field will subtract total GO Virginia share from total GO Virginia funds authorized.
8i	Total Required Match	Enter the total required recipient (non-state source) match. The required match share should include all matching costs provided by recipient and/or third-party providers as identified in the contract. This amount should not include amounts in excess of the match identified in the contract.
8j	CASH Match	Enter the recipient (non-state source) share of actual cash disbursements (less any rebates, refunds, or other credits). Note: In some cases, the recipient (non-state source) share may be greater than the total required recipient share; please feel free to include additional 'allowable' amounts here.
8k	IN-KIND Match	Enter the recipient (non-state source) share of IN-KIND expenditures. This amount should include the value of allowable in-kind contributions. Note: In some cases, the recipient (non-state source) share may be greater than the total required recipient share; please feel free to include additional 'allowable' amounts here. In addition, provide additional details of IN-KIND contributions on Page 2 of the financial report.
8l	Total Local Match	This includes Total Local Match (if applicable) as outlined in the contract (includes local CASH and IN-KIND match). This amount is not calculated in the remaining required match (line 8m). It is assumed the Local Match is either part of the CASH Match or IN-KIND Match (line 8j and 8k). If part of local match is included in IN-KIND Match this will be listed on page 2 (IN-KIND Detail).
8m	Remaining recipient share to be provided (line 8i minus the sum of 8j+8k)	This is a self-calculating field. This field will subtract total required match from the sum of CASH Match and IN-KIND Match, and should always be zero. If more match was provided than what is required in the contract, the field will still represent a zero value. If there is a positive value, the match requirement as identified in the contract has not been met.
9	Remarks	Enter any explanations or additional information that may assist in interpretation of the recipient's financial report.
10	Certification	(a) Enter the name and title of the authorized certifying official for Subgrantee; (b) The authorized certifying official for the Subgrantee must sign here; (c) Enter date of signature for Subgrantee; (d) Enter the name and title of the authorized certifying official for Grantee or Council Chair; (e) The authorized certifying official of Grantee or Council Chair must sign here; (f) Enter date of signature for Grantee or Council Chair.
Page 2	Enter additional details of IN-KIND match at the top section and CASH match at the bottom section to include the source of the match being contributed as referenced in the project contract. Both in-kind and cash match should add up to the total match listed on the first page (line 8i).	