



**COUNCIL OFFICE FUNDING PROGRAM: CPPS
EXPENDITURE REPORTING FORM**

Organization: _____

Project/Program/Service: _____

Name: _____ Title: _____

Email: _____ Phone: _____

Mailing Address: _____

Request Details

Total Project/Program/Service Award:	
Total Amount/Payment Documented:	
What number submission is this? <i>Multiple ERF submissions are permissible.</i>	

Please note that any undocumented grant funds must be returned to the City in full or otherwise documented retroactively. Failure to comply with this requirement may result in a grantee's inclusion on a Delinquency List, which would preclude the organization from receiving future CPPS or ACCF funding until the matter is resolved.

Authorization

An authorized signatory is to sign and print name, date, and title.

Signature: _____ Date: _____

Print Name: _____ Title: _____

To be completed by Council Administration ONLY:

Approved: _____ Date: _____

City of San Diego, Director of Council Administration

Attach: Home Depot receipt or invoice of the \$10,000 purchase

Attach: Credit card statement
highlighting the \$10,000 Home Depot
purchase

Attach: Walmart receipt or invoice of the \$5,000 purchase

Attach: Copy of the check written to
Walmart for the \$5,000 purchase



<p style="text-align: center;">COUNCIL OFFICE FUNDING PROGRAM: CPPS FINAL PERFORMANCE REPORT</p>

Organization: _____

Project/Program/Service: _____

Narrative

Referring to Exhibit A of the Funding Agreement, please describe in a detailed and measurable way how well your organization met the project/program/service objectives. If objectives were not met, explain why.

Checklist

Check the boxes below to ensure all expense documentation is complete and ready to submit. Keep a copy of the complete report on file for your organization.

For organizations receiving funding less than \$10,000, check off and ensure the following documents are complete:

- Expenditure Reporting Form (ERF) is complete
- Eligible Proof of Purchase and Proof of Payment for each line item is included
- Final Performance Report is complete

For organizations receiving funding equal to or greater than \$10,000, check off and ensure the following documents are complete and included:

- Statement of Activities (Total Revenues and Expenses)
- Statement of Financial Position (Total Assets, Liabilities, and Equity)

Submit

Submit completed form and all attachments as one file via email to CPPS@SanDiego.gov ASAP and no later than July 31, 2024 with the document titled "ERF_Org Name."

Authorization

An authorized signatory is to sign and print name, date, and title.

I hereby certify that all terms and conditions as set forth in the Agreement with the City of San Diego have been met. All expenditures have been made within the spirit and letter of City Council Policy, as specified in the Agreement. All required reports and disclosures have been submitted.

Signature: _____ Date: _____

Print Name: _____ Title: _____


For questions, please contact the Council Administration team:

Abigail Edwards
Grants Manager
EdwardsA@SanDiego.gov
(619) 236-5918

Malachi Bielecki
Grants Coordinator/Contract Administrator
MBielecki@SanDiego.gov
(619) 236-7709

Attach: Your organization’s Statement of Activities if your CPPS or ACCF award was \$10,000 or more


Statement of Activities



Revenues	Unrestricted	Temporarily Restricted	Total
Individual Donations			
Grants			
Investment Income			
Other			
Total Revenues			
Expenses			
Program Services			
General and Administrative			
Fundraising			
Total Expenses			
Change In Net Assets			
Net Assets, Beginning of Year			
Net Assets, End of Period			

Attach: Your organization’s Statement of Financial Position if your CPPS or ACCF award was \$10,000 or more

Nonprofit Statement of Financial Position



Assets		
Cash and Cash Equivalents		
Contributions Receivable		
Prepaid Expenses		
Property and Equipment		
Total Assets		
Liabilities		
Payables		
Debt		
Other		
Total Liabilities		
Net Assets		
Without Donor Restrictions		
With Donor Restrictions		
Total Net Assets		
Total Liabilities and Net Assets		