

GUIDELINES FOR ANNUAL FINANCIAL REPORTS

Annual Financial Reports (AFRs) are submitted by grantees to summarize expenditures that have been invoiced during an annual grant budget period.

1. AFRs must be submitted no later than 60 days after the end of a budget year.
2. AFRs may not “cross” annual budget periods, *i.e.*, they must be for the annual periods set forth in the grant agreement budget.
3. AFRs must reflect the current budget category amounts approved by LSDF.
4. AFRs can be submitted concurrently with an invoice to close out a budget year; grantees must ensure that cumulative expenditures reported on the invoice match what is being reported on the AFR.
5. AFRs must be submitted and approved prior in order for invoices to be paid during the subsequent budget year.
6. A sample AFR form can be found on our LSDF website. Grantees may substitute and submit the LSDF AFR for one developed by their organization, provided it includes all of the information included on the LSDF form.

HOW TO SUBMIT AN ANNUAL FINANCIAL REPORT

1. AFRs must be approved and submitted by the authorized institutional financial official.
2. AFRs must be submitted utilizing the form on the LSDF website.
3. Submit the ARF by emailing a PDF copy to grantsadmin@lsdfa.org for review and approval.