

**COUNCIL OFFICE FUNDING PROGRAM: CPPS  
EXPENDITURE REPORT AND FINAL PERFORMANCE REPORT: DIRECTIONS**

Please follow the directions carefully and submit all required documentation **ASAP** and no later than **July 31, 2024**.

**Expenditure Reporting Form (ERF):**

Enter the requested information on page 1. Enter the requested information to complete the table on page 2. Include additional copies of page 2 if necessary. **Please note:** All reported expenses must be related to the information included on your original application under the "Use of City Funds" section. Purchases must have been made within Fiscal Year 2024 (July 1, 2023 – June 30, 2024).

**Supplemental Documentation**

Each line item/expense listed on page 2 will require corresponding Proof of Purchase and Proof of Payment documentation. Supplemental documentation must be attached in the same order as each line item listed on the Table. *\*\*\*Failure to place documents in the correct order will require a new submission.* Each line item must match both the Proof of Purchase and Proof of Payment documents.

**1. Proof of Purchase:** Invoice, receipt, lease, time card, etc.

**a.** This document will indicate the amount paid, vendor, and date of purchase.

**2. Proof of Payment:** Canceled check, bank or credit card statement, etc.

**a.** This document will need to indicate the amount paid by the grantee to the vendor, and the date of payment/transfer of funds.

**b.** For credit card statements, highlight or circle the specific expenditure corresponding to the line item. You may redact confidential information on your bank statements if needed.

**Final Performance Report**

Complete the form and requested narrative. Additional financial statements are required if your organization's award is equal to or over \$10,000. Complete the checklist and sign the form.

**Submit**

Submit completed form via email to [CPPS@SanDiego.gov](mailto:CPPS@SanDiego.gov) **ASAP** and no later than July 31, 2024 with the document titled "ERF\_Org Name"

Submission should be one **PDF** with each document in the correct order:

- Expenditure Reporting Form (ERF)
- Expenditure Table
- Supplemental Documentation
- Final Performance Report
- Checklist and Signature Form

*You will receive confirmation once your form has been reviewed and approved, please expect 1-2 weeks for processing.*

**IMPORTANT:** *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.*