

## **6.12 Reporting and Projection - Monthly Reporting**

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### **POLICY:**

The Grantee will send an Expenditure Report with each monthly Invoice.

### **PROCEDURE:**

#### **A. Monthly Expenditure Report**

1. The Local Agency will send an Expenditure Report with each monthly Invoice within twenty (20) calendar days after the end of the month.
2. The Report will categorize expenditures in accordance with the line items in the approved budget for the agreement and with the requirements of the Survey of Program Administrative Costs and Expenditures (SPACE).

#### **B. Format of the Expenditure Report**

1. A copy of the Monthly Expenditure Report format is attached (**see Attachment #1 6.14**).