

# Required Reports

The reports that are submitted to the Children & Families Dept. provide valuable information that is reported to the Oregon Commission on Children and Families and in turn, shared with the Oregon Legislature. Therefore accuracy of the information submitted is essential.

## **Semi-Annual Fiscal Report (Exhibit C to the CPT Contract - every six months)**

**Due dates:**   **January 15**   (of each contracted year)  
                  **July 15**       (of each contracted year)

Please make sure you enter your CPT name on the top of the form and that you are using the appropriate report for the reporting period. Section A & B figures are for the 6-month reporting period. Section C is cumulative and should reflect dollars received and expended for the entire 2-year contract period.

**Section A: Leveraged Resources and Revenue** – *each time you submit a report, only include data for the six month period prior to the reporting due date.*

- **Volunteer Leveraging:** Report the HOURS volunteered, lay and professional, for only this reporting period (6 months). Remember when reporting professional volunteer hours, you only report hours that reflect professional services acquired by the CPT at no cost. For example, if an attorney was on your board and they reviewed your 501 c 3 paperwork and/or reporting at no cost to the CPT, you would count the number of hours they donated as “professional.” For the hours they attend monthly meetings for general business or volunteer at a CPT event, their hours donated would be counted as lay.
- **In Kind contributions:** Any non-monetary donations contributing to the success of the activity. Examples may include free rent or meeting space, volunteer mileage, copies, baby blankets, etc. These should be converted to an estimated cash value.
- **Other Sources of Cash:** Any other cash resources received or generated by an activity that is not reported in the other categories. You will need to provide a narrative description of these dollars so CFD staff can properly enter this information into the state database. The most common example would be a cash donation.
- **Grants:** Cash grants from private or non-profit organizations. Example: Ford Family Foundation or Meyer Memorial Trust. Only report the amount of funds received during the reporting period. If you received all the information up-front, enter that information in the appropriate reporting period. This grant received up-front should not appear on subsequent reporting periods.

### **Section B: Parenting Training Outcomes**

- If your CPT has collaborated on or made a financial investment toward local parenting educational opportunities, you are required to ask participants this question, “As a result of this class, do you feel your parenting class has increased your parenting skills?”
- The results of this evaluation must be reported for the 6-month reporting period.
- You will also need to report the number of individuals that responded through the survey.

**Section C: Commission Funding and Expenditures Reporting** – *this section is cumulative and should reflect dollars received and expended for the entire 2-year contract period.*

- In this section you will only fill out the columns titled, “Rcvd to Date,” “Expended to Date,” and “List Activities Funded.”
- This section of the report is accumulative and should reflect the entire 2-year contract period.

**Section D: Signatures and Authorization**

- The signatures needed are
  - a. The person that prepared the report for signature
  - b. The fiscal sponsor, if applicable
  - c. The person authorized to sign on behalf of the CPT. If your CPT bylaws require two signatures on items such as these, an additional signature can be added.
- We will not accept reports that have the same signature in the “prepared by” and “authorized by” sections. There must be at least one additional signature on the report by an appropriate CPT board member.

**Year-End Report**

**Due date:** August 1 of each year of the two-year contract (two annual reports per contract period)

In an effort to minimize reporting requirements, we have combined our year-end narrative reporting requirements with Oregon Together! year-end reporting. Groups that are both CPTs and Oregon Together! groups should complete the entire form – Sections I-V. If you are a CPT only, then you will only need to complete Sections I-IV.

**Biennial-End Projected Expenditure Report**

**Due date:** March 31 of the last year of the contract

The CPT must identify projected expenditures for the remainder of the contract period. There is not a specific form for this reporting, but the information must be submitted to the CFD in writing no later than March 31 of the last year of the contract.

Because the funding streams being used during the 2009-2011 contract period are state and federal funds (and are restricted) they cannot be carried over from biennium to biennium. If, as a result of the CPT’s projected spending analysis, there appears to be dollars that will not be able to spend, the CPT and the DCF will work together to assess viable options.

In the event that a CPT will not be able to utilize all of their allocated funds, the contract will need to be amended and the unused dollars must be returned to the DCF per the language within the CPT contract.