

# Lancaster County Grant Contracts

## Financial Reporting & Reimbursements

### FINANCIAL REPORTS

Crime Commission grants only –

- Email the Cash Report to Grants Coordinator by 10<sup>th</sup> of month following the end of the quarter using the form provided.
- This is only for reporting purposes and will not be used to reimburse you.

### REIMBURSEMENT REQUESTS

JBC, JJPF & Crime Commission grants –

- Email your Grant Reimbursement Request by 30<sup>th</sup> of month following the end of the quarter –
  - Quarter: January – March Request by April 30
  - Quarter: April – June Request by July 30
  - Quarter: July – September Request by October 30
  - Quarter: October – December Request by January 30
- Request reimbursement for actual expenses
- Scan your request along with the documentation and send as a pdf file
- Allow 30 days for reimbursement

Questions? Contact Rhonda Ryan!

*Rhonda Ryan*

Grants Coordinator

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