



AmeriCorps Expenditure Report
New York State Contract Management System (CMS)

INSTRUCTIONS

AmeriCorps Expenditure Reports are to be submitted via the Contract Management System (CMS) by the due dates outlined in the Reporting Schedule in Appendix C of your New York State Contract.

AMERICORPS EXPENDITURE REPORT

This is an interactive form in the Contract Management System (CMS). Users will insert expenditures by quarter in the "Current Expenditures" column only. CMS will automatically populate the user's budget lines and will calculate the quarterly balance. The following required attachments provide support to the Expenditure Report.

1. **Grantee Share Expenditure Report.**

This is a downloadable form in the Contract Management System (CMS), or available from your Program Administrator. Users will download the form each quarter and input expenditures that were paid using grantee/local cash (not using CNCS/Federal funds awarded through your AmeriCorps grant). The "Total" fields will automatically be calculated.

At the bottom of the Grantee Share Report, input any Program Income generated for the current quarter into cell B48, any In-Kind donations utilized to support the program in the current quarter in cell B49, and any funding secured during the current quarter from Foundations or other eligible sources in cell B50.

2. **AmeriCorps Member Activity Report.**

New York State AmeriCorps programs are required to submit a report detailing member progress for the current reporting period associated with each Expenditure Report. Users should scan and upload a report from your member time tracking system as a PDF file into CMS. The report must include the following information:

- Member name
- Slot type (FT, PT, etc.)
- Enrollment status (active, suspended, etc.)
- Hours completed to date
- Expected completion date