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 D 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**.
   The template can be found at http://www.newyorkersvolunteer.ny.gov/NationalService/AmeriCorps.aspx. 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. Please note, the document will need to be converted to a PDF for uploading in CMS.

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

3. **Minority and Women Business Enterprise.**
   In order for your Program Manger to approve your claims, you must email a completed M/WBE Quarterly Report form to mwbeinfo@ocfs.ny.gov for each claim. You must include your agency name and contract number in the subject field. Please cc your Program Manager on the email to document that you have complied with the requirement. Quarterly report can be found at:
   http://www.newyorkersvolunteer.ny.gov/NationalService/AmeriCorps.aspx