

# INSTRUCTIONS FOR PROJECT INCOME FORM

## Virginia Department of Criminal Justice Services

1100 Bank Street  
Richmond, Virginia 23219

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*This form should be completed only by projects having income generated from grant activities.*

*Project income* is income received or earned by the project as a direct result of the grant activity during the funding period. Examples of project income are such things as reimbursements for services, sales of goods produced with project funds, client fees, registration fees, interest earned on bank accounts holding grant funds (for LLEBG only), and **liquidated** seized assets and forfeitures. *Please note, do not report seized assets on this form until they are liquidated. Report seized assets on quarterly evaluation forms.*

All project income received and expended by the project is reported on the attached form and should **not** be included on the DCJS financial Report Form.

- A. **Subgrantee:** This is the agency to which the grant award was made, local unit of government, state agency, or non profit organization.
- B. **Grant Number:** This is the grant number assigned to the project by DCJS. It can be found on the statement of Grant Award/Acceptance.
- C. **Grant Period:** This can be found on the Statement of Grant Award/Acceptance and is changed only if the project has received written approval for a grant extension.
- D. **Prepared By and Date:** This is the person who actually prepared the report. Please include the telephone number. The date is the day the form is completed.
- E. **Type of Report:** Check whether this is a quarterly report or the final report. In those cases where the last quarterly report is combined with the final report, check both quarterly and final. A final report is submitted only after the project has ended or all funds have been expended.
- F. **Project Activity During:** Check which calendar quarter the report covers. If you are reporting on less than a full quarter, check the applicable quarter, and write in the exact dates you are reporting on in this section.
- G. **Cash Balances - Beginning of Quarter:** If this is the first project income you are reporting for this grant, this figure will be zero. (0). Otherwise, this will be the figure on line 4, labeled J, of the previous quarterly report.
- H. **Receipts (Income) by Source:** Indicate the type and amount of Project income (cash) received during the quarter and total the figures (line labeled H).

- I. **Expenditures:** List any expenditures of project income during the quarter by budget category and total the expenditures (line labeled I). \*Attach a description of the activities only if they were for non-criminal justice purposes.
  
- J. **Cash Balance End of Quarter:** Add the amounts on line 1, labeled G, and line 2, labeled H. Subtract the amount on line 3 labeled I. The result should be entered on line 4, labeled J.
  
- K. The report should be signed by either the Project Director or the Finance Officer designated for the grant.
  
- L. Mail this report to:

Virginia Department of Criminal Justice Services  
Grants Management  
1100 Bank Street  
Richmond, VA 23219