

## REPORTING

Recently, numerous questions have been about reporting. Therefore, this memo will attempt to clarify some of WVPDS reporting requirements. Please note this does not cover all reporting requirements and does not cover other agency reporting requirements. Some measures will make reporting easier and save time and money. Likewise, not following these guidelines can delay grant disbursements. Please review with appropriate staff.

### Financial Reporting

- Financial reports are to be submitted monthly and received by the same date as the Time Matters upload.
- Financial reports may be e-mailed, if emailed, there is no need to fax and send a hard copy. If you wish, confirmation can be provided. If you wish for confirmation, please indicate on the e-mail message.
- The balance sheet or cash report should be *As of* the end of the prior month to the due date (e.g., Due 10<sup>th</sup> February, *As of* 31<sup>st</sup> January).
- The profit and loss report should be from July 1<sup>st</sup> to end of preceding month of due date (see prior example).
- If both reports are sent, there is no need to send media disks.

### Personnel Change Reports

- If you have a new employee or board member, please use these forms to report those changes.
- Personnel changes should be reported within five (5) days. (See contract provision 4.3).
- The Personnel Change report should have a resume or CV attached.

### Other Reports

- Changes in name, e-mail addresses, and corporation contact details may be reported by e-mail, written correspondence, or fax.
- Changes will only be accepted by designated personnel. This is to ensure consistency and procedures are accurately followed.
- Corporations accept the ultimate responsibility to inform Public Defender Services of any reportable changes.