



## VALE FINANCIAL REPORTING INSTRUCTIONS

Financial and Narrative Reports must be completed utilizing the VALE reporting templates disseminated by the 2nd Judicial District VALE. If you need help or have questions, please do not hesitate to contact the VALE Administrator at [VALEBD@DenverDA.org](mailto:VALEBD@DenverDA.org) or 720-913-9022.

Financial Reporting Deadlines
April 30, 2024
July 31, 2024
October 31, 2024
January 31, 2025

### Submitting Reports

Please send 1 electronic version of each report via email to: [VALEBD@DenverDA.org](mailto:VALEBD@DenverDA.org).

Please note- **only PDFs with e-signatures will be accepted. Scanned hard copies WILL NOT be accepted.**

### Financial Reports

There are independent columns to clearly define the VALE expenditures for your programs.

*Please see the below fiscal report for detailed descriptions of all columns.*

- If you are reallocating more than 10% of funds from one budget line to another, you will need to contact the VALE Board Administrators for approval.
- Any remaining Denver VALE funds will need to be de-obligated back to the VALE Board at the time of the year-end report submission.

AWARD INFORMATION	
Total 2 <sup>nd</sup> JD VALE Award:	This is the total approved award for the year and will automatically calculate once the expenditures portion is filled in.
Amount Received YTD:	Fill in the total amount of funds your agency has received from the 2nd JD through the end of this reporting period.

### EXPENDITURES

Budget Category	A Total Approved Budget	B Expenditures at Beginning of Quarter	C Expenditures this Quarter	D Total Expenditures YTD (column B + C)	E Funds Remaining (column A-D)
Personnel	The amount of money for each category as approved in the final, revised budget. These numbers should not change quarter to quarter.	The amount of VALE expenditures, by category as reported in the previous report. These numbers should match Column D on the previous report.	The amount of VALE funds spent by category during the reporting period.	The total VALE funds spent for the entire year, to date including this quarter. These totals should reflect the combination of Column B and Column C.	The amount of approved VALE funds for each category, minus the funds spent thus far. These totals should reflect Column A minus Column D.
Supplies & Operating					
Equipment					
Travel					
Professional Services/Consulting					
TOTAL					

Please note:

If your agency has not cashed a VALE check within 90 days, the check will be void and a replacement of those funds will not be offered. If your agency is missing a check for the last quarter, please contact [VALEBD@DenverDA.org](mailto:VALEBD@DenverDA.org) immediately.