

Questions about the Periodic Expense Report Training (PER)

1. Since the last day of the grant reimbursement date is August 31st, will that be an issue for any of the teams attending Florida CERT Association Conferences or National CERT conference as they are in August? (The problem will be credit card purchases for NCA since it is late next year, and proof of payment will be approximately the 20th.)

Answer: This should not be an issue. If your organization can show an invoice paid before August 31, 2026. The final date for documents submitted to Volunteer Florida will be September 15, 2026.

2. When submitting documentation for credit card purchases, do bank statements need to show the full credit card balance paid off or just the portion of charges that were for the grant?

Answer: The bank statement will just need to show that the amount of the charges that you are requesting for reimbursement has been paid. Example: The credit card statement is \$ 4,000.00. If you are asking for reimbursement of \$ 2,000.00 then you would need to show \$ 2,000.00 paid on the credit card from the bank statement.

3. Volunteer Match: Is there a signature required for each volunteer individually, or is the signature of the program manager certifying the hours appropriate for the sign-in sheets? Currently my online sign in software does not have an option to collect signatures.

Answer: We will accept the program managers' signature for digital individual volunteer hours as a verification. If the volunteers are signing in on a paper sign in sheet, then please have them provide a signature on that sign in sheet.

4. For Volunteer Match hours, would a digital sign in/out sheet work or would it need a signature?

Answer: We will accept digital sign in/out paperwork, if you can provide a program manager's signature verification of the hours. Make sure you are providing the following information on the sign in sheet: CERT program name, date, event/training class name, time in, time out, volunteer name and signature.

5. Would a 214-form work for the Volunteer hours as a volunteer form?

Answer: Yes- Please make sure that the 214 is signed by the person filling out the 214. Unsigned 214's will not be accepted. If you are using the team 214, the leader must sign and date the bottom of the 214.

If you have any questions regarding finance you can reach out to Nicholas Revell at nicholas@volunteerflorida.org who can assist, but please include me on those communications so I am situationally aware.