

BLOOMINGTON POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

TIMELY FILING OF FEDERAL FINANCIAL REPORTS

Reviewed by: Det. Michael Fazio	Effective Date: 05/01/2012
Authorized by: Chief Randall McKinley	Revision Date:

PURPOSE

This procedure is to ensure that the quarterly filing of the "Federal Financial Reports" and the "Final Report" are filed with the United State Department of Justice in a timely manner.

DEFINITIONS

Federal Financial Reports (SF-425) is the financial report used by the government for our agencies to report our expenditures and revenues of a federal grant awarded to our agency.

Final Report is the final financial report that closes out the federal grant and reports the final expenditures and revenues of the grant.

SUBMISSION DEADLINES

The SF-425 must be submitted to the Office of Community Oriented Policing Services (COPS) within 30 days after the last day of each calendar quarter. Requests for payments against your grant will not be processed when a current SF-425 has not been filed.

The following chart displays the months covered per calendar quarter and the reporting due date. All SF-425 reports will be cumulative.

Reporting Quarter	SF-425 Due Date
January 1 - March 31	April 30
April 1 - June 30	July 30
July 1 - September 30	October 30
October 1 - December 31	January 30

The final report is due 90 days after the end date of the award

REPORTING REQUIREMENTS

1. All reports set forth by the grant's requirements shall be filed with the USDOJ.
2. Every attempt will be made to complete the reports by the aforementioned guidelines set by the USDOJ.
3. The Budget Officer within the Finance Department will compile the financial information and the Chief Accountant will review the information and send to the Grant Manager in

the Police Department. The Grant Manager within the Police Department will review and input the financial information into the designed USDOJ remittance system.

4. If any of the reports are unable to be filed on time, the person responsible for the filing of those reports shall report that fact to the Chief of Police and the Finance Department prior to the reports becoming delinquent. The Chief of Police and the Finance Department will decide how to resolve the cause of the inability to file the report in a timely manner.
5. Grant records will be filed and maintained within the Police Administrative Department. These documents will be available for any USDOJ audit and the City's Financial and A-133 Audit.