

Minnesota Department of Public Safety
Office of Justice Programs
Crime Victim Services

FSR Description Box Detail Requirements
Updated May 2021

The table below provides guidance on what information is required in the Description box of each FSR your agency submits (for grant funds & match). When reporting match other than volunteer time, please indicate the source of those match dollars in the Description box in addition to the actual match expense and amount.

Budget Item	Minimum Detail Required in the FSR Payment Request Line Items Description Box (for grant funds & match)	Examples
Personnel	List the first name(s) or initials and <u>gross</u> wages of those being paid from the line item.	Mary (\$3,072.15), Flo (\$2,836.10), Shirley (\$2,154.88), Joe (\$1,988.45)
Payroll Taxes & Fringe (employer-paid)	Break out the employer-paid amounts by sub-category. Prepaid insurance must be identified by type and coverage period.	FICA tax (\$3,060.44), Retirement (\$1,204.46), Worker's Compensation Insurance for April (\$708.64), Health, Dental, Life, LTD, STD insurance for April (\$4,812.71)
Contract Services	Break out amount requested by sub-category.	Bookkeeping (\$175); Audit (\$2,000)
Travel & Training	Break out amount requested by sub-category.	Mileage (\$34.50); Hotel (\$108.11); Meals (\$74); Parking (\$30); Registration (\$50)
Office & Program Expenses	Break out amount requested by sub-category. Prepaid insurance must be identified by type and coverage period.	Office supplies (\$115.14); Phone/internet (\$101.88); Computer (\$1,388); Professional liability insurance for Feb-Sept (\$202.33)
Building Expenses	Break out amount requested by sub-category. Prepaid insurance must be identified by type and coverage period.	Rent (\$439.70); Maintenance/repairs (\$184.50); Mortgage interest payment (\$211.65); Building liability insurance for July-Sept (\$183.44)
Equipment Purchases (\$5,000+)	Break out amount requested by item purchased.	Refrigerator (\$5,109)
Direct Client Assistance	Upload the summary cover sheet in E-grants under the "Direct Client Assistance Documentation" link on each FSR.	Description box should be left blank.
Indirect Costs	Expenses included in your indirect cost rate are clearly identified in your budget so details are not required on the FSR.	Description box should be left blank.

FINANCIAL STATUS REPORT / PAYMENT REQUEST LINE ITEMS

Please enter the expenses incurred during the current report period. (Additional blank items will appear upon saving)

Budget Item	Date	Description	Amount Requested
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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