

# **Expenditure Documentation and Certification Form (EDCF) Instructions**

## **DUE DATE:**

The monthly reports are due within 30 days following the end of each calendar month. For example, the EDCF for July will be due August 30<sup>th</sup>.

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**Step 1:** Open the Excel spreadsheet and 'Save As' your agency name as the title. Close the spreadsheet completely and then reopen it before entering any information!

## **Step 2: Approved Budget**

- Locate and click on the Approved Budget tab at the bottom of the spreadsheet.
- You will need to insert the name of your agency as it appears on your current contract in the designated area near the middle of the page.
- Insert your contract number as it appears on your current contract in the designated area.  
\*NOTE: After inserting your agency name and contract number in the Approved Budget tab it will appear on all other pages of the workbook.
- Enter your FY13 approved budget information. These would be the budget figures approved as part of your FY13 annual program plan and budget
- Save

## **Step 3: Monthly EDCF**

- Expenditures are to be reported to DHS on a monthly basis.
- To record monthly expenditures, select the corresponding tab for the month in which you wish to record expenditures.
- Complete the expenditures by line item to correspond with your actual program expenditures. It is necessary for you to separate the state general revenue expenditures from the federal expenditures.
- Save

## **Step 4: Signing the EDCF**

- The EDCF must be signed and dated by the agency's authorized official.
- First you must create an image file with the signature. If you need assistance with this please contact Kristin Knox at (217)557-2943 or via email at [kristin.knox@illinois.gov](mailto:kristin.knox@illinois.gov).
- To insert the required signature, place your cursor in the box to the right of 'Authorized Signature' and click on it.
- Go to the toolbar at the TOP of the spreadsheet and click on the Insert tab (you must use the toolbar at the top; it will not work if you right click).
- Click on Picture and select the signature image. Follow instructions to locate your signature file and double click to insert. Resize the image if necessary.
- Type the date in the designated area.
- Save

### **Step 5: Submitting the EDCF**

- EDCF's will only be accepted electronically.
- Before sending the Excel workbook, please make sure signatures and dates are included for all current and previously reported expenditures.
- To electronically submit the Excel workbook, attach it as a file in an email and 'Subject' the email with your agency name. \*It is important that an email is first created and then the file is attached. Please do not right click while in the document and select 'email' or 'send to.' This often times prevents us from being able to open the attached file.
- Send the email to both Tom Evering ([tom.evering@illinois.gov](mailto:tom.evering@illinois.gov)) and Kristin Knox ([kristin.knox@illinois.gov](mailto:kristin.knox@illinois.gov)).

**If you have any questions or problems with the EDCF please contact Kristin Knox at (217)557-2943 or via email at [kristin.knox@illinois.gov](mailto:kristin.knox@illinois.gov).**

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### **REVISIONS**

#### **For a previously submitted expenditure report:**

- Locate the tab of the spreadsheet that corresponds to the previously submitted month for which you intend to revise.
- Check the 'Revision' box in the top right corner.
- Adjust the figures to reflect your revised expenditures.
- Insert an updated signature and date.
- Save
- Submit these revisions with the NEXT monthly report.
- In the email that accompanies the report please indicate that a revision has been made.

#### **For revisions to the Approved Budget**

- If a budget revision is required, you will need to submit a separate Budget Revision Request Form to the CCBYS Program Director, Karrie Rueter ([karrie.rueter@illinois.gov](mailto:karrie.rueter@illinois.gov)). To request this form please contact Kristin Knox at (217)557-2943 or via email at [kristin.knox@illinois.gov](mailto:kristin.knox@illinois.gov).
- Once your budget revision request is approved by the program director, you will then need to revise the Approved Budget tab of the EDCF.
- Locate the Approved Budget tab at the bottom of the spreadsheet.
- Check the 'Revision' box in the top right corner.
- Adjust the figures to reflect the newly approved budget.
- Insert an updated signature and date.
- Save
- Submit these revisions with the NEXT monthly report.
- In the email that accompanies the report please indicate that a revision has been made.