

Legislative Reporting Requirements

The General Assembly has enacted provisions requiring agencies to report certain information. The forms and instructions can be found on the DPB Website (<http://dpb.virginia.gov/forms/forms.cfm>). Once completed, e-mail the form to DPB at budget@dpb.virginia.gov by November 1, 2008. **NOTE:** Public institutions of higher education are exempted from completing Form FS and Form FF.

- **Federal grants.** Section 2.2-603 (E), Code of Virginia, enacted by the 1997 General Assembly, requires agencies to compile information regarding federal contracts, loans, or grants in excess of \$1.0 million for which they may be eligible. (Your DPB budget analyst may be contacting you for additional information about your federal grants). (**Form FF**)
- **Federal spending.** Section 2.2-603 (E), Code of Virginia, requires that agencies annually report each year the percentage of their spending that is from federal funds. (**Form FS**)
- **Organizational memberships.** Section 4-5.05, Chapter 879, 2008 Acts of Assembly, (the 2008 Appropriation Act) requires agencies to report on organizational memberships with annual dues of \$5,000 or more. (**Form OM**)



Virginia Department of Planning and Budget

Report on Federal Contracts, Grants, or Money

INSTRUCTIONS

The Code of Virginia, §2.2-603(E), requires that agencies report on the availability of federal contracts, grants, or money in excess of \$1,000,000 that your agency was eligible for in fiscal year 2008. Fiscal year 2008 is the state fiscal year that began on July 1, 2007, and ended on June 30, 2008.

Agency name: _____

Agency code: _____

FEDERAL CONTRACTS, GRANTS, OR MONEY

Revenue Code*	CFDA Code*	Short Title	Annual \$ Amount	Yes or No (insert Y or N in the appropriate column)			Reason for Not Applying for, Accepting, or Receiving
				Applied For	Accepted	Received	

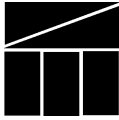
* Insert the appropriate Commonwealth revenue source code and the Catalog of Federal Domestic Assistance code.

CONTACT INFORMATION

Name & Title of person completing this form

Phone number

Date



Virginia Department of Planning and Budget

Report on Federal Spending

INSTRUCTIONS

The Code of Virginia, §2.2-603 (E), requires that agencies report the percentage of their spending from federal funds. On this form, report your expenditures (not appropriations) from federal sources for fiscal year 2008 along with your total operating expenditures (all funds). Fiscal year 2008 is the state fiscal year that started on July 1, 2007, and ended on June 30, 2008.

Agency name: _____ Agency code: _____

FEDERAL SPENDING

Check the appropriate box:

This agency did not expend any federal funds in FY 2008.

This agency expended federal funds in FY 2008.

If you check this box, complete the following:

Total agency operating expenditures for FY 2008 \$ _____

Amount of FY 2008 expenditures from federal sources \$ _____

Percent of FY 2008 expenditures from federal sources _____ %

Note: Round percent to one decimal place (Example: 24.6%)

CONTACT INFORMATION

Name & title of person completing form

Phone number



Organizational Memberships of State Agencies

INSTRUCTIONS

Section 4-5.05, Chapter 879, 2008 Acts of Assembly, (the 2008 Appropriation Act), requires agencies to report on organizational memberships with annual dues of \$5,000 or more.

Your agency is requested to provide this information for organizations in which it will hold membership during the current state fiscal year (FY 2009, which began July 1, 2008, and will end on June 30, 2009). You must provide the name of the organization and the purpose of the membership. This information is needed only for membership dues of \$5,000 or more.

Agency name: _____ Agency code: _____

Name of person completing this form: _____

Organizational memberships during FY 2009

Name of organization	Annual dues	Purpose of agency membership
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		