



Financial Report Forms

These reports must be submitted each year along with each club's grant application. End-of-year financials should be submitted on line in Webgrants. The deadline for submission of the grant application and financial reports is May 1st. Copies of all pertinent documents should be submitted to the Snowmobile Program Manager in Helena through the Webgrants system. Original copies of the documents—cancelled checks (both front and back, or bank equivalent of same), original invoices, and other billings—should be kept in club files for historical record and auditing purposes.

Financial Report Forms are perhaps the most critical documents of the Montana Snowmobile Program. State internal financial controls mandate that we keep track of all expenditures. Any club failing to do its park jeopardizes all other snowmobile clubs and the entire grooming program.

Each incurred cost must be accompanied by at least one of the following:

1. Paid receipt
2. Invoice and cancelled warrant or check (copies of both front and back)
3. Bank statement (but only if it is clear by the description to whom the money went)

The Snowmobile Program Manager in Helena will check report forms for accuracy and eligibility of claimed expenses. All remaining grant funds, for which no substantiated claims exist, will be carried forward the the next grooming season. The club must report and account for the money in the Webgrants system.

Before the grooming season starts, Montana State Parks encourages each club to review its Snowmobile Project Grant Agreement, which outlines the basic State purchasing procedures. Each club is also encouraged to open a separate bank account for its snowmobile grant funds (apart from club funds.). This will greatly reduce confusion and accounting errors. If a club wishes to use a software accounting program, it can print out its forms with the software's spreadsheet style as long as the document provides the same headings and fields found on the Montana State Park Financial Report Form. If anyone has questions regarding eligible costs, please don't hesitate to call Montana State Parks Snowmobile Program Manager in Helena.

Montana State Parks greatly appreciates the assistance and cooperation of each snowmobile club in reporting this vital accounting information in a timely manner.

