

Vaccine Equity and Community Care

May 25, 2022 Technical Assistance Session Q&A

Quarterly Financial Reporting & Deliverables

Quarterly Financial Reporting



Q: Do I need to submit anything else if I have submitted a Quarterly Financial Report (QFR) and received payment?

A: Yes, you should also make sure that your [Monthly Program Report](#) is submitted by the 15th (or next business day) of each month via the online survey. **Providers for Vaccine Equity contracts must also submit a [Vaccine Event survey form](#) after each vaccine event.**

Q: Is the QFR replacing the Monthly Financial Report?

A: Yes, instead of submitting a financial report each month, providers will submit the QFR at the end of each quarter.

- **QFR 1:** Jan-Mar. Due April 30th
- **QFR 2:** Apr-Jun Due July 30th
- **QFR 3:** July-Sept. Due Oct 30th
- **QFR 4:** Oct-Dec. Due Jan 30th

Q: What should be reported in the Accrual Year to Date column on the QFR?

A: On the accrual basis, **you should report all expenses and revenue** from the start of your contract to the end of the current reporting quarter. For accrued revenue, **include all payments you have earned, even if you have not received the payments yet.**

REMINDER

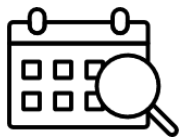
The Annual Closeout Report should not include revenue that has not been received.

Q: What should be reported in the Agreement Budget column on the QFR?

A: The line items in Agreement Budget column should match the amounts from the provider's most recently approved budget. When completing the budget column of the QFR, the budget column will not change from quarter to quarter unless the budget has been amended and approved.

Q: Where do we report miscellaneous cost allowances?

A: Miscellaneous costs should be reported on the Miscellaneous line of the QFR. Additionally, **all costs falling under Miscellaneous must match the Miscellaneous items from the providers' approved budget. Please email CDC.OPHE.Support@maine.gov to ensure that the costs are allowable and reported correctly.**



Q: What timeframe of contract work should we report on the QFR?

A: The QFR **always includes all revenue and expenses from the start of the contract to the end of the current quarter.** For Community Care providers, the upcoming QFR (due July 30th) includes the total amount for Quarter 1 (Jan- March) and Quarter 2 (April – June). For Vaccine Equity providers, the QFR would include the total of Quarter 1, Quarter 2, and any 2021 expenses and revenues.

Q: Following a contract extension, what timeframe should I report for the QFR?

A: If you received a contract extension, you should report any revenue and expenses from the start of your contract up to the current reporting quarter.

Q: Are extensions available for providers who submit their reporting late?

A: If an extension is needed, providers must **request an extension as soon as possible by emailing CDC-OPHE-Support@maine.gov**. Late submission of reporting can result in delayed payments.

Contract Deliverables and Timelines

Q: Should we submit one Vaccine Event form for several events that happened in the month, or should we submit one report per event?

A: Providers must submit one vaccine report for each event (ex: three forms for three events).

**Q: Can we "backdate" monthly program reporting surveys for past events?**

A: Yes, providers must submit any outstanding Monthly Program Reports or Vaccine Event forms for previous months.

**Q: How do we determine what to allocate for payroll expenses if an employee is working on more than one grant or contract?**

A: If an employee is working on multiple grants or contracts, then their **payroll expenses should be shared in proportion to the amount of time the employee spends on each contract's activities** (ex: If employee spends half of their time on the Vaccine contract and half of their time on the Community Care contract, then the total expense for their salary should be shared at 50% for each contract. **A way to keep track of employee time is through use of timesheets that separate the employee's work hours by each project.**

Q: Will providers who are not extending their contracts after June 30th need to submit the QFR and the Annual Closeout Report?

A: Yes. Any providers not extending their contracts must submit the **QFR (due July 30th) and Annual Closeout Report (due August 30th)**. **OPHE and PCG will hosting a mandatory technical assistance session** regarding the Annual Closeout Report for any providers not extending their contract past June 30th. **Please note that the Monthly Program reporting is still due on July 15th along with any missing Vaccine Event forms.**