

Please introduce yourself in the chat

- Name
- Pronouns, if you'd like
- Title
- Organization

Expenditure Reporting for Local Public Health Agencies

September 10, 2026

Agenda

- Why is the Report Changing?
- What is Not Changing
- Dashboard
- Expenditure Report Email Communication
- Expenditure Report Notes
- Expenditure Report Demonstration
- Revisions

Why Is the Report Changing?

- In response to LPHAs indicating that the current financial reporting system is an administrative burden
- The current system is also a burden for OHA due to time-consuming hand entry of information from PDFs into another system
- Improve information sharing
 - Dashboard includes reporting due dates, past reports, total expenditures, total remaining balances by PE

What is Not Changing

- What to report – expenses for each PE separately, etc.
- When to report - quarterly
- What costs are allowable
- How to prepare internally for reporting

Dashboard

- Sign up for a *free* SmartSheet account
<https://app.smartsheet.com/login>
- Authorized Agent and Primary Fiscal Contact will have access
- Follow the link emailed by OHA to your dashboard *and bookmark it for future reference*
- You will find:
 - Overall award information by PE
 - Reporting due dates
 - Previous quarterly reports
 - Link to quarterly reports due
 - Report status
 - Reports to certify (Authorized Agent only)

Expenditure Report Email Communication

- Primary Fiscal Contact will receive an email at the end of each quarter with a link to the dashboard
- Authorized Agent will receive an email each time an expenditure report is submitted
- Authorized Agent will receive and email each time an expenditure report has been modified

Expenditure Report

- Expenditure report has a horizontal orientation instead of the vertical orientation of the past expenditure report
- Contains formulas so it calculates totals (gray columns)
- After each action save *and* refresh. Refresh can take up to a minute.
- ‘Other SS’ expenses require both the figure and the description
- Enter indirect rate as a number, not a percentage
 - Note: Capital expenditures are not included in the indirect calculation.

- WIC reportings still require the expense details as well as expenses by area (Client Services, Nutrition Services, Breastfeeding Promotion, General Administration)
 - Expense detail and expense by area must match
- Expenditure report can be exported into Excel, but is not required
 - Once complete, data can be copied and pasted
 - No upload option
- Previous expenditure reports can be exported to Excel for recordkeeping

Revisions

- Reports can be revised by the Primary Fiscal Contact
- Resubmit report
- If the total has been revised, the Authorized Agent will receive an email communication
- Authorized Agent can use highlighting filter to identify changes
- Certify