



Mental Health Student Services Act (MHSSA) Annual Fiscal Report Instructions

Information provided in the Annual Fiscal Report (AFR) includes actual expenditures for personnel staff salaries, personnel staff benefits, contractor expenditures, and other costs. This information is provided by the County/Grantee completing the AFR. Other information is either pre-filled or auto-calculates. Please refer to the instructions below, and to the Tool Tips within the AFR which can be accessed by clicking on a cell, for additional information about what is included in the AFR. **Note that the cells highlighted in yellow require user input.** Complete the AFR electronically and submit it in .xlsx format, and mail a signed hard copy to: MHSSA Unit, MHSOAC, 1325 J Street, Suite 1700, Sacramento, CA 95814.

1. General Information

- a. **Total Grant Awarded** is pre-filled. *This is the full amount of the executed contract.*
- b. **Authorized Annual Funding** is pre-filled. *This is the amount included in the executed contract for this grant year.*

2. Personnel, Contractor, and Other Expenditures

- a. **MHSSA Staff/Contractor/Other Title** is pre-filled. *This is the information included on items 1, 11 and 20 of the Attachment B.2. Budget Worksheet for the grant year.* The Staff expenditures are reported in Column E. The Contractor expenditures are reported in Column G. The Other Cost expenditures are reported in Column I. If a Staff/Contractor/Other title has not been used leave that row blank. If a Staff/Contractor/Other title is incorrect or missing add the correct title on an additional row.
- b. **Under Actual Staff Salary Expenditure** enter the actual staff salary paid for the grant year for each separate staff person. This is the gross salary and does not include benefits. Benefits for salaried personnel will be included in Section 3. The total will auto-calculate.
- c. **Under Actual Contractor Expenditure** enter the actual contracted amount paid for the grant year for each separate contracted staff or item listed. The total will auto-calculate.
- d. **Under Actual Other Cost Expenditure** enter the actual other cost amount paid for the grant year for each separate item listed. The total will auto-calculate.

3. Expenditures

- a. **Annual MHSSA Staff Salary Expenditures** auto-fills the sum of the Annual Staff Salary entries.
- b. **Under Annual Personnel Benefits** enter the actual personnel benefits associated with the Annual Staff Salaries for the grant year.
- c. **Annual Contractor Expenditures** auto-fills the sum of the Annual Contractor Expenditure entries.
- d. **Annual Other Cost Expenditures** auto-fills the sum of the Annual Other Cost Expenditure entries.
- e. **Annual Administration** is pre-filled. *This is the total of administration payments grantees received or will receive according to the quarterly Grant Award Claim Forms.*

4. Total Expenditures and Funding Over/Under

- a. **Total Grant Expenditures** auto-calculates the sum of the ACTUAL Staff Salaries, Personnel Benefits, Contractor Expenditures, and Other Cost Expenditures, and the Administration Costs as reported on the Grant Award Claim Forms.
- b. The **Difference between Authorized Annual Funding and Total Grant Expenditures** auto-calculates the difference between the Authorized Annual Funding and the Total Grant Expenditures showing the amount of over-funding or under-funding.
- c. **Sign and date** as indicated in both signature blocks.