

# **IN THE KNOW**

**FOR SUCCESSFUL**

# **STATISTICAL REPORTING**

**New Jersey Clean Communities Council**  
**Karen Magnanao, Manager of Operations**

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To File Your Statistical Report Successfully

Statistical reporting is a requirement of the Clean Communities Act of 2002 *(it's the LAW)*

*Every eligible municipality and county shall submit an annual report summarizing the uses and expenditure of funds received for its program of litter pickup and removal.*

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### About the Report

The reporting system was designed as a single-year report.

Reported expenses come from the current year's grant ONLY  
Do NOT add left over grants to start the report.

Reported expenses may **be equal to or less than** the grant.

Expenses **may never exceed** the grant for the year.

A negative number for the remaining grant balance is prohibited.

You are NOT required to spend the entire grant, and you may carry a balance.

Do not report grant balances from past years in the Financial section.

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### Starting the Report:

Know the amount of grant funding received for the reporting period

<https://www.njclean.org/coordinators/grant-funding>

Gather financial records outlining expenditures from the current reporting period

Collect statistical data on hours spent, road miles, participants, and amounts collected from any cleanups the town conducted during the reporting period.

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## Grant Balances from Former Years

**If you made purchases in the current report year using money from past years...**

Must be reported in a text box at the bottom of the report

Do not include those purchases in the Financial section

Show the amount used, how it was spent, and the year it came from

The 25% Cap on equipment and basin cleanups applies to past years' reports

\*If the 25% was already applied, the balance may not be used for equipment or basins

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### TO SUMMARIZE

Reports are for a single-year

Reported expenses may be equal to or less than the grant for the report year

Expenses may never exceed the grant disbursement for the year

Never add balances from prior years. They must be reported in a text box.

Going over the grant in expenses **will bounce your report**

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### THE STATISTICAL REPORTING PERIOD

- The statistical reporting report year begins **January 1 EVERY YEAR** and ends **June 30** of the following year.
- There is a one-month grace period to allow towns to spend up to the last day of the reporting period, June 30.
- The **final due date is July 31** every year, giving one-month to complete the report after June 30.
- The report year is the same every year. Any official changes to this schedule will be announced.

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## FINANCIAL INFORMATION

You may find grant disbursements listed by year, county, town on our web page.

<https://www.njclean.org/coordinators/grant-funding>



***Current report year expenses are the only expenses to report in Financial  
Leftover money spent in the current report year goes into a text box***



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## EQUIPMENT PURCHASES

- Calculation is built into the report; 25% cap
- May be used to offset the purchase of single-items of equipment or parts.
- 25% may be saved each year and used for a future purchase
- File an extension request if you plan to save your grants for a future equipment purchase.

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## BASIN CLEANUPS

- Calculation is built into the report form; 25% cap
- May be used to offset the purchase of single-items of equipment or parts. (ex. leaf vacuum/sweeper)
- May not be used to retro-fit or make structural changes to an existing basin.
- See the Grant Guidelines for more information

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### SUPPLIES

- No cap on supply line

### ALL REQUIRED FIELDS MUST BE FILLED IN

- No blank fields permitted where **required** is indicated

### STATISTICAL INFORMATION FIELDS ARE REQUIRED FIELDS

- Keep records from your cleanup
  - ✓ Who participated
  - ✓ Amount of trash and recyclables collected
  - ✓ Road miles covered
  - ✓ Amount spent for supplies
  - ✓ Amount paid to participants

### MOST TEXT BOXES ARE REQUIRED FIELDS

- If you have nothing to add, enter a zero.

# Saving For a Future Purchase? Did Not Use Your Grant? Have Balances to Use?



- **Request an extension**

- Signed letter on your town's letterhead
- Attach to an email to [kmagnanao@njclean.org](mailto:kmagnanao@njclean.org)
- Extensions are granted for six months at a time

## To receive an extension approval

- All reports back to 2016 must be in the system in **SUBMITTED** status

**- AN EXTENSION IS GRANTED FOR SPENDING ONLY**

**- AN EXTENSION DOES NOT CHANGE THE REPORTING PERIOD**

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### FATAL ERRORS



#### **USING THE ENTER and/or the BACKSPACE KEY**

- Using the Enter key or the Backspace key will permanently delete the information you entered.



#### **TRYING TO SUBMIT YOUR REPORT WITH A NEGATIVE NUMBER OR A DECIMAL POINT**

- Expenses reported in the Financial portion of the report must always be equal to or less than the grant received for the year.
- Error – '*must be a valid number*' there is a negative number in your report

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### HOW DO I CHANGE THE GRANT REMAINING AMOUNT?

- This report has been designed to subtract expenses from the amount of grant for the current year; therefore...
  - ***The only way to change the grant remaining is to adjust your expenses.***
- Report will not submit with expenses exceeding the grant for the year.

***“Grant Expenses May Not Exceed Amount of the Grant for the Year”***

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## **SAVING AND SUBMITTING –**

The system will ALWAYS issue a report number and provide a confirmation of your action when you press save or submit at the end of your report.

## **ALWAYS KEEP YOUR REPORT NUMBER**

**SAVING YOUR REPORT** - Saved reports are in open status and incomplete

Use your report number to reopen the report to complete it. Extensions cannot be issued if a report is incomplete.

**SUBMITTING YOUR REPORT** – Report has been successfully entered and is complete

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To File Your Statistical Report Successfully

## IS MY REPORT IN THE SYSTEM?

Using the existing report number (*that you have written down*)  
open the report:

- \* You will see it noted at the top, in red, that the report was already submitted
- \* You will not be able to edit
- \* If you are able to edit the report, it is **NOT** in Submitted status.
- \* If you press Submit and the report stays on your screen, it is **NOT** in Submitted status.
- \* Flagged missing items will show at the bottom of the report in red.



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## To File Your Statistical Report Successfully

Visit the Clean Communities Web Page:

<https://www.njclean.org/coordinators/statistical-report>

Report Form

Grant Guidelines

Best Practices Publication

Grant Awards by Year

Email: [kmagnanao@njclean.org](mailto:kmagnanao@njclean.org)

Report Checklist

Re-open a Report for Editing

Help or Questions

Requests for Extension

