

# Mid Year Spending Plan Review

The Mid-Year Spending Plan (MYSP) is required to monitor rate of expenditures for each Agreement. It allows the City to track and follow-up if it appears that not all funds will be expended. This Report is required for all reimbursable Agreements.

## Agency/Grantee Responsibilities:

The Mid-Year Spending Plan (MYSP) is due after the 6<sup>th</sup> (sixth) payment has been processed and forwarded to accounting and before the 7<sup>th</sup> (seventh) payment is submitted for reimbursement. If a Program/Contract Period is less than 12 months, the Mid-Year Spending Plan is due after the midpoint payment is submitted. In most cases, a notice will be sent from CityHS to the Executive Director, Financial Contact, Primary Performance contact, and Alternate Performance contact as part of the Quarterly Program Performance reminder.

## Entering Approximate Spending Amounts by Month:

When entering approximate spending amounts by month for the remainder of the Program Period Term, the Grantee should not just divide the remaining amount by six and include the same number six times. They should enter in the amounts budgeted for each remaining reimbursement request. If the previous payment requests have been about the same every month, then dividing the remaining months would be acceptable.

## Reports that are Submitted Late:

If the Mid-Year Spending Plan is not submitted before the 7<sup>th</sup> (seventh) payment is submitted, the 7<sup>th</sup> payment request will be held until the Mid-Year Spending Plan is submitted.

## How to Submit Your Mid-Year Spending Plan:

Click on this link to see how to correctly complete and submit your MYSP:

<https://www.youtube.com/watch?v=IBAsTrvIVkw>