

# **“I Care for Animals”**

## **Guidelines for Expended Funds Report**

Revised January 2015

The grantee may spend “I Care” funds beginning the date of the award. For instance, if grantee is awarded funds at a July 7, 2015 board meeting, all vet invoices must be dated July 7, 2015 or later.

Funds should be used within two years of award date.

Funds must be spent within the State of Mississippi.

Grantee must provide the following documents to the Mississippi Board of Animal Health after each installment of “I Care for Animals” grant funds have been spent:

### **1. Spreadsheet (see spreadsheet example)**

- Name of animal (if available)
- Species (dog or cat)
- Feral (if applicable)
- Type of alter (spay or neuter)
- Date of alter
- Name of veterinary clinic
- Cost of alter (paid by “I Care” funds)
- Check number
- Date of adoption of animal (if available)
- At the bottom of the spreadsheet please provide total number of the following:
  - Number of Dogs Spayed
  - Number of Dogs Neutered
  - Number of Cats Spayed
  - Number of Cats Neutered

### **2. Supporting documents**

- Veterinary clinic monthly statements –
  - Provide us with copies of your monthly veterinary clinic statements documenting the above information from number 1. (*Individual invoices for each surgery are not required.*)
    - Highlight surgeries on clinic’s monthly statements which were paid with “I Care” money.
    - Handwrite a number beside each highlighted surgery to correspond with the spreadsheet you created in number 1. (For example: 1, 2, 3 should be written beside the surgeries of Bella, Sweetie and Spot because Bella, Sweetie and Spot are on the spreadsheet as 1, 2, 3.)

- Cancelled Checks –

---Provide us with copies of your *cancelled* checks used to pay above veterinary charges (“I Care” surgeries do not have to be paid with a separate check. Checks may include payment for other charges your organization has incurred with the veterinarian.)

---The copies should be of the cancelled checks which have gone through the bank.

Electronic documentation is preferred and should be emailed to [beth@mdac.ms.gov](mailto:beth@mdac.ms.gov). If you are unable to email documentation, please mail to Mississippi Board of Animal Health, Attn: Beth Adcock, P.O. Box 3889, Jackson, MS, 39207.