

## **Acknowledgement of reporting requirements for disbursement of funds appropriated to caring for cemeteries and graves pursuant to § 10.1-2211.1 and § 10.1-2211.2**

**In order to support the fiscally responsible administration of these funds, the required “certified statement” shall include the following:**

1. A detailed reconciliation of the disbursement of funds including payees, dates, amounts and, when necessary, descriptions of expenditures. The reconciliation should follow the reporting format provided and detail disbursements made in the prior state fiscal year (July 1-June 30).
2. A signed, dated, and attested letter from the fund recipient to the VDHR confirming the validity and accuracy of the reconciliation.

### **Reporting Deadline:**

All certified statements and accompanying documentation as outlined above shall be received by the VDHR within 90 days after July 1<sup>st</sup> of each year. After review of the documentation, if more detailed information is required, that information must be provided to DHR's Grants Manager.

### **§ 10.1-2211.1(A). Disbursement of funds appropriated for caring for Revolutionary War cemeteries and graves.**

“...All such associations, through their proper officers, are required after July 1 of each year to submit to the Director a certified statement that the funds disbursed to the association or organization in the preceding fiscal year were or will be expended for the routine maintenance of cemeteries and graves specified in this section and in erecting and caring for markers, memorials, and monuments to the memory of such soldiers, sailors, and persons rendering service to the Patriot cause in the Revolutionary War. If a cemetery association fails to comply with any of the requirements of this section, such association shall be prohibited from receiving moneys allocated under this section for all subsequent fiscal years until the association fully complies with the requirements....”

### **§ 10.1-2211.2(D). Disbursement of funds appropriated for caring for historical African American cemeteries and graves.**

“Each qualified organization, through its proper officer, shall after July 1 of each year submit to the Director a certified statement that the funds appropriated to the organization during the preceding fiscal year were or will be expended for the purposes set forth in subsection C. No organization that fails to comply with any of the requirements of this section shall receive moneys allocated under this section for any subsequent fiscal year until the organization fully complies with the requirements.”

RECIPIENT ACKNOWLEDGEMENT OF REPORTING REQUIREMENTS

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Funding Recipient/Responsible Party Signature

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Date

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Cemetery Name / Location