



**U.S. ELECTION ASSISTANCE COMMISSION**  
**1335 East West Highway – Suite 4300**  
**Silver Spring, MD 20910**

**FREQUENTLY ASKED QUESTIONS**  
**Completing the Federal Financial Report**

**Q: Where do we record interest earned on State matching funds?**

A: Interest earned on State matching funds should be included in Line 10(i) in the Recipient Share section. Line 10(i) will include the initial required 5% match, interest earned on the recipient share and net program income earned. Program income will not be reported on lines 10(l – o) because EAC uses that Program Income section to track interest earned on the federal funds.

**Q: Where do we report interest earned on the Federal Share?**

A: Interest earned on the Federal share is reported in the Program Income section, on Line 10(l). We must track interest generated on federal funds separately, so we have dedicated lines 10 (l, n and o) exclusively to this purpose. Program income is tracked under Recipient Share using the additive method.

**Q: What is net program income?**

A: Program income is income you earn as a direct result of activities supported under the grant. For example, if you developed cyber security training materials with grant funds and charge your voting districts for them, the funds you receive in payment are program income. Net program income is the amount of income remaining after deducting the costs of providing the materials to voting districts, such as shipping costs. If you include expenses incurred related to program income in the expenditures on the report, you should report total program income on Line 10(l), not net income.

**Q: How do we record the transfer of interest earned on 102 Funds to our 251 account?  
When can we make this transfer?**

A: On the Section 251 FFR you will record this transfer by adding the funds to Line 10(l) under Program Income. Use the comments box to record the amount and date of the transfer. On the Section 102 FFR, show the amount transferred on Line 10(n), which will leave the Final FFR for Section 102 with a balance of zero on line 10(o). Use the

comments box to note the date and amount of the transfer. EAC has authorized some individual States to make this transfer, but we will also issue a general memorandum authorizing this transfer in the coming days.

**Q: Do we report our EAC funds on one FFR form or on separate forms?**

A: You should have one form for each type of funds being reported: 101; 102; and 251. If you have already submitted a final FFR for Section 102 funds, you do not need to submit additional 102 reports.

**Q: We were told early in 2008 that we would have to submit a separate report for 2008 Section 251 Funds, is this still required?**

A: No, you do not need to track FY 2008 Section 251 funds on a separate FFR.

**Q: Do you have a fillable version of the forms available?**

A: Yes, we have added fillable versions of the form to our website.

**Q: We only have five years to spend the 2018 HAVA 101 Election Security grant funds. What happens to the interest earned during that period if we have not spent it within the five-year limit?**

A: You should make every attempt to spend all interest earned using the additive method during the grant period. After that, any remaining unexpended interest earned on the federal funds belongs to the federal government. At the end of the five-year period, EAC will close the grant and all remaining unexpended funds, including interest, must be returned to the federal treasury. This also applies to any program income earned, but not expended, during the grant period.