

INSTRUCTIONS FOR COMPLETING THE FY 2016 QUARTERLY SMALL BUSINESS RESERVE REPORT

GENERAL GUIDELINES AND FY 2016 CHANGES:

- 1) Beginning with the first quarter of 2016, the SBR Summary Sheet will NOT reflect cumulative FY activity. The data entered on the GOMA template will reflect SBR activity for the current reporting period only.** Supporting documentation for the current reporting period must still be submitted with each report.
- 2) Beginning in 2016, the quarterly report will no longer require a breakout of direct voucher activity on the Summary Sheet.** Note that direct Voucher payments will still be detailed on the FMIS SBR reports and will be reviewed for proper inclusion/exclusion, along with all other payments made via purchase order or blanket purchase order.
- 3) The quarterly reports will now require a breakout of designated vs non-designated SBR payments, as is currently required for the annual report.** All SBR agencies are therefore advised to pay particular attention to how SBR designated procurements and payments are being documented in FMIS and the other financial systems being used to capture contract awards and payments.
- 4) For each quarterly submission, separate signatures are now required for both the person submitting the report and the report preparer.**

The report should be transmitted via email to the GOMA reports mailbox, reports.goma@maryland.gov. The reports are due on the following dates:

Q1: October 31, 2015

Q2: January 31, 2016

Q3: April 30, 2016

Q4: July 31, 2016

Given the changes outlined above for SBR quarterly reporting, there is no longer a need for separate instructions for the quarterly and annual SBR reports, as the two reports are now identical.

Therefore, please refer to the FY 2015 SBR Annual Report instructions for detailed guidance on how to complete the FY 2016 SBR quarterly reports.