

“I Care for Animals”

Guidelines for Expended Funds Report

Updated 2025

The grantee may spend I Care for Animals funds beginning the date of the award.

For instance, if grantee is awarded funds at July 9, 2025 board meeting, all vet invoices must be dated July 9, 2025 or later.

Funds should be used within two years of award date.

Use veterinarians in 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)

- At the top of spreadsheet list:
 - Name of the organization
 - First or second payment of grant
 - Year the grant was awarded
- List on the spreadsheet:
 - Name of animal (if available)
 - Species (dog or cat)
 - Feral (if applicable)
 - Type of surgery (spay or neuter)
 - Date of surgery
 - Name of veterinary clinic
 - Cost of surgery paid by “I Care” funds
 - Check Number
 - If you paid by credit card or debit card, write CC or DC instead of the check number.
- At the bottom of the spreadsheet list:
 - Number of Dogs Spayed
 - Number of Dogs Neutered
 - Number of Cats Spayed
 - Number of Cats Neutered
 - Total of All

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 or Letter from Veterinarian

---If you pay the veterinarian by check, provide us with copies of your *cancelled* checks. "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.

---If you pay by credit card or debit card, provide us with a signed letter from the veterinarian(s) stating all surgeries listed on your spreadsheet are correct and were paid.

Please email your documentation to beth@mdac.ms.gov, and mail a hard copy to the Mississippi Board of Animal Health, Attn: Beth Adcock, P.O. Box 3889, Jackson, MS, 39207.