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Cc: [Craig Barnes](#); [Dyogga S.L. Adegbore](#)
Subject: Follow-Up: 2025-2026 ECBG Monthly Transaction Report Updates Webinar
Date: Tuesday, July 29, 2025 2:29:00 PM
Attachments: [image001.png](#)
[image002.png](#)

Good afternoon,

Below is all information regarding the Monthly Transaction Report updates discussed during the Webinar on 7/24.

Please review the [Monthly Transaction Report \(Steps & FAQs\)](#) PDF before starting to complete your report.

For the July 2025 report ONLY, we are extending the due date to Thursday, August 14.

This is an extension. The due date on the report will still show 8/10 as it is programmed into the report form to show the 10th of the month.

Recording [Monthly Transaction Report Updates \(ECBG\) - YouTube](#)

Report Access  [Monthly Transaction Report](#) (MS SharePoint)
Please replace the old bookmarks to your individual MS SharePoint Folders used last year with this one.

Steps & FAQs [Monthly Transaction Report \(Steps & FAQs\)](#) – PDF
We will update FAQs as deemed necessary, so it is recommended not to print or download a static copy, but to use the link to review as needed.

Things to Note:

- It was decided that  [MS SharePoint](#) is still the best place to store the template for you to download and complete. They will not be on the Early Childhood CareTools site.
- We added the Cash & In-Kind Match columns to the Program tabs for you to use as you'd

like. Whatever is entered in on the Program tabs will pull into the Transaction Report tab, however, you still have the option to only report Cash & In-Kind Match on the Transaction Report tab.

- Partners and Programs listed in the drop-downs on the Program tabs have been aligned with how the programs are being reported in DAISEY. This will make sense after the [DAISEY webinar tomorrow](#).
 - o This is important to keep this way throughout the year, so all programs are reported under the same names for our database purposes.
 - o Please double-check names this first submission and bring up any concerns to us prior to submitting your report so we can correct.
 - **This will be the only time we will entertain updates to Partner or Program Names until next Fiscal Year.**

Questions

[Craig Barnes](#) (785) 480-9222

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[Christie Wyckoff](#) (785) 296-3767

Thank you,

Christie Wyckoff

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Please note: On **January 15**, employee email addresses changed to Firstname.Lastname@ksde.gov (i.e., Cnwyckoff@ksde.org is now Christie.Wyckoff@ksde.gov).

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Cc: Craig Barnes <Craig.Barnes@ksde.gov>; Dyogga S.L. Adegbore <Dyogga.Adegbore@ksde.gov>

Subject: 2025-2026 ECBG Monthly Transaction Report Updates Webinar

2025-2026 ECBG Monthly Transaction Report Updates & Webinar

Attention Fiscal & Main Point-of-Contacts for the 25 SFY26 Grantees
Date & Time Thursday, July 24, 2025 | 2 PM

Registration [2025-2026 Monthly Transaction Report Webinar](#)

If Registration links don't work in the Edge browser, please try in Chrome or Firefox.

Location [Microsoft Teams](#)

Microsoft Teams application or account is **NOT** needed to join the live webinar; once you register, a link to the webinar will be emailed to you and you will be able to join via web browser.

We wanted to provide you with a quick update regarding the Monthly Transaction Reports that you submit for reimbursement purposes.

Starting with the July 2025 invoices, to be submitted in August, we will be requiring that you submit additional supporting documentation that reflects the amounts within each budget category that you would be requesting reimbursement for that month. Examples of this could include receipts received from a supply order, transaction reports for trainings received and/or proof of payment for rent (dependent on each of your specific approved budgets).

These changes are in response to greater scrutiny towards the usage of the Children's Initiative Fund that funds ECBG and will assist with the ongoing accountability process. The webinar on July 24 is intended to answer questions you may have regarding this change. If time allows, we will go over where to obtain your monthly transaction report form and how to submit it.

If you have any questions in the interim, please feel free to reach out.

This meeting will inform the 25 ECBG Grantees so they can formulate a process that will work for them and their partners. Therefore, only personnel from the 25 ECBG Grantees should attend this meeting; their funded partners should NOT attend.

Thank you,



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