

II.

FINANCIAL REPORT.

- A. Definitions. The following definitions apply for purposes of preparing the required financial report:

DISBURSEMENTS are payments in cash or by check.

FEDERAL FUNDS AUTHORIZED are the total amount of Federal funds obligated by the Federal Government for use by the project sponsor as stated in the funding agreement (grant).

OUTLAYS (also referred to as Outlays) represent charges made to the project. They shall be reported on an accrual basis. Outlays are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expense incurred, the value of in-kind contributions applied, and the net increase (or decrease) in the amounts owed by the project sponsor for goods and other property received, for services performed by employees, contractors, subproject sponsors and other payees.

- B. FINANCIAL STATUS REPORT (FSR) (STANDARD FORM 269).

1. General Instructions:

a. Applicability. The Financial Status Report (FSR) shall be prepared by all grantees under the SCSEP. Grantees may use the long or short form of the FSR. The instructions are found on the document. The long form is used for illustrative purposes here.

b. Accrual Basis. The FSR must report outlays on an accrual basis. If the grantee's accounting records are not normally kept on an accrual basis, the grantee should develop such information through an analysis of the documentation on hand or on the basis of best estimates.

c. Reporting Periods. During the period of a project agreement, the grantee must submit the FSR quarterly. The reporting period for each FSR begins on the first day of the project period and ends on the last day of the most recently expired quarter of the Federal fiscal year. The first FSR submitted under a project agreement will report outlays made in only one quarter, but subsequent FSR's will report cumulative outlays made from the beginning of the project. Federal fiscal year quarters end on the following calendar dates: December 31, March 31, June 30, September 30.

d. Submission Schedule. Interim FSR's shall be submitted to the Department of Labor (if hard copy, to the attention of the assigned Federal Representative) in order to be received no later than 30 days following the end of each Federal fiscal year quarter. **The preferred method of submission is through the INTERNET, however.** The final FSR is due 90 days after the completion of the project period.

e. Copies. Hard copy FSR's are to be submitted in three (3) ink-signed copies. Interim FSR's which are completed over the INTERNET do not require the submittal of hard copies. Final FSR's may also be submitted via the INTERNET but a hardcopy may also be required.

f. Facsimile. A facsimile of the Financial Status Report Form (Standard Form 269) appears on the following page. Copies may be obtained by downloading them from the INTERNET at www.wdsc.org/owprog/.

2. Instructions for Making Entries On Standard Form 269.

Item 1: Self explanatory

Item 2: Self explanatory.

Item 3: Self explanatory.

Item 4: Enter the employer identification number assigned by the U.S. Internal Revenue Service.

Item 5: This space is reserved for an account number or other identifying numbers that may be assigned by the project sponsor.

Item 6: Self explanatory.

Item 7: Check "accrual".

Item 8: Enter the month, day, and year of the beginning and ending of this project period as specified in the project agreement.

Item 9: "From" is always the beginning of the project period. On interim reports, "To" is the last day of the most recently expired quarter of the fiscal year. On final reports, "To" is the ending date of the project period.

Item 10: The purpose of columns I, II, and III is to show the effect of the reporting periods' transactions on the cumulative financial data for the total project including the non-Federal contribution. The amount in column I will normally be the same as those in column III of the previous period. If the previous report must be adjusted advise your Federal Representative in writing.

Line 10a: Enter total gross program outlays. Include disbursements of cash realized as program income if that income is shown on lines 10c or 10g. Do not include program income that will be included on 10r or 10s.

Outlays are the sum of actual cash disbursements for direct charges for goods and services, the indirect expense incurred, the value of in-kind contributions, and the net increase or decrease in the amounts owed by the recipient for goods and other

property received, for services performed by employees, subproject sponsors, contractors and others.

Line 10b: Enter any receipts related to outlays reported on the form that are treated as a reduction of expenditure rather than income, and were not already netted out of the amount shown as outlays on line 10a.

Line 10C: Enter the amount of program income that was used in accordance with the deduction method.

Lines 10d,e,f,g,h,i,and j: These lines are self-explanatory.

Line 10k: Enter the total amount of unliquidated obligations to subgrantees and contractors. Unliquidated obligations are obligations incurred for which an outlay has not yet been recorded.

Do not include any amounts on line 10k that have been included on lines 10a and 10j.

Line 10l: Self-explanatory.

Line 10m: On the final report line 10m must be zero.

Line 10n: Self explanatory.

Line 10o: The Federal share of the grant should be entered.

Item 10a: Self explanatory.

Item 10b: Enter the rate in effect during the reporting period.

Item 10c: Enter the amount of the base to which the rate was applied.

Item 10d: Enter the total amount of indirect cost charged during the reporting period.

Item 10e: Enter the amount of the Federal share for indirect costs charged during the reporting period.

Item 12: Enter the net Federal outlays, item 10j, divided into the cost categories of: Administration, Enrollee Wages and Fringe Benefits, and Other Enrollee Costs to determine the percentage of expenditures in the cost categories.

Item 13: Self-explanatory.