

Financial Status Report SF269A-Instructions

This quarterly financial status report is due 45 days after the end of the calendar quarter. **Please remember this is a report of the status of your expenditures and is not a request for reimbursement of those expenses.** To request reimbursement you must either make an electronic request on LOCES or PAPRS. If you plan to fax your completed report, please exclude any fax cover sheets. Should you experience a delay in accessing our fax line, please mail the completed report to: Office of Justice Programs, Attn: Control Desk Room 5303, 810 Seventh St., NW, Washington, DC 20531. Please type or print legibly and do not change any preprinted information. **If you have already filed a report for the current calendar reporting quarter, please do not complete and return this report.** If you have not forwarded your completed report to us, please use this SF 269A form to file your request.

<u>Item</u>	<u>Entry</u>	<u>Item</u>	<u>Entry</u>
1,2,3	Self-explanatory	10	<u>Line G</u> is the total Federal share of your cash outlays and unpaid obligations regardless of whether you have received
or			
4	Enter the 9 digit vendor number recorded on your grant award document.		requested reimbursement. It will be the total of Column 3, Lines C and F.
5	Identifying number assigned by your organization. If none, leave blank.		<u>Line H</u> is the total amount of your award. Change this amount only if you have received a supplemental award Which is not reflected in the preprinted total.
6	If you have finished expending funds related to this award regardless of whether they have been or will be reimbursed by the Federal Government check "yes". Otherwise check "no".		<u>Line I</u> is the amount of your total award which has not been either expended through a cash outlay, or encumbered by an unpaid obligation. It is the difference between Column 3, Lines H minus G.
7	Indicate whether your accounting system uses the cash or accrual basis of accounting for recording transactions related to this award.	11	Please refer to your award documents to complete this section. <u>Line 11A</u> is self-explanatory. <u>Line 11B</u> is the indirect cost rate in effect during this current reporting period. <u>Line 11C</u> is the amount of the base against which the cost rate is applied. <u>Line 11D</u> is the total amount of indirect costs charged during this current reporting period. <u>Line 11E</u> is the Federal Government share of the amount reported on line 11D. Note: If more than one rate was in effect during this report period, attach a schedule showing all applicable rates and amounts for line 11B through E.
8	Enter the begin and end dates of the award period.		
9	Enter the begin and end dates for the current reporting calendar quarter.		
10	<u>Lines A, B and C</u> refer to your cash outlays for this award (i.e., monies you have spent). <u>Column I</u> is the cumulative total of expenditures for the prior reported calendar quarter. If you wish to correct previously reported quarterly totals, enter the corrected amounts in this column. <u>Column II</u> is for the current reporting calendar quarter outlays. <u>Column III</u> is for the result when adding across the amounts reported in Columns I and II. Please ensure that the total of lines B and C equal the amount reported on line A for each of the columns.	12	Only applies to OJP grants. <u>Line A</u> is the cumulative amount of federal funds your organization has subgranted to local units of government. Include subgrants to units of State government when a waiver has been granted by the local unit. <u>Line B</u> is the cumulative amount of federal funds subgranted including amounts subgranted to State agencies and amounts reported on Line 12A. <u>Line C</u> is the cumulative federal portion of forfeited assets to be used in this grant whether the assets were forfeited as a result of this grant or another grant. <u>Line D</u> is the federal portion of program income earned from other than forfeited assets. This is income from sources such as registration fees, tuitions, and royalties. <u>Line E</u> is the cumulative amount of program income from all sources, including forfeited assets, which have been expended by your organization. <u>Line F</u> is the balance of unexpended program income (Line C + D - E).
	<u>Lines D, E and F</u> should only be completed if you indicated in Item 7 that you are on the accrual basis of accounting. Lines D, E and F refer to the amount of unpaid obligations or accounts payable you have incurred. Items such as payroll (which has been earned but not yet paid) is an example of an accrued expense.		
	<u>Line D</u> is the total to date of your unpaid obligations. <u>Line E</u> is your share of these unpaid obligations and <u>Line F</u> is the Federal share of unpaid obligations. Please ensure that the total of line E and F is equal to the amount on line D.	13	Self-explanatory