

**Division of Child Development and Early Education (DCDEE)**  
**Instructions for Completing the**  
**NC Pre-K Financial Status Report (FSR)**

**PURPOSE**

This form is used for the following purposes:

1. to request an initial cash advance (see Contract Item Scope of Work, Reimbursement, to determine if eligible);
2. to report expenditures on a monthly basis;
3. to calculate the remaining unexpended budget; and
4. to monitor contractors' project administration.

All FSRs must be submitted in accordance with the provisions of the contract and be accurately completed.

**Due Date:** FSRs must be submitted monthly, by the **10<sup>th</sup> business day of the month following the month of services, except for June**. All FSR's must be received no later than the date identified in the Contract. Refer to your contract for detail information.

**Submit to:** FSRs for the NCPre-K Program must be submitted directly to DCDEE Budget Office, NCPre-K, 2201 Mail Service Center, Raleigh, North Carolina 27699 – 2201. FSRs may be FedExed to DCDEE Budget Office, NCPre-K, 820 South Boylan Avenue, Raleigh, NC 27603.

**Instructions for all FSR items are listed below. Please read all instructions carefully.**

**Contract Identification Section**

This section of the report reflects pertinent data elements that are used to identify the reporting entity.

- 1) Project Title:** NC Pre-K (Entered by DCDEE)
- 2) Agency Name:** Enter the full name of the contracting organization reporting expenditures.
- 3) Contact Person:** Enter the full name of the person to be contacted regarding expenditure matters for this organization.
- 4) Email:** Enter the email of the "Contact Person" listed in #3 above.
- 5) Final/Amended Report:** If applicable, place an X in the appropriate box indicating whether the particular FSR is the final report for the contract period or if this is an amended report for a prior reporting period.
- 6) Contract Number:** This is the number assigned by DCDEE to the contract document when the contract was approved. The number is located at the top of the first page of the approved DCDEE contract document and should be used in all correspondence pertaining to this contract.
- 7) Contract Period:** The effective dates of the contract period (Entered by DCDEE).
- 8) Telephone Number:** Enter the area code and phone number of the contact person listed in item three above, including any extensions, in case clarification or additional information is needed.
- 9) Total Amount Requested:** The total amount requested should be equal to the amount calculated on Line 91 (Cash Payment Requested). Upon calculation of Line 91 the cash payment requested will automatically populate.
- 10) Period Covered by this Request:** Financial status reports should be submitted on a monthly basis. Indicate the entire (cumulative) period for which expenditures are being reported (e.g., July 1, 2014 to July 31, 2014).

**Expenditure Reporting Section**

This section of the report is to be completed when reporting line item expenditures for reimbursement purposes.

**I. Column A (Approved Budget):**

This column represents the budgeted objects of expenditures and the corresponding line item detail as approved by DCDEE in your contract line item budget. The budget approved with your contract remains in effect unless you request a budget revision or an amendment is executed. A budget revision is needed when a line item unexpended balance becomes a negative amount. All budget revision requests must be in writing. Remember to adjust Column A if you receive approval for a budget revision or contract amendment. The guidelines/procedures below must be followed.

- a) Enter the budgeted amounts from the approved contract budget in the appropriate line item. Column A, Item D (Line 80) should match the total of your contract budget **or** any revisions and amendments.
- b) Changes within line item amounts **must be reported** to the DCDEE Contract Administrator so that an adjustment can be made to the approved budget line item detail to correspond with the contractor's budget. All changes must be reported quarterly and are due (October 18<sup>th</sup>, January 17<sup>th</sup>, April 18<sup>th</sup>, and June 13<sup>th</sup>), if applicable. **Failure to notify DCDEE will significantly delay the next reimbursement.** For example if the December services FSR contains negative line items, a budget revision form must accompany the FSR before payment will be processed. All revisions must be finalized prior to the last payment in June.

**II. Column B (Previously Reported Expenditures):**

This column is to be used for identification of all previously reported expenditures for prior periods.

**III. Column C (Current Period Expenditures):**

This column is to be used for reporting the expenditures that were incurred in the current reporting period.

**IV. Column D (Year to Date Expenditures):**

This column represents the cumulative total (Column B plus C) of all expenditures that have been incurred during the contract period.

**V. Column E (Unexpended Budget):**

This column identifies the amount of unexpended funds (Column A minus D), by line item detail of expenditures and "object class" totals, remaining within the total contract budget.

**VI. Expenditure Categories**

**A.1-3.) Human Resources:**

Enter the respective totals for all expenditures that fall within this "object class" category. Use Line 14 to report expenditures for personnel salary costs for permanent employees, Line 15 to report expenditures for personnel fringe benefits, and Line 16 to report temporary and emergency staff and all "other" appropriate personnel expenditures not identified in Lines 14 and 15.

**B.1-11.) Operational Expenses/Capital Outlays:**

**B.1.) Supplies and Materials:**

Enter the respective totals for all expenditures that fall within this "object class" category. Supplies and materials generally include commodities that are consumed in operations within a relatively short period or the use of which results in a material change in, or an appreciable impairment of their physical condition. The following list, which is not all inclusive, identifies the types of expenditures which should be reported under this category:

- a. Furniture that is below the \$500 unit cost, such as file cabinets, chairs, book shelves.
- b. Other (If you make an entry in "other", please specify what the "other" expenditure is, such as office supplies, postage).

**B.2.) Equipment:**

Enter the respective totals for all expenditures that fall within this "object class" category. All expenditures that are for the purchase of tangible items with a service life of more than one year and a

unit cost of \$500 each should be classified as capital outlay. The following list, which is not all inclusive, identifies the types of expenditures which should be reported under this category:

- a. Communication: Office phones, fax machines, cell phone. Enter monthly usage in Utilities.
- b. Office Furniture (Desks, Copiers, etc.).
- c. IT: Personal computers, laptops, scanner, desk printers.

**B.3.) Travel:**

Enter the respective totals for all expenditures that fall within this "object class" category. Travel expenses for agency administrative staff assigned to the Program must be charged in accordance with State regulations. Regulations can be found by accessing the website listed in Item 1 of your contract.

- a. Travel for agency administrative staff assigned to the Program
- b. Board Member Expense (Travel, Per Diem, etc.)

**B.4.) Utilities:**

Enter the respective totals for all expenditures that fall within this "object class" category. The following list, which is not all inclusive, identifies the types of expenditures which should be reported under this category:

- a. Gas/Electric/Water
- b. Telephone
- c. Other: (If you make an entry in "other", please specify what the "other" expenditure is, such as Internet services.)

**B.5.) Repair and Maintenance:**

Enter the respective totals for all expenditures that fall within this "object class" category for repair and maintenance costs (Buildings, Equipment, Furniture, Vehicles, etc.).

**B.6.) Staff Development:**

Enter the respective totals for all expenditures that fall within this "object class" category. This costs if associated with agency personnel related to the Program under contract.

**B.7.) Media/ Communications:**

Enter the respective totals for all expenditures that fall within this "object class" category. The following list, which is not all inclusive, identifies the types of expenditures which should be reported under this category:

- a. Advertising
- b. Audiovisual Presentations, Multimedia, TV and Radio Presentations
- c. Logos

**B.8.) Rent:**

Enter the respective totals for all expenditures that fall within this "object class" category. The following list, which is not all inclusive, identifies the types of expenditures which should be reported under this category:

- a. Office Space (Land, Building, etc.)
- b. Equipment Rental (Telephone, Computer, Copier, etc.)
- c. Furniture Rental

**B.9.) Professional Services:**

Enter the respective totals for all expenditures that fall within this "object class" category. The following list, which is not all inclusive, identifies the types of expenditures which should be reported under this category:

- a. Legal Services
- b. IT services
- c. Accounting Services

**B.10.) Dues and Subscriptions:**

Enter the respective totals for all expenditures that fall within this “object class” category.

**B.11.) Other:**

Enter the respective totals for all expenditures that fall within this "object class" category. The following list, which is not all inclusive, identifies the types of expenditures which should be reported under this category:

- a. Audit Services
- b. Incentives and Participants
- c. Insurance and Bonding
- d. NCPre-K Admin Child Payments (administrative funds used to pay providers for direct services)
- e. NC Pre-K Admin transportation (administrative funds used to pay for child transportation)
- f. NC Pre-K Start-up (start-up funds received for expansion only)
- g. NC Pre-K Direct Services Contractor (Contractor provides direct services to children)
- h. Not Otherwise Classified

**B.) Total Operational Expenses/Capital Outlays:** The form will calculate the total amount for all items entered in each Column.

**C.) Subcontracting and Grants Direct Services:**

Enter the total of all funds you make available to other organizations or entities through formal grants or contracts. An example would be NC Pre-K direct services funds to subcontractors.

**D.) Totals:**

The form will calculate the total for each column (A through C), for the following lines:

- Item A) Total Human Resources Expenditures
- Item B) Total Operational Expenses/Capital Outlays
- Item C) Subcontracting and Grants – Direct Services

**E.) Project Income:**

Enter all income generated as a result of project activities (e.g., refund of sales tax, interest earned on grant funds, fees charged, etc.).

**F.) Net Totals:**

The net expenditures will automatically calculate as the sum of Line 80 minus Line 81.

**Computation of Cash Requirements Section**

This section of the report is used to identify the amount of cash funds to be paid to the organization based upon its anticipated cash requirements.

**G.) Total Cash Received & Requested to Date:**

Enter the sum of all funds previously received by the organization under the terms of this contract, **including advances** and reimbursements. Also include any **prior** cash payment requests that have been submitted but the actual cash **payment has not been received as of the report date**. (This situation should only occur if there has been an unusual delay in reporting expenditures to DCDEE which has, in turn, delayed the reimbursement from the DHHS Controller’s Office.)

**H.) Total Year-to-Date Expenditures:**

The sum of Line E82 will automatically transfer to Line B87H. Total Year-to-Date Expenditures.

**I.) Ending Cash Balance Amount:**

The sum will automatically calculate by subtracting Line 87 from Line 86. If the balance is a negative amount, the amount will be shown in brackets ( ). If you are not requesting an advance, this is your total reimbursement request. This amount will automatically be shown on “Cash Payment Requested” – Line 91.

**J.) Estimated Expenditures Advance:** You may request only enough cash to cover the estimated expenditures that will be incurred and disbursed within the subsequent 30 days. See Contract Item #11, Payment Provisions, to determine if eligible.

**K.) Cash Payment Requested:**

Line 88 will be automatically subtracted from line 89. This total represents the amount of cash that should be requested to meet the organization's cash needs for the upcoming reporting periods. You may only request enough cash to cover the estimated expenditures that will be incurred and disbursed within the subsequent 30 days (see Contract Item #11, Payment Provisions, to determine if eligible).

Any unexpended funds advanced to the Contractor must be returned or settled no later than the June FSR due date for the year. If the expenditures reported on the June FSR are not sufficient to cover the advance, a check representing the difference must be attached to the June FSR. The Division must receive this report no later than the June due date for the June FSR. When submitting the final report for the contract period, any remaining cash balance on hand must be returned to DCDEE with the final report.

If you are unsure if you are eligible for a cash advance, talk with your DCDEE Contract Administrator to make that determination.

**Certification Section**

This section of the report is used to record the signatures of the individuals who are certifying that the reported amounts are correct and in accordance with the terms and conditions of the contract.

**95) Authorized Signature/Title/Date:**

The chief executive officer or his/her designee must sign the FSR certifying that the report is accurate and in accordance with the contract terms. In addition, this person should also record her or his correct title and date when they sign the report.

**97) DCDEE Signature Approval/Title/Date:**

The designated DCDEE Contract Administrator given the authority to approve the Financial Status Report will record the signature in the appropriate space. In addition, this person should also record his or her correct title and the date the report is signed.