

Rpt No.	Reporting Item	Financial Report Instructions (Do Not Enter in Shaded Regions)
1	Contractor/Awardee	Enter the name and complete address of the recipient organization including zip code.
2	DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number.
3	Contract/Award Number	Enter the number assigned to the contract/award by the Department on Aging.
4	Report Type	Mark the appropriate box.
5	Basis of Accounting	Mark Accrual and prepare the report accordingly.
6	Reporting Period End Date	Enter the ending date (Month, Day, Year) of the reporting period.
7	Contract/Award Period	Enter the period (Month, Day, Year) established in the contract/award document during which expenditures can be incurred.
8	Line Item	Enter the Line Items as detailed in the contract/award on lines 8a. thru 8i. <u>unless</u> pre-filled on the report form.
9	Budget	Enter the Total approved Budget amounts for Line Items a. thru l.
9a	Budget, Federal	Enter the Federal approved Budget amounts for Line Items a. thru l.
9b	Budget, Non-Fed, Cash	Enter the Non-Federal, Cash approved Budget amounts for Line Items a. thru l.
9c	Budget, Non-Fed, In-Kind	Enter the Non-Federal, In-Kind approved Budget amounts for Line Items a. thru l.
10	Cumulative Expenditures	Enter the Total Cumulative Expenditure amounts for Line Items a. thru l.
10a	Cumulative Expenditures, Federal	Enter the Federal expenditure amounts of as of the reporting period end date for Line Items a. thru l.
10b	Cumulative Expenditures, Non-Fed, Cash	Enter the Non-Federal, Cash expenditure amounts of as of the reporting period end date for Line Items a. thru l.
10c	Cumulative Expenditures, Non-Fed, In-Kind	Enter the Non-Federal, In-Kind amounts of as of the reporting period end date for Line Items a. thru l.
11	Current Expenditures	Enter the Total Current Expenditure amounts for Line Items a. thru l.
11a	Current Expenditures, Federal	Enter the Federal expenditure amounts as of the reporting period end date on Line Items a. thru l.
11b	Current Expenditures, Non-Fed, Cash	Enter the Non-Federal, Cash expenditure amounts as of the reporting period end date on Line Items a. thru l.
11c	Current Expenditures, Non-Fed, In-Kind	Enter the Non-Federal, In-Kind amounts as of the reporting period end date on Line Items a. thru l.
12a	Type of Rate	Enter whether the indirect cost rate(s) is Provisional, Predetermined, Final, Fixed, or De Minimis.
12b	Rate	Enter the indirect cost rate(s) in effect during the reporting period.
12c	Period From, Period To	Enter the beginning and ending effective dates for the rate(s).
12d	Base	Enter the amount upon which the rate(s) was applied.
12e	Amount Charged	Enter the amount of indirect costs charged during the time period specified. (Multiply 12b. x 12d.)
12f	Federal Share	Enter the Federal share of the amount in 12e.
12g	Totals	Enter the totals for columns 12d, 12e, and 12f.
13a	Cumulative Receipts	Enter the amount of Federal and/or Non-Federal Cash funding received as of the reporting period end date.
13b	Cumulative Expenditures	Enter the amount of Federal and/or Non-Federal Cash expenditures reported under 10. on line 10l.
13c	Balance	Enter the Federal and/or Non-Federal Cash difference (Subtract 13b. from 13a.)
14	Remarks	Enter any explanations or additional information.
15a	Name & Title of Authorized Certifying Official	Enter the name and title of the authorized certifying official.
15b	Signature of Authorized Certifying Official	The authorized certifying official must sign here.
15c	Date Submitted	Enter the date the report was submitted.
16	Prepared by	Enter the name of the individual who prepared the report.