

## INSTRUCTIONS FOR COMPLETION OF FORMS

Instructions for completion of DSP FSRs: (Instructions are for full expenditure reporting on a regular periodic basis; NCPC strongly recommends that the reporting period be **monthly**; however, the LP may change specify the period as **quarterly**, adjusting formats and instructions to conform to quarterly reporting with monthly reimbursement, if so desired)

1. Original FSRs, completed in ink or by computer with ink signatures/initials, one per activity, must be submitted regularly (monthly or quarterly) to LP on the schedule determined by the LP.
2. FSRs must be submitted according to the schedule published by the LP, even if there are no expenditures to report.
3. Smart Start expenditures are reported on the CASH basis of accounting. Only bills paid (checks written) in a given period (month or quarter) are to be reported as expenditures for that period.

### Financial Status Reports (Short Form)—Smart Start Funds Instructions

**Part 1: 5-column Financial Status Report; must always be accompanied by Part 2 and Part 3**

Item #	Item Name	Instructions	When Used
1	Local Partnership Name	Self-explanatory	Always
2	Direct Service Provider Name	Self-explanatory	Always
3	Activity Name	Self-explanatory	Always
4	Contract #	Self-explanatory	Always
5	Period Covered by Column D	Contract effective date through the last day of the period being reported	Always
6	Period Covered by Column C	The name of the period (month/quarter) whose expenditures are being reported for the first time	Always
7	Column A: Approved Budget	This should be the approved activity budget, in line item detail, currently in effect the last day of the period being reported.	Always
8	Column B: Previously Reported Expenditures	This column is used for all previously reported expenditures for prior periods.	Always; all zeroes if no previous reporting period
9	Column C: Current Period Expenditures	This column is used for reporting expenditures incurred in the current reporting period.	Always; zeroes if there are no expenditures for the period.

10	Column D: Year-to-Date Expenditures	This column is the total of all expenditures (Column B plus Column C) that have been made from the start of the contract period to the last day of the period being reported.	Always
11	Column E: Unexpended Budget	This column is for unexpended funds remaining: all expenditures to date (Column D) taken from the approved budget (Column A)	Always

**Part 2:** Cash Requirements Sheet: use when reporting expenditures (with Parts 1 and 3); use when requesting an extra cash draw (all by itself—no other forms required)

Item #	Item Name	Instructions	When Used
1	Local Partnership Name	Self-explanatory	Always
2	Direct Service Provider Name	Self-explanatory	Always
3	DSP Mailing Address	Self-explanatory	Always
4	Contact Person	DSP Contact Person	Always
5	Telephone Number	Telephone Number of Person in Line 4	Always
6	Contract #	Self-explanatory	Always
7	Activity Name	Name of Activity for which report is submitted	Always
8	Purpose Service Code/Activity ID#	PSC and ID of activity in Line 7	Always
9	Contract Period	Effective period from contract provision, section 1 of contract; e.g. July 1, 200X-June 30, 200Y	Always
10	Period Covered by This Request	Period (month/quarter) being reported	Always
11	Final or Amended Report	Specify if final or amended report	For Final and/or Amended FSR's
12	Current Period's Expenditures to Date (Col. D, line 50 from Part 1 of FSR)	Expenditures for the period being reported	Always
13	Adjustments to Request, plus or minus (explanation attached)	Any extra funds needed or requested reduction in funds request; written explanation must be attached	If adjustment is requested

14	Total Cash Payment Requested (line 11 plus line 12)	Reimbursement for amount on Line 11 plus any adjustments on Line 12 being requested	Always
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**NOTE: The rest of FSR Part 2 is for LP Use ONLY.**

**Part 3: Checklist to verify accuracy and completeness of report. Use only when reporting expenditures; must be accompanied by Part 1 and Part 2.**

Item #	Item Name	Instructions	When Used
1	Period Covered by This Request	Period (month/quarter) being reported	Always
2	Direct Services Provider Name	Self-explanatory	Always
3	Local Partnership Name	Self-explanatory	
4	Contract Number	Self-explanatory	Always
5	Activity Name	Name of Activity for which report is submitted	
6	Purpose Service Code/ID#	PSC and ID of activity in Line 5	Always
	<b>Verification Checklist (All Parts)</b>	<b>LP column: You must INITIAL each line in ink, not mark with an "X"</b>	<b>Always</b>
7	Part 1, Column A	Verify that FSR and CBS budgets agree	Always
8	Column B	Verify that current FSR column B matches column D of FSR for previous period; <b>if not, written justification must be attached</b>	
9	Column C	Verify current period spending is accurate	Always
10	All Columns	Self-explanatory	Always
11	Part 2, Line 7	Effective period from contract provision, section 1 of contract; e.g. July 1, 200X-June 30, 200Y	Always
12	Line 10	Self-explanatory	Always
13	Line 12	Amount on Line 12 of FSR part 2 agrees with total of column C of FSR part 1	Always
14	Line 13	Verify explanation is attached if adjustments are requested	If adjustment is requested
15	All Columns	Self-explanatory	Always