Tobacco Free Nebraska

2013-2015 School-Community-Outreach Fiscal Reporting Form
Instructions for Fiscal Agents

For all fiscal reports: Fill in *and update* the "Agency", "Federal I.D. Number", "DUNS Number", "Reporting Period", and "Date Submitted" fields each time a report is submitted. An original signature – preferably in blue ink – is required in order to process the fiscal report.

Line Items: The budget categories as defined in the RFP, pg 21.

Approved Budget: For the first fiscal report of the grant year, this column contains the budget amounts submitted and approved as part of your grant application. As approved budget changes are made, this column will change accordingly.

Variance +/-: Budget revisions that do not delete or add a line item, do not result in workplan changes, or do not cumulatively transfer more than 10% of the total budget are captured here. If the amount shows a decrease to the line item, indicate by putting the amount in parentheses. *This column must always total zero (0).*

Variance Explanation: Briefly explain why the variance occurred. If there's not enough explanation room on the form, note "See Attached" in the column and provide more detailed information in an attached document.

Operating Budget: This column captures the operating budget, taking into account any line item additions/subtractions as shown in the "variance" column. If there aren't any variances to the budget, this column will be the same as the "approved budget" column. If there are variances, the "operating budget" amounts will become the "approved budget" amounts on the fiscal report immediately following the submitted report (unless the submitted report is the 4th quarter report of the fiscal year).

Quarter Expenditures: Captures your total expenditures each quarter in each line item. The "amount due agency" cell in this column is the amount your agency is expecting to be reimbursed for expenditures, taking into account any advances your agency might have received.

Year-to-Date Expenditures: This column captures the cumulative fiscal year-to-date expenditures for your grant. You will need to refer to previous fiscal reports for the fiscal year in order to complete this column.