

Updated November 14, 2019

Direct questions to:

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There are two financial status reports. The first is for reporting Federal Adult Education grant dollars which includes the regular AE financial status report. All grant dollars received and spent for regular AE activities must be reported on these AE financial status reports.

The second is for reporting on state funds. All state dollars received for the AE program and spent for regular AE activities must be reported on the state financial status report form.

SECTION 1: FEDERAL FORM

- Cell #1:** **Employer Identification Number**-Enter your institutions IRS-issued EIN number.
- Cell #2:** **Grant Award Number**-Enter the grant award number issued to you by the State Adult Education office for the year being reported. This can be found on your contract and is also called your project ID number.
- Cell #3:** **Final Report?**-Place a checkmark (√) next to 'Yes' if this report shows the expenditure of all Federal grant funds for the period July 1 to June 30. (This means that there are no outstanding charges which need to be charged to the Federal grant. A 'yes' answer does not indicate that the program has spent the entire awarded Federal grant.) If not, place a checkmark (√) next to 'No': you will be required to send in another report showing the remaining expenditures of the Federal AE dollars awarded to your institution.
- Cell #4:** **Recipient Organization**-Enter the name and address of the entity receiving and expending AE grant funds.
- Cell #5:** **Project/Grant Period**-Enter the dates noted on the award letter.
- Cell #6:** **Period Covered by This Report**-Enter the time frame this report covers. If it is the same as #5, enter the same dates again.
- Cell #7:** **Total Federal Funds Approved**-Enter the total amount of federal grant dollars awarded for the entire reporting year.
- Cell #8:** **Project Name**-Enter the name of the project as specified on you Adult Education grant. Typically it is the Agency + Adult Education Program (i.e. WCCC-AE Program).
- Cell #9:** **Cost Per Student**-Enter the average cost per student by taking the total amount of dollars expended in (b) of rows 10, 11, 12, 14, 15, 16, and 17. Divide this total by the total number of students reported on the National Reporting System (NRS) Table 1, Column P total.

Financial Status Report (FSR) Instructions for FY 2019/20

Updated November 14, 2019

Cell #10:

ABE (NRS 1-4)-Enter the dollars spent for AE, ESL & Corrections or other institutional services for adults placed in Educational Functioning Levels (EFL's) 0-8.

Calculations for each of the cells under #10 is a multi-step process and requires that you gather the following documents:

- 1) Anticipated Service Levels: *Example 1.1*

ANTICIPATED SERVICE LEVELS AND ACTIVITIES FOR

Demographics:

Component	Anticipated Level of Service
Estimated total number of students you expect to serve in 2018-19	200
Estimated total number of adults who will be served in ESL classes.	25
Estimated number of adults who will be served in ABE classes (GLE 0-8.9)	100
Estimated number of adults who will be served in ASE classes (GLE 9-12.9)	75
Estimate the number of students to be served in Integrated English Language and Civics Education (IELCE)	0
Anticipated hours of instruction offered per month for each site providing AE instruction:	
ABE Beginning Literacy	50
ABE Beginning Basic	100
ABE Intermediate Low	100
ABE Intermediate High	200
ASE Low	75
ASE High	75
ESL Beginning Literacy	20
ESL Beginning Low	20
ESL Beginning High	20
ESL Intermediate Low	20
ESL Intermediate High	20
ESL Advanced	20
Anticipated hours of instruction offered per month for Corrections Programs per site	
DOC	0
Jails	0

2. The amount of Federal and State dollars awarded to you program. This can be found on your contract.

<i>Example 2.0:</i> Federal Grant Award=	\$ 74,197.87
State Grant Award=	\$141,232.68
	\$215,430.55 Total

Financial Status Report (FSR) Instructions for FY 2019/20

Updated November 14, 2019

Example 2.1: Special Grant Award (Federal Dollars)= \$8,221.02

Because the State combines Federal and State grants for each provider, only one set of drawdowns are done each month and only one budget is done. However, when calculating the amounts for the FSR, everything must be broken down. Therefore, percentages must be calculated. This process is explained below.

3. Budget forms submitted to the Commission. There are several places you can obtain the budgeted amount for instruction:
 - Under the drawdown system you can look at what was budgeted
 - From the paper copy of the budget submitted to the Commission

Example 3.0-Total Budget

Budget Category	Line Item Description	ABE	ESL	Total Month	Total Spent	Total Budget	Balance Remaining
Administration	Admin Salaries	1,363.54	0.00	1,363.54	16,362.53	16,363.01	0.48
Administration	Admin Benefits	345.95	0.00	345.95	4,151.40	4,151.30	-0.10
Administration	Support Salaries	0.00	0.00	0.00	0.00	0.00	0.00
Administration	Support Benefits	0.00	0.00	0.00	0.00	0.00	0.00
Administration	Admin Materials & Supplies	175.07	0.00	175.07	485.11	500.00	14.89
Administration	Space/Rent	0.00	0.00	0.00	0.00	0.00	0.00
Administration	Purchased Services	36.30	0.00	36.30	459.27	444.00	-15.27
Administration	Indirect Cost (Preapproved by WCCC)	0.00	0.00	0.00	0.00	0.00	0.00
	SubTotal	1,920.86	0.00	1,920.86	21,458.31	21,458.31	0.00
Professional Del.	Dues and Registrations	0.00	0.00	0.00	1,328.00	830.00	-498.00
Professional Del.	Staff Travel (lodging, meals, travel)	0.00	0.00	0.00	6,360.48	5,982.00	-378.48
Professional Del.	In-service (local training expenses)	3,324.32	0.00	3,324.32	3,324.32	4,320.00	995.68
Professional Del.	Taskforce/Special Project Mtgs	0.00	0.00	0.00	991.20	872.00	-119.20
Professional Del.	Contracted Services (training)	0.00	0.00	0.00	0.00	0.00	0.00
	SubTotal	3,324.32	0.00	3,324.32	12,004.00	12,004.00	0.00
Instructional	Instructional Salaries	18,711.60	0.00	18,711.60	125,677.38	139,127.73	13,450.35
Instructional	Instructional Benefits	3,921.34	0.00	3,921.34	24,352.64	27,390.27	3,037.63
Instructional	Classroom Space	0.00	0.00	0.00	0.00	0.00	0.00
Instructional	Instructional Materials & Supplies	3,906.19	0.00	3,906.19	5,027.54	12,950.24	7,922.70
Instructional	Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Instructional	Contracted Services (transportation, child care, etc)	0.00	0.00	0.00	0.00	0.00	0.00
Instructional	Travel to Outreach	0.00	0.00	0.00	914.51	2,500.00	1,585.49
	SubTotal	26,539.13	0.00	26,539.13	155,972.07	181,968.24	25,996.17
	GRAND TOTAL	31,784.31	0.00	31,784.31	189,434.38	215,430.55	25,996.17

Financial Status Report (FSR) Instructions for FY 2019/20

Updated November 14, 2019

Example 3.1- Special Projects Budget

Budget Category	Line Item Description	ABE	Total Month	Total Spent	Total Budget	Balance Remaining
Administration	Admin Salaries	0.00	0.00	0.00	0.00	0.00
Administration	Admin Benefits	0.00	0.00	0.00	0.00	0.00
Administration	Support Salaries	0.00	0.00	0.00	0.00	0.00
Administration	Support Benefits	0.00	0.00	0.00	0.00	0.00
Administration	Admin Materials & Supplies	0.00	0.00	0.00	0.00	0.00
Administration	Space/Rent	0.00	0.00	0.00	0.00	0.00
Administration	Purchased Services	0.00	0.00	0.00	0.00	0.00
Administration	Indirect Cost (Preapproved by WCCC)	0.00	0.00	0.00	0.00	0.00
	SubTotal	0.00	0.00	0.00	0.00	0.00
Professional Devel.	Dues and Registrations	0.00	0.00	0.00	0.00	0.00
Professional Devel.	Staff Travel (lodging, meals, travel)	0.00	0.00	0.00	0.00	0.00
Professional Devel.	In-service (local training expenses)	0.00	0.00	0.00	0.00	0.00
Professional Devel.	Taskforce/Special Project Mtgs	0.00	0.00	0.00	0.00	0.00
Professional Devel.	Contracted Services (training)	0.00	0.00	0.00	0.00	0.00
	SubTotal	0.00	0.00	0.00	0.00	0.00
Instructional	Instructional Salaries	0.00	0.00	985.00	1,773.00	788.00
Instructional	Instructional Benefits	0.00	0.00	244.00	448.02	204.02
Instructional	Classroom Space	0.00	0.00	0.00	0.00	0.00
Instructional	Instructional Materials & Supplies	1,001.00	1,001.00	1,001.00	0.00	-1,001.00
Instructional	Equipment	0.00	0.00	5,990.96	6,000.00	9.04
Instructional	Contracted Services (transportation, child care, etc)	0.00	0.00	0.00	0.00	0.00
	SubTotal	1,001.00	1,001.00	8,220.96	8,221.02	0.06
	GRAND TOTAL	1,001.00	1,001.00	8,220.96	8,221.02	0.06

4. The Waiver Request to Increase Administrative Costs: You need to know the percentage amount approved

Example: 4.0- Assume the rate approved was 18%

5. NRS Table 3 for the current year:

Example 5.0- NRS Table 3

NRS Table 3: Participants by Program Type and Age

Select Reporting System: NRS FY 18-19

Agency:

Enter the number of participants* by program type and age, non-duplicated.

Program Type (A)	16-18 (B)	19-24 (C)	25-44 (D)	45-54 (E)	55-59 (F)	60+ (G)	Total (H)
Adult Basic Education**	49	33	22	4	3	2	113
Integrated Education and Training Program	0	0	0	0	0	0	0
Adult Secondary Education***	5	2	3	0	0	0	10
Integrated Education and Training Program	0	0	0	0	0	0	0
English Language Acquisition****	0	0	2	1	0	0	3
Integrated Education and Training Program	0	0	0	0	0	0	0
Integrated English Literacy and Civics Education (Sec. 243)*****	0	0	0	0	0	0	0
Integrated Education and Training Program	0	0	0	0	0	0	0
Total	54	35	27	5	3	2	126

Financial Status Report (FSR) Instructions for FY 2019/20

Updated November 14, 2019

Calculations for Cell #10 (a): Total Federal funds allotted

This cell requires that you define the amount of projected Federal funds you planned for at the beginning of the year for students at NRS levels 1-4. To calculate the amount you need to utilize information in both the Anticipated Service Level form as well as in the budget.

Step #1 From the Anticipated Service Level form, calculate the total ABE level students planned for. In the example given total ABE students=100. Now you need to calculate what percentage that represents in overall students (100/200=50%)

Step #2: Now you have to calculate the percentage budgeted for:

Administration & Professional Development:	16%
This is calculated by adding Administration	\$21,458.31
And Professional Development	<u>\$12,004.00</u>
	\$33,462.31/\$215,430.55

Instruction:	84%
This is calculated by dividing instructional total/grant total amounts	
\$181,968.24/\$215,430.55	

Step #3: Determine the total amount of federal dollars budgeted for each of the following:

Administration & Professional Development:	\$74,197.87 x 16%=\$11,871.66
Instruction	\$74,197.87 x 84%=\$62,326.21
	\$74,197.87

Step #4: To calculate the amount to be entered into **Cell #10 (a):**

Multiple total federal instructional dollars budgeted for	\$62,326.21
By the percentage of ABE students planned for	<u> x 50%</u>
	\$31,163.11

Cell #10 (b): Total Federal funds expended

This cell requires that you determine the percentage of budgeted Federal funds were actually spent on students in the ABE levels. To do this, you need to look at your budget expenditures for the year and the information provided in NRS Table 3.

Step #1: Calculate the percentage of ABE level students served in the year.

e.g. ABE students	<u>113</u>	= 90%
Total students	126	

Step #2: Now you have to calculate the percentage of Federal funds spent on instruction.

In the examples given, 86% of all funds was spent on instruction: \$155,972.07/\$181,968.24.

Financial Status Report (FSR) Instructions for FY 2019/20

Updated November 14, 2019

$\$62,326.21 \times 86\% = \$53,600.54$ This is the amount of Federal funds SPENT on instruction.

Now you have to determine how much of these instructional dollars was spent on ABE students. To do this multiple total Federal instructional dollars spent by the percentage of ABE students served.

e.g. $\$53,600.54 \times 90\% = \$48,240.49$ Enter this amount in **Cell #10(b)**

Cell #10 (c): Unexpended Federal Funds

Subtract Cell #10 (b) from Cell #10 (a)	\$38,018.99
	<u>-\$48,240.49</u>
	(\$17,077.38) Enter this amount in Cell #10(c)

Cell #10 (d): Total Program Income

Calculate the total program income taken in for students at NRS levels 1-4. Enter this amount in the cell.

Note: All program income taken in during a given year **MUST** be spent in its entirety before the end of the fiscal year. There can be no carryover of ABE program income from a grant funded provider.

Cell #10 (e): Enter the amount of program income spent on students at NRS levels 1-4.

Cell #10(f): Subtract Cell #10 (e) from #10 (d) and enter in Cell #10 (f)

Cell #11(a): Adult Secondary Education (NRS 5-6)-Enter the dollars budgeted for ASE services for adults placed into NRS levels 5 & 6.

Step #1: Calculate the percentage of ASE students you planned for. Using the data given in the above examples, that would be **37.5%** (75/200)

Step #2: Calculate the percentage of budgeted funds planned for ASE: \$23,372.32
e.g. $\$62,326.21 \times 37.5\% = \$23,372.32$ Enter this amount in **Cell #11(a)**

Cell #11(b) Calculate the amount of Federal grant funds actually spent on ASE students.

Step #1: ASE student enrollments (from Table 3) $\frac{10}{126} = 8\%$
Total students

Step #2: $\$53,600.54 \times 8\% = \$4,288.04$ Enter this amount into **Cell #11(b)**

Cell #11(c) Subtract Cell #11(b) from Cell #11(a)
\$23,372.32
-\$ 4,288.05
\$19,084.28 Enter this amount into **Cell #11(c)**

Financial Status Report (FSR) Instructions for FY 2019/20

Updated November 14, 2019

Cell #11 (d) – (f): Follow the same steps outlined above for program income, except use ASE student numbers.

Cell #12(a)-ESL Calculate the amount of ESL Federal Grant funds budgeted for.

Step #1: Calculate the percentage of ESL students you planned for. Using the data given in the above examples, this would be **12.5%** (25/200)

Step #2: Calculate the percentage of budgeted funds planned for ESL: \$7,790.78
e.g. \$62,326.21 x 12.5%=\$7,790.78 Enter this amount into **Cell #12(a)**

Cell #12(b) Calculate the amount of Federal grant funds spent on ESL students.

Step #1: ESL student enrollments (from Table 3) $\frac{3}{126} = 2\%$
Total students

Step #2: \$53,600.54 x 2%=\$1,072.01 Enter this amount into **Cell #12(b)**

Cell #12(c) Subtract Cell #12(b) from Cell #12(a)
\$7,790.78
-\$1,072.01
\$6,718.77 Enter this amount into Cell #12(c)

Cell #12 (d) – (f): Follow the same steps outlined above for program income, except use ESL student numbers.

Cell #13 (a-f) Institutional & Corrections:

Enter the dollars spent for ABE, ASE and/or ESL services in correctional facilities for adults placed in any educational functioning level. These numbers are a subset of Cells 10(a), 11(a), and 12(a). Column 13 provides the required documentation to verify that not more than 10% of the total grant award was being spent on institutionalized individuals.

Cell #14: IELCE

Cell #14(a) Calculate the total amount of Federal funds budgeted for IELCE students.

Cell #14(b) Calculate the total amount of Federal grant funds spent on IELCE students.

Cell #14(c) Subtract Cell #14(b) from Cell #14(a)

Cell #15: Indirect Costs

Enter dollars budgeted/spent on indirect expenses for the administration of The grant. Indirect expenses must be negotiated with WCCC AE State Director at the beginning of each grant cycle. Amounts cannot equal more than 8% of the entire AE Administration grant amount for any given year.

Financial Status Report (FSR) Instructions for FY 2019/20

Updated November 14, 2019

Cell #16: Special Grant

Cell #16(a) If the State offered local programs an opportunity to participate in a Special Grant project and IF the awarded funds were Federal dollars, the Cells for column #16 must be completed.

Calculate the total budgeted amount for Special Grant. In the examples provided, this was \$8,221.02. Enter this amount in Cell #16(a)

Cell #16(b) Enter the total amount of funds spent for the Special Grant project=\$8,220.96.

Cell #16(c) Subtract Cell #16(b) from Cell #16(c)=\$.06

Cell #17: Total Federal Administration Costs

Cell #17(a): Enter the total amount of Federal funds budgeted for Administration and Professional Development for the year. (See Cell #10(a) instructions)

In the examples given, this amount was \$11,871.66.

Cell #17(b) Enter the amount spent for these categories. If you look at the budget drawdown example given, you will see that these two categories had a zero balance as of the end of the year. This indicates that all Federal grant funds budgeted for administration and professional development were used in the year.

Cell #17(c) Subtract Cell #17(b) from Cell #17(c)=\$.00

Cell #18: Total Grant Funds

Cell #18(a) Total = 10(a) + 11(a) + 12(a) +14(a) + 15(a) +16 (a) + 17(a)

Cell #18(b) Total = 10(b) + 11(b) + 12(b) +14(b) + 15(b) +16 (b) + 17(b)

Cell #18(c) Total = 10(c) + 11(c) + 12(c) +14(c) + 15(c) +16 (c) + 17(c)

Cell #19 **Certification Signature** of the person completing the form is required.
Date report submitted.
Type the name and title of the person completing the report.
Enter an email address.
Enter a contact phone number

The Second page (or bottom of form) is the Itemization for all Program Income/Expenditures. If you did not have program income, then this section should be left blank.

Updated November 14, 2019

SECTION II: STATE FORM

- Cell #1** **Employer Identification Number**-Enter your institution’s IRS-issued EIN number
- Cell #2** **Grant Award Number**-Enter the grant award number issued to you by the State AE office for the year being reported.
- Cell #3** **Final Report?**-Place a checkmark (√) next to ‘Yes’ if this report shows the expenditure of all State grant funds for the period July 1 to June 30. (This means that there are no outstanding charges which need to be charged to the State grant. A ‘yes’ answer does not indicate that the program has spent the entire awarded federal grant.) If not, place a checkmark (√) next to ‘No’: you will be required to send in another report showing the remaining expenditures of the State AE dollars awarded to your institution.
- Cell #4** **Recipient Organization**-Enter the name and address of the entity receiving and expending AE State grant funds.
- Cell #5** **Project/Grant Period**-Enter the dates noted on the award letter of the most recent AE State grant ‘extension of program operating dates’ amendment request.
- Cell #6** **Period Covered by This Report**-Enter the time frame this report covers. If the same time frame as #5, enter the same dates again.
- Cell #7** **Total State Funds Approved**-Enter the total amount of State grant dollars awarded for the report year.
- Cell #8** **Project Name**-Enter the name of the project as specified on your AE grant. Typically it is the Agency + AE program (i.e. WCCC-AE program)
- Cell #9** **Cost Per Student**-Enter the average cost per student by taking the total amount of dollars expended in (b) of rows 10, 11, 12, 14, and 15.Divide this total by the total number of students reported on the National Reporting System (NRS) Table 1, Column P total.
- Cell #10** **ABE NRS 1-4**
Cell #10(a):Total State Funds Allotted
 This cell requires that you define the amount of projected State funds you planned for at the beginning of the year for students at NRS levels 1-4. To calculate the amount you need to utilize information in both the Anticipated Service Level form as well as in the budget.
- Step #1** From the Anticipated Service Level form, calculate the total ABE level students planned for. In the example given total ABE students=100.

Financial Status Report (FSR) Instructions for FY 2019/20

Updated November 14, 2019

Now you need to calculate what percentage that represents in overall students (100/200=50%)

Step #2 Calculate the amounts budgeted for:

Administration & Professional Development

Total budget= \$33,462.31
 Less \$11,871.66 (amount budgeted for Federal Grant)
 \$21,590.65 (**Enter this amount in Cell 15(a)**)

Instruction

Total Budget= \$181,968.24
 Less \$ 62,326.21 (amount budgeted for Federal Grant)
 \$119,642.03 Total State instructional dollars budgeted

Step #3: To calculate the amount to be entered into **Cell #10 (a):**

Multiple total State instructional dollars budgeted for	\$119,642.03
By the percentage of ABE students planned for	<u> x 50%</u>
	\$59,821.02

Cell #10 (b): Total State funds expended

This cell requires that you determine the percentage of budgeted State funds were actually spent on students in the ABE levels. To do this, you need to look at your budget expenditures for the year and the information provided in NRS Table 3.

Step #1: Calculate the percentage of ABE level students served in the year.
 e.g. ABE students 113 = 90%
 Total students 126

Step #2: Now you have to calculate the percentage of State funds spent on instruction.

Total Instructional Grant Funds Expended: \$155,972.07
 Less Federal Instructional Dollars \$ 53,600.54
Total State dollars spent on Instruction \$102,371.53

Now you have to determine how much of these instructional dollars was spent on ABE students. To do this multiple total State instructional dollars spent by the percentage of ABE students served.

e.g. \$102,371.53 x 90%=\$92,134.38 Enter this amount in **Cell #10(b)**

Cell #10 (c): Unexpended Federal Funds

Subtract Cell #10 (b) from Cell #10 (a)	\$59,821.02
	<u>-\$92,134.38</u>
	(\$32,313.36) Enter this amount in Cell #10(c)

Financial Status Report (FSR) Instructions for FY 2019/20

Updated November 14, 2019

Cell #11: ASE NRS 5-6

Cell #11(a): **Adult Secondary Education (NRS 5-6)**-Enter the State dollars budgeted for ASE services for adults placed into NRS levels 5 & 6.

Step #1: Calculate the percentage of ASE students you planned for. Using the data given in the above examples, that would be **37.5%** (75/200)

Step #2: Calculate the percentage of budgeted State funds planned for ASE:
\$44,488.29

Total Instructional Dollars budgeted: \$119,642.03

X 37.5%

\$44,865.76 Enter into Cell 11(a)

Cell #11(b) Total State Funds Expended

Cell #11(b) Calculate the amount of State grant funds actually spent on ASE students.

Step #1: ASE student enrollments (from Table 3) $\frac{10}{126} = 8\%$
Total students

Step #2: \$102,371.53 x 8% = **\$8,189.72** Enter this amount into **Cell #11(b)**

Cell #11(c) Subtract Cell #11(b) from Cell #11(a)

\$44,865.76

-\$ 8,189.72

\$36,676.04 Enter this amount into **Cell #11(c)**

Cell #12 ESL (All SPL's)

Cell #12(a) Calculate the amount of ESL State Grant funds budgeted for.

Step #1: Calculate the percentage of ESL students you planned for. Using the data given in the above examples, this would be **12.5%** (25/200)

Step #2: Calculate the percentage of budgeted funds planned for ESL: \$14,955.25
e.g. \$119,642.03 x 12.5% = **\$14,955.25** Enter this amount into **Cell #12(a)**

Cell #12(b) Calculate the amount of State grant funds spent on ESL students.

Step #1: ESL student enrollments (from Table 3) $\frac{3}{126} = 2\%$
Total students

Step #2: \$102,371.53 x 2% = **\$2,047.43** Enter this amount into **Cell #12(b)**

Cell #12(c) Subtract Cell #12(b) from Cell #12(a)

\$14,955.25

-\$ 2,047.43

\$12,907.82 Enter this amount into **Cell #12(c)**

Updated November 14, 2019

Cell #13

Institutional & Corrections

Enter the dollars spent for ABE, ASE, and/or ESL services in correctional facilities for adults placed in all educational functioning levels. This is a subset of numbers in 10(a), 11(a), and 12(a). Column 13 provides information for documenting the requirement of not more than 10% of the total grant award being spent on institutional dollars.

Cell #14

Indirect Expenses- Enter dollars budgeted/spent on indirect expenses for the administration of the grant. Indirect expenses must be negotiated with WCCC AE State Director at the beginning of each grant cycle. Amounts cannot equal more than 8% of the entire AE Administration grant amount for any given year.

Cell #15:

Total State Administration Cost

In the example given above, the total amount budgeted for
 Administration and Professional Development = \$33,462.31
 Less Federal Administrative costs - \$11,871.66
 Total State Admin Costs \$21,590.65

Cell #16

Total State Grant Funds

Cell #16(a)

Add the amounts in row a -excluding 13(a).

Cell #16(b)

Add the amounts in row b-excluding 13(b).

Cell #16(c)

Add the amounts in row c -excluding 13(c)

Cell #17

Certification Signature of the person completing the form is required.
 Date report submitted.
 Type the name and title of the person completing the report.
 Enter an email address.
 Enter a contact phone number

Financial Status Report (FSR) Instructions for FY 2019/20

FINANCIAL STATUS REPORT <i>EXAMPLE TO INSTRUCTIONS</i>			1. Employer Identification Number		2. Grant Award Number		3. Final Report? Yes No		
4. Recipient Organization (name & address, with zip)			5. Project/Grant Period: From (mm/dd/yy) To (mm/dd/yy)		6. Period Covered by this Report: From (mm/dd/yy) To (mm/dd/yy)		9. Cost per student: \$		
			7. Total Federal Funds Approved:		8. Project Name:				
STATUS OF FEDERAL FUNDS - Check one ABE/ESL EL/Civics									
Categories	10. ABE (NRS 1-4) (GLE 0-8.9)	11. Adult Sec. Ed. (NRS 5-6) (GLE 9-12.9)	12. ESL - English as a second lang. (All EFL)	13. Institutional & Corrections (subset of #10)	14. IELCE	15. Indirect Cost <i>pre-approved</i>	16. Special Grant	17. Total Federal Administration Cost	18. Total Federal Grant Funds
(a) Total Federal funds allotted	\$31,163.11	\$23,372.32	\$7,790.78	\$ -	\$ -	\$ -	\$8,221.02	\$11,871.66	\$82,418.90
expended	\$48,240.49	\$4,288.05	\$1,072.01	\$ -	\$ -	\$ -	\$ 8,220.96	\$ 11,871.66	\$73,693.17
(c) Unexpended Federal Funds	(\$17,077.38)	\$ 19,084.28	\$ 6,718.77	\$ -	\$ -	\$ -	\$ 0.06	\$ -	\$ 8,725.73
(d) Total Program Income (taken in)	\$ -								
(e) Total Program Income Expended	\$ -								
(f) Unexpended Program Income	\$ -								
<p>* If there is an unobligated fund balance at the end of the program year (June 30), these funds will be retained at the state level for redistribution through the state funding formula by the WCCC ABE office.</p> <p>PROGRAM INCOME: All program income must be reported and expenditures from that income detailed on the back of this form.</p>									
Certification I certify to the best of my knowledge and belief that this report is correct and complete and that all expenditures are unliquidated obligations are for the purpose set forth in the award documents For help with this report, please call Diane McQueen, Wyoming State Director for Adult Education (307) 777-7885.				19. Signature of Authorized Certifying Official					Date Report Submitted
				Typed or Printed Name and Title			Email Address:		Phone Number and Extension

Itemization of Program Income and Expenditures	
20. Total Program Income:	\$ -
Description of Program Income	
21. Program Income Expended:	\$ -
Description of Expenditures	

EXAMPLE TO INSTRUCTIONS

Updated 11/06/2019

FINANCIAL STATUS REPORT		1. Employer Identification Number		2. Grant Award Number		3. Final Report? Yes ___ No ___	
4. Recipient Organization (name & address, with zip)		5. Project/Grant Period: From (mm/dd/yy) To (mm/dd/yy) 7/1/20__ 6/30/20__		6. Period Covered by this Report: From (mm/dd/yy) To (mm/dd/yy) 7/1/20__ 6/30/20__		3. Cost per student:	
		7. Total State Funds Approved:		8. Project Name:		State \$	
STATUS OF STATE FUNDS for ABE							
Categories	10. ABE (0-8 GLE) (NRS 1-4)	11. ASE (9-12 GLE) (NRS 5-6)	12. ESL (all SPL's)	13. Institutional & Corrections (subset of #10)	14. Indirect Costs	15. Total State Administration Cost	16. Total State Grant Funds
(a) Total State funds allotted	\$ 59,821.02	\$ 44,865.76	\$ 14,955.25	\$ -	\$ -	\$ 21,590.65	\$ 141,232.68
(b) Total State funds expended	\$ 92,134.38	\$ 8,189.72	\$ 2,047.43			\$ 21,590.65	\$ 123,962.18
(c) State funds Unexpended	(\$32,313.36)	\$ 36,676.04	\$ 12,907.82			0	\$ 17,270.50
<p>* If there is an unobligated fund balance at the end of the program year (June 30), these funds will be retained at the state level for redistribution through the state funding formula by the WCCC AE office during the biennium.</p>							
<p>Certification I certify to the best of my knowledge and belief that this report is correct and complete and that all expenditures and unliquidated obligations are for the purpose set forth in the award documents.</p> <p>For help with this report, please call Diane McQueen, Wyoming State Director for Adult Education Manager at (307) 777-7885.</p>				17. Signature of Authorized Certifying Official		Date Report Submitted	
				Typed or Printed Name and Title		Phone Number and Extension	
				Email:			