

## INSTRUCTIONS FOR PREPARING THE FINANCIAL STATUS REPORT

This report is used to report cumulative disbursements and unpaid obligations by source of funds for each project.

1. Enter the name and address of the entity responsible for receiving funds. In the case of an award to a state or local court, the grantee is the state supreme court or its designated agency or council responsible for receiving and administering the funds. (The term “grantee” applies to the recipient of funds through grants, cooperative agreements, or contracts.)
2. Enter the name and address where the check is to be sent, if different from item 1.
3. Enter the month, day and year for the period of the grant award.
4. Enter the Award Number assigned by SJI.
5. Enter the project title.
6. Enter the report number. Number the first report “1,” the second report “2,” etc.
7. Identify the type of report, i.e., final (check “Yes”) or interim (check “No”).
8. Enter the month, day and year for the period of time covered in the report.
- 9a. Enter the approved SJI budget in the first column. Enter the approved cash match budget in the second column. Please note the approved in-kind match budget is not required; however, approved in-kind disbursements are. Do not populate shaded fields. The remaining sections are for the reporting of cumulative project disbursements and project related income (reimbursements from SJI are not considered project income). Information should be reported on a cumulative basis from the beginning of the award.

For reports prepared on a cash basis, disbursements are the sum of actual amounts paid for goods and services, the amount of indirect expense charged, the value of in-kind contributions applied, and the amount of cash advance payments made to contractors. For reports prepared on an accrued expenditure basis, disbursements are the sum of actual amounts paid, the amount of indirect expense incurred, the value of in-kind contributions applied, and the net increase or decrease in the amount owed for goods and other property received and for services performed.

- 9b. Indicate the indirect cost rate in force for the report period in the object class categories column, e.g., 25%. Report the amount of indirect costs by applying the percentage against either the personnel and fringe benefits amount or the total direct costs as is appropriate.
- 9c. Enter the amount of direct costs and indirect costs.
- 9d. Enter the total amount of project income received since the beginning of the grant. These amounts are to be used in the project in accordance with the award agreement.
- 9e. Subtract line 10d from line 10c and enter the results.
- 9f. Enter the amount of unpaid obligations for this project. Do not include amounts that have been reported previously in section 10a. This entry should be 0 for the final report.
- 9g. Self-explanatory
- 9h. Self-explanatory
- 9i. Subtract line 9g from line 9h and enter the result.