

**Workforce Connections
QUARTERLY FINANCIAL REPORT**

Service Provider Name:

Type of Program:

Report Period Ending:

ALL NUMBERS REPORTED SHOULD BE CUMULATIVE FROM CONTRACT START	Youth	Adult	Dislocated Worker
Reported Activities			
I. Disbursements/Available Funds			
A. Federal Outlays			
1. Actual Cash Disbursements (expenses paid by the quarter end)			
2. Accrued Expenditures (traditional accruals as of quarter end not paid yet)			
Total Federal Outlays (1+2)	0	0	0
B. Refunds/Rebates (should not be used - should be adjusted to A1)			
C. Net Federal Outlays (A-B)	0	0	0
F. Federal Unliquidated Obligations (funds promised by contract or PO but not fulfilled)			
G. Total Federal Obligations (C+F)	0	0	0
H. Total Federal Funds Authorized (Contract Total)	0	0	0
I. Transfers (to/from Adult & Dislocated Worker Only)			
J. Adjusted Total Federal Funds Available (H+I)	0	0	0
K. Unobligated Balance (J-G) *This amount cannot be negative.	0	0	0
II. Other Reportable Items (II. A+B should equal I. C)			
A. Outlays for Out of School Youth (including summer employment opportunities)			
B. Outlays for In School Youth (including summer employment opportunities)			
C. Outlays for Summer Employment Opportunities (total summer employment opport. only)			
*Box must equal zero or incorrect amounts are reported	0		
III. Program Income			
A. Disbursed (Spent) Program Income			
B. Undisbursed (Unspent) Program Income			
C. Total Program Income (A+B)	0	0	0
IV. Outlays for Allowable Program Activities			
Recipient Outlays for Allowable Program Activities (Stand-In Costs/Match)			

V. Certification: I certify to the best of my knowledge and belief that this report is correct and complete.

Authorized Official Signature

Print Name

Title

Date

Instructions for Completion of the Quarterly Financial Status Report (QFSR)

Reported Activities	
I. Disbursements/Available Funds	
A. Federal Outlays	
A1.	Actual Cash Disbursements - (Actual cash spent)
A2.	Any expenses that sub-recipient has as of Quarter End and that has not been paid for. <i>[Should not equal zero]</i> 1) e.g., Payroll, if pay period is 9/24/11 – 10/7/11 and paid on the 14 th , worked time paid between 9/24/11 – 9/30/11 should appear on this line. 2) e.g., OJT contract for the period 9/28/11 through 10/19/11 the amount of the contract corresponding to 9/28/11 through 9/30/11 should appear in this line.
Total Federal Outlays – Predetermine Formula [A1 + A2] (will calculate automatically)	
B.	Not used
C.	Net Federal Outlays - Predetermined Formula [A – B] (will calculate automatically)
F.	Any obligations sub-recipient committed to. <i>[Should not equal zero]</i> 1) e.g., Payroll, if pay period is 9/24/11 – 10/7/11 and paid on the 14 th , worked time paid between 10/1/11 – 10/7/11 should appear in this line. 2) e.g., OJT contract for the period 9/28/11 through 10/19/11 the amount of the contract corresponding to 10/1/11 – 10/19/11 should appear in this line.
G.	Total Federal Obligations – Predetermined Formula [C + F] (will calculate automatically)
H.	Enter the Total Contract Award
I.	Transfers (to/from Adult and Dislocated Worker only) Do not use unless prior approval from Workforce Connections is received.
J.	Adjusted Total Federal Funds Available [H + I]
K.	Unobligated Balance [J – G]
II. Other Reportable Items – (Youth Contracts Only) [II. A+B should equal line I. C]	
A.	Expenses (Cash and Accruals) for Out of School Youth only
B.	Expenses (Cash and Accruals) for In School Youth only
C.	Expenses (Cash and Accruals) for summer employment activities (In-School and Out-School)
III. Program Income (Contact WC fiscal staff for related questions)	
IV. Stand in costs or Match	