

Line Item Instructions for the Single Budget Financial Report

Report Number	Reporting Item	Instructions
1	Subrecipient	Name of subrecipient
2	Subaward No	Number from Box 15 of the Notice of Subaward
3	Date	Enter date report was submitted to Catholic Charities
4	Subaward Program	Name of the Grant related to the expenditures report
5	FAIN No.	Number from Box 6 of the Notice of Subaward
6	Report Type	Mark the appropriate box
7	Period of Performance	Indicate the period established in Box 14 of the Notice of Subaward
8	Reporting Period	Enter the beginning date and the ending date of the reporting period. for the correct date range
9	Basis of Accounting	Specify whether a cash or accrual basis was used for recording transactions related to the subaward and for preparing the financial report.
10	Subrecipient is Paid by	Mark the appropriate box
11	Budget Categories	Categories of the approved budget which will correspond to the expenditures.
12	Total Available funding	The amounts entered by the KOR Grants Accountant is the current funding available to the subrecipient, as the time of the Subaward, or amended subaward. .This amount may not be the same amount as the total approved budget for the subrecipient.
13	Report Period Expenditures	Enter the amount of Federal Fund expenditures for the reporting period based on the agency's basis of accounting. <i>For Client services</i> , enter any expenses from transportation to Participant Support Costs. As those amounts are entered, the Client services cell will reflect the total amount expenses.
14	Cumulative Expenditures	Enter the total cumulative amount of Federal Expenditures at the conclusion of the current reporting period for the total period of performance. Expenditures should be based on the agency's basis of accounting. <i>For Client services</i> , enter any expenses from transportation to Participant Support Costs. As those amounts are entered, the Client services cell will reflect the total amount of expenses.
15	Unliquidated Obligations	- Unliquidated obligations on a cash basis are obligations of Federal authorized funds which are incurred, but not yet paid as of the end of the reporting period. - On an accrual basis, they are obligations which have been incurred, but for which expenditure has not yet been recorded, as of the end of the reporting period. Enter the amount of unliquidated obligations of Federal authorized funds. These obligations include direct and indirect expenses incurred but not yet paid or award. On the final report this line should be zero.
16	Total Share	Field is self-calculating; sums cumulative expenditures and Unliquidated obligations of each category.
17	Unobligated Balance of subaward	Field is self-calculating; Subtracts Total Share from the Total Available Funding of each category.

Prepared By: This should be the staff person of the local agency that prepared the report

Authorized Representative: Individual delegated by the representative of the organization