

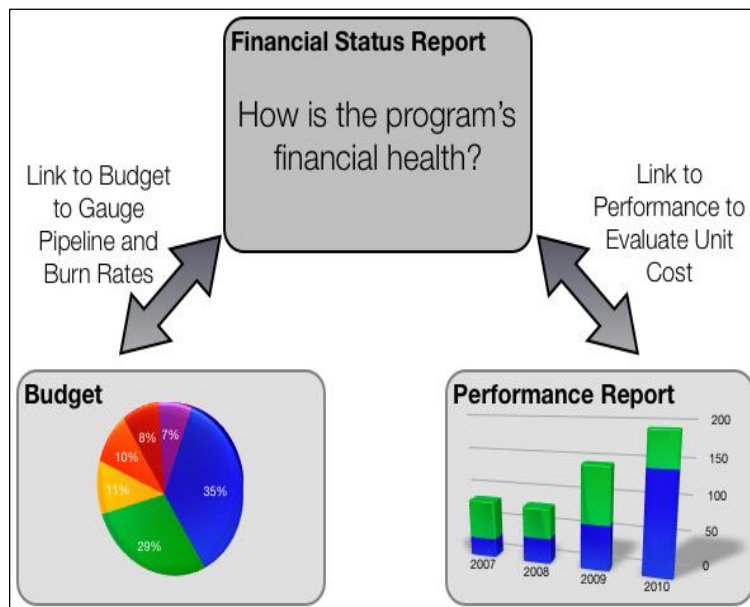
# How to Complete SF-269

## Financial Status Report (Standard Form-269)

The Financial Status Report is a snapshot of where you stand on spending on your award and tracks how much cost share your organization has contributed. These reports are due quarterly to the Financial Management Office (FMO).

### *How Does This Help My Program?*

You can use the information in SF-269, coupled with your budget, to determine whether you are spending too quickly or too slowly by examining pipeline and burn rates. When combined with performance data, you can ascertain whether you are spending efficiently to meet your targets by analyzing unit costs.



### **Report Specifics**

Your Cooperative Agreement lays out your obligation for financial reporting, including:

- When (and how often) to submit reports;
- What form to use; and
- How (and to whom) to submit reports.

In general, most USAID partners are required to submit Financial Status Reports quarterly using the Standard Form (SF)-269A. USAID allows you to submit this form by e-mail to your funding agency's FMO and copy your AOTR.

### ***Which Financial Status Report Form Do I Use?***

There are three different Financial Status Report forms. Unless otherwise specified, the SF-269A (Short Form) is the default form. The table on the following page outlines why you may need to use a different form.

Form	When to Use
SF-269 A (Short Form)	Most commonly used form; allows for reporting both advances and reimbursements
SF-269 (Long Form)	Used to report <b>program income</b>
SF-272	Used to report advances only

### ***When Is My Financial Status Report Due?***

Financial Status Reports are due 30 days after the end of a quarter, based on USAID's fiscal year (October 1–September 30). **You are required to report every quarter through the end of your award.** At the end of your award, you will submit a final Financial Status Report within 90 calendar days. The table to the right lists the due dates for each quarter and what period each report covers.

Period	Due	Covers
Quarter 1	Jan. 30	Oct. 1–Dec. 31 (of the previous calendar year)
Quarter 2	Apr. 30	Jan. 1–Mar. 31
Quarter 3	July 30	Apr. 1–June 30
Quarter 4	Oct. 30	July 1–Sept. 30
Final Financial Status Report	90 days after the end of the award	Entire life of award

### ***How to Fill Out the SF-269A***

Begin by downloading a PDF version of the SF-269A at <http://www.whitehouse.gov/omb/grants/sf269a.pdf>.

To take advantage of some of the features, including auto-calculations, be sure you have the latest version of Adobe Reader, which you can download for free at <http://www.adobe.com/products/acrobat/readstep2.html>.

Begin by filling out the top portion, as described on the following page. This portion has basic information about your organization, grant and the period covered in this report.

## Top Portion of SF-269

FINANCIAL STATUS REPORT (Short Form) (Follow instructions on the back)			
1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned By Federal Agency <b>1</b>	OMB Approval No. 0348-0038	Page of pages
3. Recipient Organization (Name and complete address, including ZIP code)			
4. Employer Identification Number	5. Recipient Account Number or Identifying Number	6. Final Report <input type="checkbox"/> Yes <input type="checkbox"/> No	7. Basis <input type="checkbox"/> Cash <input type="checkbox"/> Accrual <b>2</b>
8. Funding/Grant Period (See instructions) From: (Month, Day, Year) <b>3</b>	To: (Month, Day, Year)	9. Period Covered by this Report From: (Month, Day, Year) <b>4</b>	To: (Month, Day, Year)

1. Insert your Cooperative Agreement identification number, which may look something like XXX-A-00-09-000XX-00 and can be found on the first page of your Cooperative Agreement.
2. Most partners are reporting on a cash basis; your accountant or financial manager will know whether you are reporting on an accrual basis.
3. The funding period is the entire duration of your agreement.
4. The period covered for each report depends on which quarter you are reporting on:
  - 1st Quarter: October 1–December 31
  - 2nd Quarter: January 1–March 31
  - 3rd Quarter: April 1–June 30
  - 4th Quarter: July 1–September 30.

Next, fill out the middle portion, which contains the main calculations as outlined below. Some figures will be calculated automatically if you are using Adobe Reader. Once you have finished, double-check to make sure all calculations are correct. You do not fill in the grey/shaded boxes on the form.

## Middle Portion of SF-269

10. Transactions:	I Previously Reported	II This Period	III Cumulative
a. Total outlays	<b>1</b>	<b>4</b>	0.00
b. Recipient share of outlays	<b>2</b>	<b>5</b>	0
c. Federal share of outlays	<b>3</b>	<b>6</b>	<b>7</b> 0
d. Total unliquidated obligations			
e. Recipient share of unliquidated obligations			
f. Federal share of unliquidated obligations			
g. Total Federal share(Sum of lines c and f)			<b>8</b> 0.00
h. Total Federal funds authorized for this funding period			<b>9</b>
i. Unobligated balance of Federal funds(Line h minus line g)			<b>10</b> 0

1. *Total Outlays/Previously Reported*—The cumulative amount spent (both USAID and cost share) as of the *beginning* of the quarter being reported on (this box should equal the total of boxes 2 & 3 below).
2. *Recipient Share/Previously Reported*—Cost share contributed as of the *beginning* of the quarter being reported on.
3. *Federal Share/Previously Reported*—USAID funds expended as of the *beginning* of the quarter being reported on.
4. *Total Outlays/This Period*—The cumulative amount spent (both USAID and cost share) *during* the quarter being reported on (this box should equal the total of the two boxes below).
5. *Recipient Share/This Period*—Cost share contributed *during* the quarter being reported on.
6. *Federal Share/This Period*—USAID funds expended *during* the quarter being reported on.
7. *Federal Share/Cumulative*—Total USAID funds that have been expended as of the *end* of the quarter being reported on.  
(The next three blocks, which cover total, recipient and federal shares of unliquidated obligations [labeled d, e & f] are not applicable, and can be left blank.)
8. *Total Federal Share*—Total USAID funds that have been expended as of the *end* of the quarter being reported on (same as #7, above).
9. *Federal Funds Authorized*—Total amount of USAID funds that have been *obligated* to date.
10. *Unobligated Balance*—Total *remaining* obligated USAID funds; this is your pipeline.

Finally, the bottom portion contains information on indirect expenses and the signature. It is not necessary to fill out the indirect expenditure portion for quarterly reports. However, you must fill it out in the final report.

### ***Submitting Your Financial Status Reports***

Scan and e-mail an electronic version of the document to the FMO and send a courtesy copy (cc) to your Agreement Officer (AO) and AOTR. Mail the original to the FMO, and remember to keep a copy for your records.