

UNDERSTANDING THE SF-425 FEDERAL FINANCIAL REPORT

QUICK REFERENCE GUIDE



10. Transactions					
<i>(Use lines a-c for single or multiple grant reporting)</i>					
Federal Cash (To report multiple grants, also use FFR attachment):					
a. Cash receipts			Total amount recipient has received in USG payments		
b. Cash Disbursements			Amount of USG funds recipient has spent		
c. Cash on Hand (line a minus b)			Amount remaining from previous payments (may be negative)		
<i>(Use lines d-o for single grant reporting)</i>					
Federal Expenditures and Unobligated Balance:			USG funds spent and remaining: does not include cost share		
d. Total Federal funds authorized			Total USG amount of award (from DS-1909)		
e. Federal share of expenditures			Amount recipient has obligated and paid out		
f. Federal share of unliquidated obligations			Amount recipient has obligated but not yet paid out (e.g. supply order place but invoice not received/paid)		
g. Total Federal share (sum of lines e and f)			Total amount recipient has obligated (both expenditures paid out and committed to pay out)		
h. Unobligated balance of Federal Funds (line d minus g)			Unspent balance remaining on award		
Recipient Share:			Cost share		
i. Total recipient share required			Amount of cost share specified on DS-1909		
j. Recipient share of expenditures			Amount of cost share the recipient has already contributed		
k. Remaining recipient share to be provided (line i minus j)			Amount recipient still needs to contribute towards cost share before award ends		
Program Income:			Funds earned		
l. Total Federal program income earned			Funds earned as a result of award (e.g. ticket sales)		
m. Program Income expended in accordance with the deduction alternative			Used when the GO will reduce the amount of the award because of funds earned under the award.		
n. Program Income expended in accordance with the addition alternative			Used with the GO will require recipient to add funds earned to total amount of the award		
o. Unexpended program income (line l minus line m or line n)			Program income earned but not yet spent		
11. Indirect Expense					
This section is for reporting indirect costs, either the 10% de minimus rate or Negotiated Indirect Cost rates (NICRAs)					
a. Type	b. Rate	c. Period From Period To	d. Base	e. Amount Charged	f. Federal Share
Provisional, Predetermined, Final or Fixed	%	Dates the rate is effective	Amount of base against which the rate was applied	11b x 11d (indirect costs for reporting period)	Amount of indirect costs paid by the USG
Use additional lines if NICRA rate changes over life of the award.					
g. Totals:					



SAMPLE SF-425

10. Transactions		Cumulative				
<i>(Use lines a-c for single or multiple grant reporting)</i>						
Federal Cash (To report multiple grants, also use FFR attachment):						
a. Cash receipts		75,000				
b. Cash Disbursements		40,000				
c. Cash on Hand (line a minus b)		25,000				
<i>(Use lines d-o for single grant reporting)</i>						
Federal Expenditures and Unobligated Balance:						
d. Total Federal funds authorized		100,000				
e. Federal share of expenditures		40,000				
f. Federal share of unliquidated obligations		0				
g. Total Federal share (sum of lines e and f)		40,000				
h. Unobligated balance of Federal Funds (line d minus g)		60,000				
Recipient Share:						
i. Total recipient share required		20,000				
j. Recipient share of expenditures		0				
k. Remaining recipient share to be provided (line i minus j)		20,000				
Program Income:						
l. Total Federal program income earned		0				
m. Program Income expended in accordance with the deduction alternative		0				
n. Program Income expended in accordance with the addition alternative		0				
o. Unexpended program income (line l minus line m or line n)		0				
11. Indirect Expense						
a. Type	b. Rate	c. Period From Period To		d. Base	e. Amount Charged	f. Federal Share
Provisional	18.00	07/01/2019	06/30/2020	22,000	3,960	3,960
Final	20.00	07/01/2018	06/30/2019	6,000	1,200	1,200
g. Totals:				28,000	5,160	5,160

Recipient received \$75,000 in payments but has only spent \$40,000. GO should investigate why recipient is not spending down advances. GO should not approve additional payments until resolved.

The award is \$100,000. Recipient has spent \$40,000, which leaves \$60,000 USG grant funds for the rest of the program. GO should compare to performance reports to see if rate of spending makes sense.

The recipient agreed to contribute \$20,000 in cost share but hasn't done so yet. GO should ask recipient about plans for meeting cost share requirement.

Of the \$40,000 the recipient has spent, \$5,160 covers the recipient's indirect costs. Once award ends, GO should determine whether NICRA rate is final or still provisional before closeout. (see Federal Assistance Directive for more info on NICRAs at closeout)

Note: Boxes 10a, 10d, and 10i are verifiable from the Grants Officer's records.