

CONTRACT FINANCIAL MONITORING REPORT

- CONTRACT FINANCIAL MONITORING REPORT INSTRUCTIONS
- CONTRACT FINANCIAL MONITORING REPORT (SAMPLE FORMAT)

CONTRACT FINANCIAL MONITORING REPORT

FISCAL YEAR (FY) 2011/2012

INSTRUCTIONS

**Questions regarding CFMR instructions, may be directed to:
Contract Analyst and/or Fund Analyst**

OVERALL PREPARATION AND SUBMITTAL REQUIREMENTS

When completing the Contract Financial Monitoring (CFMR) Report:

- DO NOT change the format of the report.
- DO NOT insert extra or hidden columns or rows in the submitted report (Exception: You may insert new rows when adding Project Numbers from the Task Order Attachment A or when executing new Task Orders.)
- DO NOT remove extra columns or rows in the submitted report.
- DO NOT use color text or highlight/shade the report.
- DO NOT leave cells blank. If no expenditures or hours are to be reported, enter a zero.
- **CAREFULLY REVIEW** your CFMR **BEFORE** emailing the completed report to the Contract Analyst and Fund Analyst.

GENERAL INFORMATION:

The CFMR is an Excel spreadsheet updated monthly that reports current fiscal year actual and projected expenditures for all Task Orders by month.

It is imperative that as a total, the Task Order Amount is not exceeded. If there are amendments to Task Orders, such as extension of the Period of Performance, changes in the Task Order Amount, and supplemental invoices, be sure to revise the data to keep this information up-to-date and accurate.

On Open Task Orders list all Project Numbers as identified on the Attachment A of each Task Order. This should include any "added/new" Project Numbers.

On Closed Task Orders with multiple Project Numbers, state "Various" once under the Project Number column.

The file name for the CFMR is as follow: "1234.CFMR. FY11_12.MoYr..xls". The file name description meaning: Last four digits of the contract number, CFMR, current fiscal year, month and year, file extension.

TRAVEL REQUEST

STATE OF CALIFORNIA
Business, Transportation and Housing Agency

TO: _____

DATE: _____

FILE: _____

CONTRACT: _____

FROM: _____

TASK ORDER: _____

The above consultant hereby requests State's Contract Manager's approval for travel, as described below.

Employee Name: _____

Home Office Location: _____

Mode of Transportation: _____

Period of Travel:

Leaving: _____ Returning: _____
(Please include time)

Period of Assignment:

Start: _____ Finish: _____
(Please include time)

Description/Purpose of Assignment:

DATE: _____

APPROVAL: _____
STATE CONTRACT MANAGER

Remark:

NOTE: THE APPROVED TRAVEL FORM SHALL BE INCLUDED WITH YOUR INVOICE.

The consultant is responsible for submitting the CFMR via e-mail (Excel format) to the Contract Analyst and cc: the Fund Analyst, Patty Ordaz (patricia.ordaz@dot.ca.gov), on or before the 5th of each month by the close of business 5:00 p.m., and no later, unless directed otherwise.

Note: It is imperative that the report is received by the due date every month. If you do not have all the actual dollars and hours, submit what you do have and project the missing/incomplete information. Once all of the actual data is gathered, be sure to update your report. These updates do not have to be reported until the following month.

INSTRUCTIONS FOR COMPLETING THE CFMR

Please read the instructions carefully and refer to the attached template.

- Heading:
 - Enter "Contract No." "08AXXXX" (CELL A1)
 - Enter "Prime Consultant's Name" (CELL A2)
 - Enter "Contract Period of Performance" (CELL A3)
 - Enter "Contract Amount"- If applicable, revise total amount for amendments (CELL E4)
 - Enter "Type of Work" (CELL A5)
 - Enter "Consultant Project Manager" name (CELL A6) and consultant "Telephone No." (CELL F6)
 - Enter "Caltrans Contract Analyst" name (CELL A7) and Caltrans Contract Analyst "Telephone No." (CELL F7)
 - Enter "Combined Overhead" and "Fee" (CELL A8)
 - Enter "As of" date. Note: Use the last day of the reporting month Ex: "July 31, 2011" (CELL A9)
- Totals:
 - Enter the "Task Order Amount", "Actual Exp. Prior FY" and "Task Order Balance" totals for each Task Order (Columns: E, F & G)
 - Enter the "Dollar/Hour" "Monthly Total" for each Task Order (sample: CELL H16 thru AE16) and Grand Total "Dollar/Hour" in Col AF-AG
 - Enter the "SUB-TOTAL" for all Task Orders (sample: CELL E28 thru AG28)

- Totals Continued:
 - Enter the "CONTRACT BALANCE" (CELL E29).

Contract Amount - All Executed Task Orders = Contract Balance

 - Open Task Orders - Subtract the full Task Order amount
 - Closed Task Orders - Subtract the actual expenditures

COLUMN HEADINGS:

COL. A TO #

Enter Task Order number (under CELL A12). Include all open and closed Task Orders (sample for TO #1: CELL A15.)

COL. B PROJECT NUMBER

Enter all Project Numbers (under CELL B12) including phases (11 digits) for open Task Orders. Closed Task Orders with multiple Project Numbers may be listed as "Various" (sample for TO #1: CELL B15.)

COL. C TASK ORDER START DATE

Enter the start date of the Task Order (under CELL C12). (Sample for TO #1: CELL C15.)

COL. D TASK ORDER END DATE

Enter the end date of the Task Order (under CELL D12). If applicable, revise end date for any amendments. (Sample for TO #1: CELL D15.)

COL. E TASK ORDER AMOUNT

Enter the Task Order amount (under CELL E12). If applicable, revise total amount for any amendments. (Sample for TO #1: CELL E15.)

COL. F ACTUAL EXP (EXPENDITURE) PRIOR FY

For Task Orders written for multiple fiscal years (i.e., 8/31/09 - 12/31/11: FY 10, FY 11 & FY 12), apply the following:

Enter the expenditures for all prior fiscal years thru 6/30/11 (under CELL F12) (sample for TO #1: CELL F15.)

COL. G TASK ORDER BALANCE 07/1/11

Enter the balance for all Task Orders. Subtract "Actual Exp Prior FY" from the "Task Order Amount" (sample for TO #1: CELL E15-F15 = G15.)
 Note: The amount in G15 is the current Task Order balance as of 7/1/11.

COL. H ACTUAL \$ DOLLARS

Enter the "Actual Dollars" (under CELL H12) expended amount billed each month. If applicable, revise "Actual Dollars" for any revisions, i.e., supplemental invoices, disputes and/or disallowances on monthly invoices. (Sample for TO #1: CELL H15.)
 Note: It is vital that you update any revisions made to your actual expenditures.

COL. I ACTUAL HOURS

Enter the "Actual Hours" (under CELL I12) billed each month. If applicable, revise "Actual Hours" for any revisions, i.e., supplemental invoices, disputes and/or disallowances on monthly invoices. (Sample for TO #1: CELL I15.)
 Note: It is vital that you update any revisions made to your actual hours.

COL. J PROJ. (PROJECTED) \$ DOLLARS

Enter "Proj. Dollars" (under CELL J12) projected expended amount to be billed each month through 6/30/2012. (See Columns: J, L, N, P, R, T, V, X, Z, AB & AD.)
 Note: month to month the fiscal year "Proj. Dollars" will change to "Actual Dollars."

COL. K PROJ. (PROJECTED) HOURS

Enter "Proj. Hours" (under CELL K12) projected each month through 6/30/2012. (See Columns: K, M, O, Q, S, U, W, Y, AA, AC & AE.)
 Note: month to month the fiscal year "Proj. Hours" will change to "Actual Hours."

COL. AF GRAND TOTAL \$ DOLLARS 7/1/11 - 6/30/12

Enter the amount of the "Grand Total Dollars" for each row (under CELL AF12) (Sum of Columns: H, J, L, N, P, R, T, V, X, Z, AB & AD.), for the entire fiscal year (July 1, 2011 through June 30, 2012.)

COL. AG GRAND TOTAL HOURS 7/1/11 - 6/30/12

Enter the amount of the "Grand Total Hours" for each row (under CELL AG12) (Sum of Columns: I, K, M, O, Q, S, U, W, Y, AA, AC & AE.), for the entire fiscal year (July 1, 2011 through June 30, 2012.)