

# CONTRACT FINANCIAL MONITORING REPORT

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

**CONTRACT FINANCIAL MONITORING REPORT**

**FISCAL YEAR (FY) 2014/2015**

**INSTRUCTIONS**

**Questions regarding the CFMR instructions may be directed to:  
The 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 '\$0' 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 and Contract amounts are 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, it is your responsibility to keep this information up-to-date and accurate.

The file name for the CFMR is as follow: "1234.CFMR.FY15.Year.Mo.xlsx".

Please modify the following information each reporting month:

**1234** = Last four digits of the contract number.

**Year.Mo** = Year and month being reported (i.e. the report due on 8/5/14 will have current expenditures through 7/31/14, therefore, you will use 2014.07 for the Year.Mo).

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 5<sup>th</sup> of each month by the close of business 5:00 p.m., and no later.

**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 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" (ROW 1)
  - Enter "Prime Consultant's Name" (ROW 2)
  - Enter "Contract Period of Performance" (ROW 3)
  - Enter "Contract Amount"- Where applicable, revise total amount for amendments (ROW 4)
  - Enter "Consultant Contract Manager" name and consultant "Telephone No." (ROW 5)
  - Enter "Caltrans Contract Analyst" name and Caltrans Contract Analyst "Telephone No." (ROW 6)
  - Enter "As of" date. Note: Use the last day of the reporting month Ex: "July 31, 2014" (ROW 7)
  
- 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.
  
- **Totals:**
  - Enter the "Totals" and "Sub-Totals" for all Task Orders (Sample: Rows 14, 19, 21, 23, 25, 26)
  - Enter the "CONTRACT BALANCE" (Sample Cell D27)  
**Contract Balance = Contract Amount *minus* All Executed Task Orders (open & expired)**
    - For 'Open Task Orders': Subtract the full Task Order amount
    - For 'Closed Task Orders': Subtract the actual expenditures

COLUMN HEADINGS:

**COL. A TO #**

Enter Task Order number (under CELL A10). Include all open and closed Task Orders (sample for TO #1: CELL A13.)

**COL. B PROJECT NUMBER**

Enter all Project Numbers (under CELL B10) 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 B13.)

**COL. C TASK ORDER START DATE**

Enter the start date of the Task Order (under CELL C10). (Sample for TO #1: CELL C13.)

**COL. D TASK ORDER END DATE**

Enter the end date of the Task Order (under CELL D10). If applicable, revise end date for any amendments. (Sample for TO #1: CELL D13.)

**COL. E TASK ORDER AMOUNT**

Enter the Task Order amount (under CELL E10). If applicable, revise total amount for any amendments. (Sample for TO #1: CELL E13.)

**COL. F ACTUAL EXP (EXPENDITURE) PRIOR FY**

Enter the expenditures for all prior fiscal years thru 6/30/14 (under CELL F10) (sample for TO #2: CELL F15.)

For Task Orders written for multiple fiscal years (i.e., 8/31/12 - 12/31/14, include expenditures for FY13 & 14.

**COL. G TASK ORDER BALANCE 07/1/14**

Enter the balance for all Task Orders. Subtract "Actual Exp Prior FY" from the "Task Order Amount" (sample for TO #2: CELL E19-F19 = G19.)

Note: The amount in G19 is the current Task Order balance as of 7/1/14.

**COL. H ACTUAL \$ DOLLARS**

Enter the "Actual Dollars" (under CELL H10) expended amount billed each month. Where applicable, revise "Actual Dollars" for any revisions, i.e., supplemental invoices, disputes and/or disallowances on monthly invoices. (Sample for TO #1: CELL H13.)

Note: It is vital that you update any revisions made to your actual expenditures.

**COL. I ACTUAL HOURS**

Enter the "Actual Hours" (under CELL I10) billed each month. Where applicable, revise "Actual Hours" for any revisions, i.e., supplemental invoices, disputes and/or disallowances on monthly invoices. (Sample for TO #1: CELL I13.)

Note: It is vital that you update any revisions made to your actual hours.

**COL. J PROJ. (PROJECTED) \$ DOLLARS**

Enter "Proj. Dollars" (under CELL J10) projected expended amount to be billed each month through 6/30/2015. (See Columns: J, L, N, P, R, T, V, X, Z, AB & AD.)

Note: every month, the fiscal year "Projected Dollars" will change to "Actual Dollars."

**COL. K PROJ. (PROJECTED) HOURS**

Enter "Proj. Hours" (under CELL K10) projected each month through 6/30/2015. (See Columns: K, M, O, Q, S, U, W, Y, AA, AC & AE.)

Note: every month the fiscal year "Projected Hours" will change to "Actual Hours."

**COL. AF GRAND TOTAL \$ DOLLARS 7/1/14 - 6/30/15** Enter the amount of the "Grand Total Dollars" for each row (under CELL AF10) (Sum of Columns: H, J, L, N, P, R, T, V, X, Z, AB & AD.), for the entire fiscal year (July 1, 2014 through June 30, 2015.)

**COL. AG GRAND TOTAL HOURS 7/1/14 - 6/30/15**

Enter the amount of the "Grand Total Hours" for each row (under CELL AG10) (Sum of Columns: I, K, M, O, Q, S, U, W, Y, AA, AC & AE.), for the entire fiscal year (July 1, 2014 through June 30, 2015.)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Contract No : 08AXXXX															
2	Prime Consultant's Name: XXXXXXXX															
3	Contract Period of Performance: XX/XX/XX - XX/XX/XX															
4	Contract Amount: \$ 1,250,000.00															
5	Consultant Contract Manager: XXXX XXXX Telephone No : (XXX) XXX-XXXX															
6	Caltrans Contract Analyst: XXXX XXXX Telephone No : (909) 383-XXXX															
7	As of: XXXX 31, 2014															
8																
9		PROJECT	TASK ORDER	TASK ORDER	TASK ORDER	ACTUAL EXP	TASK ORDER	ACTUAL	ACTUAL	PROJ.	PROJ.	PROJ.	PROJ.	PROJ.	PROJ.	PROJ.
10	TO #	NUMBER	START DATE	END DATE	AMOUNT	PRIOR FY	BALANCE	DOLLARS	HRS.	DOLLARS	HRS.	DOLLARS	HRS.	DOLLARS	HRS.	DOLLARS
11							As of 7/1/2014	7/31/2014	7/31/2014	8/31/2014	8/31/2014	9/30/2014	9/30/2014	10/31/2014	10/31/2014	11/30/2014
12																
13	1	Various	01/15/13	06/30/14	\$20,000.00	\$19,986.97	\$13.03	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
14	1	Total			\$20,000.00	\$19,986.97	\$13.03	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
15	2	08000000100	08/31/12	12/31/14	\$20,000.00	\$6,000.23	\$13,999.77	\$2,999.77	30.00	\$1,000.00	10.00	\$1,000.00	10.00	\$1,000.00	10.00	\$1,000.00
16	2	08000000191	08/31/12	12/31/14	\$30,000.00	\$3,456.15	\$26,543.85	\$4,543.85	45.00	\$2,000.00	20.00	\$2,000.00	20.00	\$2,000.00	20.00	\$2,000.00
17	2	08000001141	08/31/12	12/31/14	\$10,000.00	\$2,223.00	\$7,777.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$78.00
18	2	08000007503	08/31/12	12/31/14	\$20,000.00	\$5,465.87	\$14,534.13	\$1,534.13	15.50	\$2,000.00	20.00	\$2,000.00	20.00	\$1,000.00	10.00	\$1,000.00
19	2	Total			\$80,000.00	\$17,145.25	\$62,854.75	\$9,077.75	90.50	\$5,000.00	50.00	\$5,000.00	50.00	\$4,000.00	118.00	\$4,750.00
20	3	08000002483	06/30/14	06/30/15	\$50,000.00	\$0.00	\$50,000.00	\$6,000.00	63.00	\$4,000.00	40.00	\$4,000.00	40.00	\$4,000.00	40.00	\$4,000.00
21	3	Total			\$50,000.00	\$0.00	\$50,000.00	\$6,000.00	63.00	\$4,000.00	40.00	\$4,000.00	40.00	\$4,000.00	40.00	\$4,000.00
22	4	08000003400	10/20/14	09/01/15	\$75,000.00	\$0.00	\$75,000.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$1,800.00	20.00	\$5,500.00
23	4	Total			\$75,000.00	\$0.00	\$75,000.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$1,800.00	20.00	\$5,500.00
24	5	TBD			\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
25	5	Total			\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
26	SUB-TOTAL:				\$225,000.00	\$37,132.22	\$187,867.78	\$15,077.75	153.50	\$9,000.00	90.00	\$9,000.00	90.00	\$9,800.00	178.00	\$14,250.00
27	CONTRACT BALANCE:			\$1,025,013.03												
28																
29	Note 1: PLEASE DO NOT REFORMAT THIS SPREADSHEET.															
30	Note 2: Spreadsheet should be completed through June 30, 2015 with all expenditures and/or projections.															