

# Federal Cash Transactions Report

OMB Approval No. 0348-0003

(See Instructions on the back. If report is for more than one grant or assistance agreement, attach completed Standard Form 272-A)

## 2. Recipient Organization

Name

Number and Street

City, State and Zip Code

1. Federal sponsoring agency and organizational element to which this report is submitted

4. Federal grant or other identification number

5. Recipient's account number or identifying number

6. Letter of credit number

7. Last payment voucher number

Give total number for this period

8. Payment vouchers credited to your account

9. Treasury checks received (whether or not deposited)

## 10. Period covered by this report

## 3. Federal Employer Identification Number

From (month, day, year)

To (month, day, year)

## 11. Status of Federal Cash

(See specific instructions on back)

a. Cash on hand beginning of reporting period

\$

b. Letter of credit withdrawals

c. Treasury check payments

d. Total receipts (Sum of lines b and c)

e. Total cash available (Sum of lines a and d)

f. Gross disbursements

g. Federal share of program income

h. Net disbursements (Line f minus line g)

i. Adjustments of prior periods

j. Cash on hand end of period

\$

## 12. The amount shown on Line 11j. above represents cash requirements for the ensuing days

## 13. Other Information

a. Interest income

\$

b. Advances to subgrantees or subcontractors

\$

14. Remarks (Attach additional sheets of plain paper if more space is required.)

15.

## Certification

I certify to the best of my knowledge and belief that this report is true in all respects and that all disbursements have been made for the purpose and conditions of the grant agreement.

**Authorized Certifying Official**

Signature

Date Report Submitted

Typed or printed name and title

Phone (Area code, number, extension)

This space for agency use

Public reporting burden for this collection of information is estimated to average 12 0 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Agencies may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

**Please do not return your completed form to the Office of Management and Budget. Send it to the address provided by the Sponsoring Agency**

## Instructions

Please type or print legibly. Most items are self explanatory. Specific instructions for other items are as follows:

Item	Entry	Item	Entry
3	Enter Employer Identification Number (EIN) assigned by the U.S. Internal Revenue Service or the FICE (institution) code.	11g.	Enter the Federal share of program income that was required to be used on the project or program by the terms of the grant or agreement.
4.	If this report covers more than one grant or other agreement, leave items 4 and 5 blank and provide the information on Standard Form 272-A; otherwise:  Enter Federal grant number, agreement number, or other identifying numbers if requested by sponsoring agency.	11i.	Enter the amount of all adjustments pertaining to prior periods affecting the ending balance that have not been included in any lines above. Identify each grant or agreement for which adjustment was made, and enter an explanation for each adjustment under "Remarks."
5.	This space reserved for an account number or other identifying number that may be assigned by the recipient.	11j.	Enter the total amount of Federal cash on hand at the end of the reporting period. This amount should include all funds on deposit, imprest funds, and undeposited funds (line e less line h plus/or minus line j).
6.	Enter the letter of credit number that applies to this report. If all advances were made by Treasury check, enter "NA" for not applicable and leave items 7 and 8 blank.	12.	Enter the estimated number of days until the cash on hand, shown on line 11j, will be expended. If more than three days cash requirements are on hand, provide an explanation under "Remarks" as to why the drawdown was made prematurely, or other reasons for the excess cash. The requirement for the explanation does not apply to pre-scheduled or automatic advances.
7.	Enter the voucher number of the last letter-of-credit payment voucher (Form TUS 5401) that was credited to your account.	13a.	Enter the amount of interest earned on advances of Federal funds but not remitted to the Federal agency. If this includes any amount earned and not remitted to the Federal sponsoring agency for over 60 days, explain under "Remarks." Do not report interest earned on advances to States.
11a.	Enter the total amount of Federal cash on hand at the beginning of the reporting period including all of the Federal funds on deposit, imprest funds, and undeposited Treasury checks.	13b.	Enter amount of advance to secondary recipients included in item 11h.
11b.	Enter total amount of Federal funds received through payment vouchers (Form TUS 5401) that were credited to your account during the reporting period.	14.	In addition to providing explanations as required above, give additional explanation deemed necessary by the recipient and for information required by the Federal sponsoring agency in compliance with governing legislation.
11c.	Enter the total amount of all Federal funds received during the reporting period through Treasury checks, whether or not deposited.		
11f.	Enter the total Federal cash disbursements made during the reporting period, including cash received as program income. Disbursements as used here also include the amount of advances and payments less refunds to subgrantees or contractors, the gross amount of direct salaries and wages, including the employee's share of benefits if treated as a direct cost, interdepartmental charges for supplies and services, and the amount to which the recipient is entitled for indirect costs.		

# Federal Cash Transactions Report

## Continuation

(This form is completed and attached to Standard Form 272 only when reporting more than one grant or assistance agreement.)

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1. Federal sponsoring agency and organizational element to which this report is submitted

2. **Recipient Organization** (Give name only as shown in item 2, SF-272)

3. **Period covered by this report** (As shown on SF-272)

From (month, day, year)

To (month, day, year)

4. List information below for each grant or other agreement covered by this report. Use additional forms if more space is required.

Federal Grant or Other Identification Number (Show a subdivision by other identifying numbers if required by the Federal Sponsoring Agency) (a)	Recipient Account Number or Other Identifying Number (b)	Federal Share of Net Disbursements	
		Net Disbursements (Gross disbursements less program income received) for Reporting Period (c)	Cumulative Net Disbursements (d)
5. <b>Totals</b> (Should correspond with amounts shown on SF-272 as follows: column (c) the same as line 11h; column (d) the same as lines line 11h and 11i and cumulative disbursements shown on last report. Attach explanation of any differences.)		\$	\$

Public reporting burden for this collection of information is estimated to average 120 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Agencies may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

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