

Carl Perkins Federal Vocational Education Program
Project Quarterly Report of Expenditures and Estimated Requirements of Federal Funds
Instructions

Reports Due – Reports are due 15 days after the quarter ended. The final report is due 30 days after the period ended. The Office of the Commissioner of Higher Education (OCHE) will not release additional funds until quarterly reports are submitted.

Project # - Enter the project # as assigned by OCHE (if applicable).

Name of the Organization – Enter the name of the organization that is the recipient of the project funding.

Quarter Ended Date – Place an X in the box to the left of the last day of the period.

Quarterly Report of Expenditures:

Approved Budget (column a) – Enter the information as shown on the most recent approved budget for the project.

Current Quarter (column b) – Enter the expenditures by the project during the most recently completed period of operation.

Year to Date (column c) – Enter the total of the current period activity (column b) plus any activity previously reported for the project.

The Totals entered in the Year to date Column (column c) lines 4, 18 and 20 represent the total of the primary budget categories. Each total may not exceed the corresponding budget by more than 10 percent. If you are going to exceed a budget category, you must contact the OCHE Program Administrator. For any budget changes of more than 10 percent, you must submit a written request to OCHE explaining your budget modifications. In no circumstances may you exceed your total budget.

Estimated Requirements of Federal Funds:

Requests (column 1) – Enter the estimated amount of federal funds you will need for each month of the project. The total of the estimates must be equal to the total funding of the project. **This column must be filled out at the beginning of the grant period and submitted to OCHE.** This column can be adjusted throughout the grant period. Federal law requires that grantees minimize the time between the transfer of federal funds and disbursements.

Receipts (column 2) – Enter the amount of federal funds received from OCHE.

Cash-on-hand (column 3) – Enter the amount of federal funds on hand at the end of the quarter. This can be a negative number. This amount is normally the difference between column 2 and column c.

Other Revenue Sources (column 4) – Identify the amount of other revenue sources received for the project.

Note: To obtain an electronic spreadsheet of this report, visit our website at www.montana.edu/wochewd