

Wake County SmartStart FINANCIAL STATUS REPORT CHECKLIST

Submit your **original, signed** Financial Status Report (FSR) to the Contracts Manager at Wake County SmartStart by no later than the 10th of every month, even if no expenses are reported. If the 10th falls on a weekend or holiday, the report is due on the next business day. If activity has Medicaid income, use FSR with columns for Medicaid income and expenditures.

NO FAXED, EMAILED, OR COPIES OF FSRs WILL BE ACCEPTED.

Part 1

- Line 1. **Direct Service Provider Name:** Payee's name.
- Line 2. **Mailing Address:** Where check should be sent
- Line 3. **Project/Activity Name:**
- Line 4. **Purpose Service Code ID#:** Assigned by WCSS
- Line 5. **Contract #:** The actual number on your contract
- Line 6. **Contract Period:** The dates reported here should match the currently approved contract.
- Line 7. **Contract Period covered by this Request:** Example: July 1, 2014 through August 31, 2014
- Line 8. **Contact Person:** The person to be called if WCSS has questions regarding the FSR.
- Line 9. **Telephone / fax:** Telephone and fax numbers for the contact person.
- Line 10. **Final Report:** Check if this is the final expenditure report for the 04/05 fiscal year
Amended Report: Check if you are making corrections to a previously approved FSR.
- Line 11. **Current Month's Expenditures:** Total of Column C, Line 50
- Line 13. **Total Payment Requested:** This amount will equal your current period expenditures plus any additional amount requested.
- Signature. Please be sure that the FSR has been properly signed and dated!

Part 2

- Column A. Line item amounts match currently approved budget. (This column only changes if you have completed a budget revision or amendment and it has been approved.)
- Column B. Matches Column D of previous FSR.
- Column C. Shows actual expenditures for the reporting period. Example: The FSR due on September 10th should reflect the expenditures for the month of August only.
- Column D. Total of Columns B & C.
- Column E. Column A minus Column D.

Please be sure that all math has been double-checked, the FSR is legible, and the FSR has been properly signed and dated. Do not insert rows or change formulas on spreadsheet.