INSTRUCTIONS –FINANCIAL STATUS REPORT

Broadband Technology Opportunities (BTOP) Grant

1. Enter the grantee's complete name, address, and Employer ID number.
2. Enter the TSLAC grant number as show in the Grant Award Contract.
3. The Grant Term is prefilled.
4. Click on the appropriate box to indicate the reporting period as it pertains to the grant term. Check Final only if this is the last report for the grant. A **Final FSR** may be submitted at any time during the grant term.
5. Unless you have received other instructions from TSLAC, enter the beginning and ending dates of the current reporting period as shown in the Grant Award Contract.
6. **Approved Budget** - Enter the amount in each category of the TSLAC Approved Budget column as indicated in the Grant Contract, or latest Approved Budget Revision. Grant budget amounts can be changed only by an Approved Budget Revision that results in a grant adjustment. Enter the amount in each category of the Match column as indicated in the Original Grant Application.

   Expenditures Previously Reported and Expenditures This Period – Enter TSLAC and Match grant fund expenditures. Expenditures are the sum of actual cash disbursements for direct costs for goods and services and the amount of any indirect expense charged, less any rebates, refunds, or other credits. Rows 6.a – 6.g of the previous report(s) will be brought forward and entered in the **Previously Reported** TSLAC and Match columns, with current expenditures entered in the **Expenditures This Period** TSLAC and Match columns. If this is the first or only report for the grant, leave **Previously Reported** TSLAC and Match columns blank. **NOTE**: Expenditures cannot be reported in unapproved budget categories (those that do not have an approved budget).

   Cumulative Total Expended, **Grant Fund Balances** and **line j Total** will automatically calculate.

7. Complete only the areas that are **NOT** shaded.
   a. Enter total program expenditures including grant funds and local funds.
   b. Enter the local match funds share of the total program expenditures shown on line a.
      Rows 7.a – 7.b of the previous report(s) will be brought forward and entered in the **Previously Reported** TSLAC and Match columns, with current expenditures entered in the **This Period** TSLAC and Match columns. If this is the first or only report of the grant period, leave **Previously Reported** columns blank.
   c. The **TSLAC Share** and the **Cumulative** TSLAC and Match totals will automatically calculate. The cumulative amounts should equal the Cumulative Total TSLAC and Match Expended shown in Section 6 line j.
   d. Enter total outstanding encumbrances including grant funds and match funds.
   e. Enter the matching funds portion of the total outstanding encumbrances shown on line d.
   f. The TSLAC share of outstanding encumbrances will automatically calculate.
      NOTE: On the **Final Report**, line 7f must be zero.
   g. Enter the amount of TSLAC grant funds received as of the ending date of the reporting period.
   h. The total TSLAC expenditures calculated on line 7 c will be automatically inserted.
   i. This amount will automatically calculate. If expenditures are more than the funds received, the result will be the balance due from TLSAC as of the end of the reporting period. If the funds received are greater that the total expenditures, the balance will be cash on hand as of the end of the reporting period.
8. Note any differences from the approved budget (+/- 10%). Attach additional sheet if needed.
9. Click on the appropriate box. "Program Income" means gross income received by the grantee directly generated by a grant-supported activity, or earned only as a result of the grant agreement during the grant period. "During the grant period" is the time between the effective date of the award and the ending date of the award.

A signature is required on the form. Please print the form and have it signed. The signature should be the person authorized to sign according to local policy. Please include phone number. The FSR may be scanned and emailed, faxed, or mailed to the address on the front of the FSR.

- **Documentation of expenditures paid with Local matching funds during the current reporting period (line 7b) must be submitted with each FSR**.