

**Definitions**

**FFR**—Federal Financial Report, also called the SF-425

**FMO**—Your funding agency’s Financial Management Office.

**Obligated Amount**—The amount the USG has committed to the project at the time of the award, which may be the full amount of the award or a portion of the award amount. In other words, it is the amount available to your organization to spend on the project at that particular time.

**Recipient Share or Cost Share**—The portion of project or program costs not covered by USAID. This may be in the form of cash or in-kind contributions. On the SF-425 this is called the recipient share.

**Topic: Financial Management**

**SF-425: The New Financial Status Reporting Form**

**Q. How do I complete the SF-425, and when is it due?**

**A.** Standard Form (SF)-425, also called the Federal Financial Report (FFR), is a new U.S. Government (USG) financial reporting form that replaces, and consolidates into a single form, the two most common USG financial reports—the Financial Status Report (SF–269/SF–269A) and the Federal Cash Transaction Report (SF–272/SF–272A). This change does not affect the SF-270. Grantees must still use the SF-270 to ask the USG for an advance or reimbursement. (See *NGOConnect eNews #24.*)

This issue of *NGOConnect eNews* offers tips to help you complete the new form. These tips are not meant to substitute for the USG instructions found online or for guidance provided by your Financial Management Office (FMO). Instead, they aim to address some questions first-time users may have when filling out this form.

**Filling Out the SF-425**

Download a PDF version of [SF-425](#). Use a separate SF-425 for quarterly reporting for each Cooperative Agreement. Start by filling out the top portion. It asks for basic information about your organization, grant and the period covered in this report.

**Top Portion of the SF-425**

FEDERAL FINANCIAL REPORT						
(Follow form instructions)						
1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)			Page	of
					1	
3. Recipient Organization (Name and complete address including Zip code)						
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		6. Report Type	7. Basis of Accounting	
				<input type="checkbox"/> Quarterly		
				<input type="checkbox"/> Semi-Annual		
				<input type="checkbox"/> Annual		
				<input type="checkbox"/> Final	<input type="checkbox"/> Cash <input type="checkbox"/> Accrual	
8. Project/Grant Period From: (Month, Day, Year)			To: (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)	
10. Transactions					Cumulative	

The numbers in the following list correspond to the numbered blanks on the SF-425.

1. *Federal Agency and Organizational Element to Which Report is Submitted*—USAID or other USG funder.
2. *Federal Grant or Other Identifying Number Assigned by Federal Agency*—Insert your Cooperative Agreement identification number,

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**References**

Federal Financial Report SF-425  
[http://www.whitehouse.gov/omb/assets/grants\\_forms/ff\\_report\\_fill.pdf](http://www.whitehouse.gov/omb/assets/grants_forms/ff_report_fill.pdf)

Detailed instructions to fill out Federal Financial Report SF-425  
[http://www.whitehouse.gov/omb/grants/standard\\_forms/ffr\\_instructions.pdf](http://www.whitehouse.gov/omb/grants/standard_forms/ffr_instructions.pdf)

**Downloading SF-425**

Download a PDF version of SF-425 at [http://www.whitehouse.gov/omb/assets/grants\\_forms/ff\\_report\\_fill.pdf](http://www.whitehouse.gov/omb/assets/grants_forms/ff_report_fill.pdf)

In order to take advantage of some of the form's features, including auto-calculations, be sure you have the latest version of Adobe Reader for free at <http://www.adobe.com/products/acrobat/readstep2.html>

which may look something like XXX-A-00-09-00XXX-00, and can be found on the first page of your agreement.

- 4b. *EIN*—Employer, Identification number, for U.S. grantees only.
- 5. *Recipient Account Number or Identifying Number*—This number is for your use only and is not required by the USG.
- 7. *Basis of Accounting*—Your accountant or financial manager will know whether you are reporting on a cash or an accrual basis.
- 8. *Project/Grant Period*—The start and end dates of your award.
- 9. *Reporting Period End Date*—The date for each report depends on which quarter you are covering:
  - 1st Quarter: December 31
  - 2nd Quarter: March 31
  - 3rd Quarter: June 30
  - 4th Quarter: September 30.

Next, fill out the middle portion, which contains the main calculations as outlined below. Some figures will be calculated automatically if you are using Adobe Reader. Once you have finished, double-check to make sure all the calculations are correct.

**Middle Portion of the SF-425**

10. Transactions	Cumulative
<i>(Use lines a-c for single or multiple grant reporting)</i>	
<b>Federal Cash (To report multiple grants, also use FFR Attachment):</b>	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	
<i>(Use lines d-o for single grant reporting)</i>	
<b>Federal Expenditures and Unobligated Balance:</b>	
d. Total Federal funds authorized	
e. Federal share of expenditures	
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	
h. Unobligated balance of Federal funds (line d minus g)	
<b>Recipient Share:</b>	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	
<b>Program Income:</b>	
l. Total Federal program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

**Section 10: Transactions**

**Federal Cash**

- a. *Cash Receipts*—Enter the total amount of actual cash received from the USG (before deduction of bank fees and other miscellaneous fees) through the end date of the reporting period specified in line 9.
- b. *Cash Disbursements*—Enter the cumulative amount of cash and check payments as of the reporting period end date. This total includes the sum of cash expended for goods and services, cash advances and payments made to subrecipients and contractors as well as the amount of indirect expenses charged to the award.
- c. *Cash on Hand*—Enter the amount of Line 10a minus Line 10b.

**Federal Expenditures and Unobligated Balance**

- d. *Total Federal funds authorized*—Enter the total award amount. This refers to the “Total Estimated USAID Amount” listed in your Cooperative Agreement. If this amount has been revised through a modification, please use the amount listed in the modification.

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*The SF-425 is a new U.S. Government financial reporting form that replaces, and consolidates into a single form, the two most common USG financial reports.*

- e. *Federal share of expenditures*—Enter the amount of expenses.
- f. *Federal share of unliquidated obligations*— Enter the total amount of unexpended USAID-obligated funds as of the reporting period end date. This amount should be calculated by subtracting the USG share of expenditures, 10e, from the current obligation amount as listed in the most recent modification.
- g. *Total Federal Share*—Enter the amount by adding line 10e plus line 10f. This will equal the total federal funds obligated as of the reporting period date.
- h. *Unobligated balance of Federal Funds*—Subtract line 10g from line 10d.

**Recipient Share**

- i. *Total recipient share required*— Enter the total required recipient cost share as listed in the Cooperative Agreement. If this amount has been revised through a modification, please use the amount listed in the modification.
- j. *Recipient share of expenditures*—Enter the amount of cost share expended through the reporting period.
- k. *Remaining recipient share to be provided*—Enter the amount by subtracting line 10i minus line 10j.

**Program Income**

If your agreement allows for program income, please refer to the detailed instructions on how to fill lines 10l through 10o at [http://www.whitehouse.gov/omb/grants/standard\\_forms/ffr\\_instructions.pdf](http://www.whitehouse.gov/omb/grants/standard_forms/ffr_instructions.pdf)

Next, fill out the bottom portion, which contains the main calculations as outlined below. Some figures will be calculated automatically if you are using Adobe Reader. Once you have finished, double-check to make sure all the calculations are correct

Finally, the bottom portion contains information on indirect expenses and the signature. All documents must be signed by the authorized certifying officer.

**Bottom Portion of the SF-425**

	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
11. Indirect Expense							
						g. Totals:	
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:							
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official						c. Telephone (Area code, number and extension)	
						d. Email address	
b. Signature of Authorized Certifying Official						e. Date Report Submitted (Month, Day, Year)	
						14. Agency use only:	

**Section 11: Indirect Expense**

Complete this information only if required by the USG and in accordance with your Cooperative Agreement.

- b. *Rate*—Enter the indirect cost rate(s) in effect during the reporting period.
- d. *Base*—Enter the total amount against which the indirect rate is applied.
- e. *Amount Charged*—Enter the amount of indirect costs charged during the time period specified.

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**For More information**

For this or other issues of this eNewsletter, please visit [www.NGOConnect.NET](http://www.NGOConnect.NET). The Web site is a dynamic and interactive portal dedicated to connecting and strengthening NGOs, networks and NGO support organizations worldwide.

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**Section 13: Certification/Submission**

Once you have finished, double-check to make sure all calculations are correct. Type in the name of the authorized certifying official (13a), have this person sign the form (13b), provide his/her contact information (13c/13d) and date the form (13e) Then scan and e-mail the form to your FMO at [ei@usaid.gov](mailto:ei@usaid.gov), copying your Agreement Officer’s Technical Representative (AOTR). Always make a copy for your file, and then mail the original to your FMO. If you have not heard from your FMO within 10 days, follow up to make sure your submission was received.

**Due Dates for Submitting the SF-425**

While each Cooperative Agreement varies, most grantees are required to submit Federal Financial Reports 30 days after the end of a quarter, based on the USG’s fiscal year (October 1–September 30). The table below lists the due dates for each quarter and what period each report covers. Please check your Cooperative Agreement to make sure this applies to you.

Period	Due	Covers
Quarter 1	Jan. 30	Oct. 1–Dec. 31 (of the previous calendar year)
Quarter 2	Apr. 30	Jan. 1–Mar. 31
Quarter 3	July 30	Apr. 1–June 30
Quarter 4	Oct. 30	July 1–Sept. 30
Final Financial Status Report	90 days after the end of the award	Entire life of award

