

# Non-Federal Summary

(Instructions)

CF/F-4 Revised 11/08

(mandatory)

- This form is used to document the Non-Federal Share Generated including Volunteer Services (CF/F-1 & 1.1), Donated Goods and Services (CF/F-2 & 2.1), Transportation (CF/F-3 & 3.1), and Other Sources of Program Donations.
  - Each Delegate Agency is required to submit this form to Grantee on a monthly basis by the 15<sup>th</sup> of the month for the previous month (see contract for further details).
1. Budget: Delegate enters the approved budget amount. Total approved budget on this form must equal Grantee-approved budget amount on file. If budget revision is in process, a notation can be made of this but change should not be made until Grantee approves Budget Revision Request.
  2. Prior Generated – Admin./Prog./Total: “Prior Generated” of the reporting month must equal to “YTD Total” of previous month. This applies to each column, Admin, Prog., and Total Prior Generated. Please note that “Prior Generated” should be ZERO if the reporting month is the first month of program year.
  3. Current Month - Admin Generated: Enter current month amount here if the Non-Federal Share is subject to admin costs (e.g. Office Supplies; staples, scotch tape, pen, etc could be considered as Admin Generated). This total should be reported to preparer of monthly Delegate Agency Claim (CF/F-7) to be included as per step #7 of the corresponding Hot Sheet.
  4. Current Month - Program Generated: Enter current month amount here if the Non-Federal Share is subject to Program Generated (e.g. Instructional Supplies; toys, diapers, coloring books, could be considered as Program Generated).
  5. YTD - Admin/Prog/Total: “YTD” is equal to “Prior Generated” plus “Current Month”. This applies to Admin and Prog columns. The “YTD Total” column is equal to “Prior Generated -TOTAL” plus “Current Month Admin Generated”, and plus “Current Month Program Generated”.
  6. Budget Balance: “Budget Balance” is equal to “Budget” minus “YTD Total.”
  7. Preparer of the form must sign and date the form.
  8. Reviewer/Approver of the form must sign and date the form. The Reviewer/Approver of this form is responsible for determining that the non-federal share reported is necessary, reasonable, and allowable, as determined by cost principles and performance standards. Reviewer/Approver must review supporting documentation in order to ensure that such principles and standards are met. If Reviewer/Approver finds non-federal share that does not meet these principles and standards, the documentation that includes such non-federal share must be marked as “Un-allowed” and must be kept on file. Non-federal share reported must be adjusted to not include such “un-allowed” contributions.
  9. Submit this form to Grantee. This form can be submitted by hard copy or electronically. If submission is electronic, the check box under review/approval line should be marked and the preparer of this form should send via e-mail to agency representative authorized to review/approve form. After approval, the file should be *forwarded* via e-mail to Grantee (contact Grantee for e-mail address).
  10. Keep a signed copy at delegate office with backup documentation attached.