

## Instructions for Quarterly Forecast Report

### Section I – Identification

Fill in the name and address of your agency, the contact person who will be responsible for questions related to the forecast and the contact person's phone number.

### Section II – Expenditures

**Funding Source** – These are the different contracts you have been awarded such as Block Grant, Women's Specific, SDA, and PA2.

**Actual Expenditures** – These are the expenditures you have incurred and been paid for through the end of the quarter you are reporting.

**Estimated Expenditures** – This is an estimate of expenses your agency will project spending based on client flow and services being requested. This estimate will be for the remaining months left on your contract. So if you are reporting through the 1<sup>st</sup> quarter which would be December then you would estimate for the nine months remaining.

**Total Expenditures** – This column adds the actual and estimated totals together. This form is in excel and a formula can be created to add the two columns together.

**Contract** – This is the current total amount of your contract for the different funding sources your agency has with SEMCA. This amount may change from quarter to quarter based on modifications your agency may receive in a given quarter.

**Balance** – This column subtracts your total expenditures from your contract amount to let us know if your agency is projecting to over spend or under spend your contract.

**Remarks** – This area should be used if you are requesting additional funding or you would like to reduce your contract since you will not be able to use the full contract amount.

**Certification** – This certifies that the person signing the report agrees that this represents the financial obligation necessary to carry out the program services.

**Signature** – An official of the agency will sign and list their title as well as the date the report was completed.

NOTE: These reports are due quarterly by the 10<sup>th</sup> of the month following the quarter. If the 10<sup>th</sup> falls on the weekend it will be due the Friday before. The forecast reports and due dates are listed below:

Forecast For	Due Date
December	January 10th
March	April 10 <sup>th</sup>
June	July 10 <sup>th</sup>
September	October 10 <sup>th</sup>

Reports can be e-mailed to [judy.lukitsh@semca.org](mailto:judy.lukitsh@semca.org) or faxed to (734) 229-3501.