

Instructions

Coalitions must complete this form and submit it electronically to the Office of Early Learning. Coalition subrecipients will complete the subrecipient version of this report and submit it electronically to the coalition. The coalition will include the actual expenditures of its subrecipient(s) in the Subrecipient Expenditure Account. The coalition will submit its subrecipient report(s) with the coalition's report.

Certification

1. Check appropriate box (Coalition Report or Subrecipient).
2. Record Name of Coalition for whom the actual report pertains.
3. If form is for Coalition, check certification box, record name of certification official and date form.
4. If form is for subrecipient, record subrecipient's name.
5. If form is for subrecipient, have the subrecipient check certification box, record name of certification official and date form.
6. If form is for subrecipient, coalition should check certification box, record name of certification official and date form.

Combined Report

Revenue Accounts and Actual Expenditure Section:

1. Enter actual revenue for School Readiness, VPK, OAMI and CCEP. Revenues should equal Notice of Award amounts.
2. Enter Match Funding amount for all funding the coalition reported as School Readiness and CCEP Match.
3. Other Revenue Sources for all other revenue the coalition received will automatically populate from the Other Revenue Sources Report.

Expenditure Section:

1. Except for the Match Expenditures columns, all other information in this section will automatically populate when the coalition completes the other tabs in this workbook.
2. In the Match Expenditures, enter match expenditures by match type and expenditure account.
3. Expenditure Account Descriptions are only on this page.
4. Total expenditures should not exceed revenues for any program.

School Readiness Report

1. This report contains four major sections that the coalition needs to complete. These four sections reflect the four major federal reporting categories and each section is further divided by OCA. See Accountability Guidance 250.01 for OCA definitions. Enter actual expenditures by Expenditure Account and OCA.

Please refer to the SR NOA and the OAMI terms and conditions for expenditure targets and restrictions. Actual expenditures must be in compliance with award requirements.

2. The Grand Total section contains formulas to summarize the four input sections and will automatically update the School Readiness column on the combined report.

Child Care Executive Partnership Report

1. This report contains three input columns for the three OCAs utilized to report CCEP expenditures. Enter actual expenditures by expenditure account and OCA.

2. Use only the expenditure account "direct services" for OCA 97PPO.

Please refer to the SR NOA for expenditure targets and restrictions. Actual expenditures must be in compliance with award requirements.

3. The Total CCEP column already contains formulas to summarize the three OCA columns and will automatically update the CCEP column on the combined report.

Voluntary Prekindergarten/Outreach, Awareness and Monitoring Initiative Report

1. This report contains three input sections that the coalition needs to complete. These three sections reflect the two major reporting categories for VPK and OAMI. Each section is further divided by OCAs. Enter actual expenditures by expenditure account and OCA.

Please refer to the VPK NOA for expenditure targets and restrictions. Actual expenditures must be in compliance with award requirements.

2. The VPK Total section already contains formulas to summarize the two input sections and will automatically update the VPK columns on the combined report.

3. There is one input section to complete for OAMI. Enter actual expenditures by expenditure account and OCA.

4. The Total column in this section already contains formulas to summarize the five OCA columns and will automatically update the OAMI column on the combined report.

Other Funding Report

1. Report all other funding the coalition received by revenue source.
2. Provide the grant/contract number or other identifier in the Identify Revenue Source cell.
3. Provide a brief description of the revenue source in the Describe Revenue Source cell.
4. Enter the amount of the revenue source and the actual expenditures by expenditure account in one column for each revenue source. There are three provided. If more columns are needed for additional revenue sources, please insert column(s) before the Total Other Funding column.
5. The Total Other column contains formulas to summarize all other columns and will automatically update Other Revenue Sources on the combined report.

Note: this is a revenue and expenditures report.

Coalition-Contracted FTE List

Coalition Positions

1. List all coalition-established position titles.
2. Provide FTE for the position title by program.
3. Indicate the number of staff positions with this title.

Contracted Positions (Staff Augmentation)

1. List each position separately.
2. Identify FTE for position by program.
3. Report Annual Salary or hourly rate for position.

Coalition Revenue and Expenditure Report

- Coalition Report
 Subrecipient Report

Coalition: _____

- I certify that the information on this Coalition Revenue and Expenditure Report and selected supporting documentation is true and correct; that the actual expenditures on this report are allowable based on the terms and conditions of the award.

Coalition Certification

Date

Subrecipient: _____

- I certify that the information on this Coalition Revenue and Expenditure Report and selected supporting documentation is true and correct; that the actual expenditures on this report are allowable based on the terms and conditions of the award.

Subrecipient Certification

Date

- I have reviewed the Subrecipient Coalition Revenue and Expenditure Report and the selected supporting documentation in accordance with Florida's Office of Early Learning guidance and hereby approve this report.

Coalition Certification

Date

Expenditure Accounts	Administration			
	97BBA	97FIR	97LCA	ADMIN TOTAL
Salaries				-
Payroll taxes				-
Benefits - Reemployment				-
Health				-
Retirement				-
Life and disability, other Benefits				-
Staff Development				-
Tuition Reimbursement				-
Professional Services - Accounting				-
Professional Services - Auditing				-
Professional Services - Information Technology				-
Professional Services - Legal				-
Professional Services - Program Agency (subrecipient)				-
Professional Services - Temporary Employment				-
Professional Services - Printing and Reproduction				-
Professional Services - Repairs and Maintenance				-
Professional Services -Other				-
Occupancy				-
Postage, Freight, and Delivery Services				-
Rentals - Office Equipment				-
Office Supplies and Office Expense Items				-
Communications				-
Insurance and Surety Bonds (D & O)				-
Insurance and Surety Bonds (Automobile)				-
Insurance and Surety Bonds (General Liability)				-
Insurance and Surety Bonds (Workers Compensation)				-
Insurance and Surety Bonds (Property)				-
Insurance and Surety Bonds (Other)				-
Equipment equal to or > \$1,000				-
Equipment < \$1,000				-
Quality and Classroom materials				-
Training materials and space				-
Consumer Education and Outreach Materials				-
Grants to Providers				-
Scholarships and Other Education Opportunities				-
Wage Incentives				-
Travel - In-State - Travel				-
Travel - Out of State - Travel				-
Travel - Local				-
Bank Fees				-
Application Software and Licenses and Support				-
Web Service/hosting, support, back-up services and maintenance				-
Other employee related expenditures				-
Dues and Subscriptions				-
Taxes, Licenses and fees				-
In-Kind expenditure				-
Miscellaneous/other current charges				-
Depreciation				-
Direct Services				-
Total	-	-	-	-

Expenditure Accounts	Direct Services					
	97IAS	97ICR	97ICS	97IGS	97INT	97Q00
Salaries						
Payroll taxes						
Benefits - Reemployment						
Health						
Retirement						
Life and disability, other Benefits						
Staff Development						
Tuition Reimbursement						
Professional Services - Accounting						
Professional Services - Auditing						
Professional Services - Information Technology						
Professional Services - Legal						
Professional Services - Program Agency (subrecipient)						
Professional Services - Temporary Employment						
Professional Services - Printing and Reproduction						
Professional Services - Repairs and Maintenance						
Professional Services -Other						
Occupancy						
Postage, Freight, and Delivery Services						
Rentals - Office Equipment						
Office Supplies and Office Expense Items						
Communications						
Insurance and Surety Bonds (D & O)						
Insurance and Surety Bonds (Automobile)						
Insurance and Surety Bonds (General Liability)						
Insurance and Surety Bonds (Workers Compensation)						
Insurance and Surety Bonds (Property)						
Insurance and Surety Bonds (Other)						
Equipment equal to or > \$1,000						
Equipment < \$1,000						
Quality and Classroom materials						
Training materials and space						
Consumer Education and Outreach Materials						
Grants to Providers						
Scholarships and Other Education Opportunities						
Wage Incentives						
Travel - In-State - Travel						
Travel - Out of State - Travel						
Travel - Local						
Bank Fees						
Application Software and Licenses and Support						
Web Service/hosting, support, back-up services and maintenance						
Other employee related expenditures						
Dues and Subscriptions						
Taxes, Licenses and fees						
In-Kind expenditure						
Miscellaneous/other current charges						
Depreciation						
Direct Services						
Total	-	-	-	-	-	-

Expenditure Accounts	Direct Services					
	97CFO	97G00	97GNW	97GSD	97GTA	97P00
Direct Services-Child Care						
Total	-	-	-	-	-	-

Expenditure Accounts	Administration	Non-Direct	Direct Services	Total CCEP
	97PPA	97PPD	97PPO	
Salaries				-
Payroll taxes				-
Benefits - Reemployment				-
Health				-
Retirement				-
Life and disability, other Benefits				-
Staff Development				-
Tuition Reimbursement				-
Professional Services - Accounting				-
Professional Services - Auditing				-
Professional Services - Information Technology				-
Professional Services - Legal				-
Professional Services - Program Agency (subrecipient)				-
Professional Services - Temporary Employment				-
Professional Services - Printing and Reproduction				-
Professional Services - Repairs and Maintenance				-
Professional Services -Other				-
Direct Services-Child Care				-
Occupancy				-
Postage, Freight, and Delivery Services				-
Rentals - Office Equipment				-
Office Supplies and Office Expense Items				-
Communications				-
Insurance and Surety Bonds (D & O)				-
Insurance and Surety Bonds (Automobile)				-
Insurance and Surety Bonds (General Liability)				-
Insurance and Surety Bonds (Workers Compensation)				-
Insurance and Surety Bonds (Property)				-
Insurance and Surety Bonds (Other)				-
Equipment equal to or > \$1,000				-
Equipment < \$1,000				-
Quality and Classroom materials				-
Training materials and space				-
Consumer Education and Outreach Materials				-
Grants to Providers				-
Scholarships and Other Education Opportunities				-
Wage Incentives				-
Travel - In-State - Travel				-
Travel - Out of State - Travel				-
Travel - Local				-
Bank Fees				-
Application Software and Licenses and Support				-
Web Service/hosting, support, back-up services and maintenance				-
Other employee related expenditures				-
Dues and Subscriptions				-
Taxes, Licenses and fees				-
In-Kind expenditure				-
Miscellaneous/other current charges				-
Depreciation				-
Total	-	-	-	-

Florida Office of Early Learning Voluntary Prekindergarten/Outreach, Awareness and Monitoring Initiative 2014-15 Condition Revenue and Expenditure Report

Voluntary Prekindergarten										
Expenditure Accounts	Administration					Total Admin	Direct Services			Total VPK
	VPADM	VPENR	VPMON	VPSYS	VPPRS		VPKSD	Total Direct Services		
Salaries						-				-
Payroll taxes						-				-
Benefits - Reemployment						-				-
Health						-				-
Retirement						-				-
Life and disability, other Benefits						-				-
Staff Development						-				-
Tuition Reimbursement						-				-
Professional Services - Accounting						-				-
Professional Services - Auditing						-				-
Professional Services - Information Technology						-				-
Professional Services - Legal						-				-
Professional Services - Program Agency (subrecipient)						-				-
Professional Services - Temporary Employment						-				-
Professional Services - Printing and Reproduction						-				-
Professional Services - Repairs and Maintenance						-				-
Professional Services -Other						-				-
VPK - School Year						-				-
VPK - Summer						-				-
VPK - SIS						-				-
Occupancy						-				-
Postage, Freight, and Delivery Services						-				-
Rentals - Office Equipment						-				-
Office Supplies and Office Expense Items						-				-
Communications						-				-
Insurance and Surety Bonds (D & O)						-				-
Insurance and Surety Bonds (Automobile)						-				-
Insurance and Surety Bonds (General Liability)						-				-
Insurance and Surety Bonds (Workers Compensation)						-				-
Insurance and Surety Bonds (Property)						-				-
Insurance and Surety Bonds (Other)						-				-
Equipment equal to or > \$1,000						-				-
Equipment < \$1,000						-				-
Quality and Classroom materials						-				-
Training materials and space						-				-
Consumer Education and Outreach Materials						-				-
Grants to Providers						-				-
Scholarships and Other Education Opportunities						-				-
Wage Incentives						-				-
Travel - In-State - Travel						-				-
Travel - Out of State - Travel						-				-
Travel - Local						-				-
Bank Fees						-				-
Application Software and Licenses and Support						-				-
Web Service/hosting, support, back-up services and maintenance						-				-
Other employee related expenditures						-				-
Dues and Subscriptions						-				-
Taxes, Licenses and fees						-				-
In-Kind expenditure						-				-
Miscellaneous/other current charges						-				-
Depreciation						-				-
Total	-	-	-	-	-	-	-	-	-	-

#DIV/0!

#DIV/0!

Florida Office of Early Learning Voluntary Prekindergarten/Outreach, Awareness and Monitoring Initiative Report 2014-15 Coalition Revenue and Expenditure Report

Expenditure Accounts	OAMI					TOTAL OAMI
	VPMNI	VPLPI	VPSYI	VPLCM	VPLTR	
Salaries						-
Payroll taxes						-
Benefits - Reemployment						-
Health						-
Retirement						-
Life and disability, other Benefits						-
Staff Development						-
Tuition Reimbursement						-
Professional Services - Accounting						-
Professional Services - Auditing						-
Professional Services - Information Technology						-
Professional Services - Legal						-
Professional Services - Program Agency (subrecipient)						-
Professional Services - Temporary Employment						-
Professional Services - Printing and Reproduction						-
Professional Services - Repairs and Maintenance						-
Professional Services -Other						-
Direct Services-Child Care						-
Occupancy						-
Postage, Freight, and Delivery Services						-
Rentals - Office Equipment						-
Office Supplies and Office Expense Items						-
Communications						-
Insurance and Surety Bonds (D & O)						-
Insurance and Surety Bonds (Automobile)						-
Insurance and Surety Bonds (General Liability)						-
Insurance and Surety Bonds (Workers Compensation)						-
Insurance and Surety Bonds (Property)						-
Insurance and Surety Bonds (Other)						-
Equipment equal to or > \$1,000						-
Equipment < \$1,000						-
Quality and Classroom materials						-
Training materials and space						-
Consumer Education and Outreach Materials						-
Grants to Providers						-
Scholarships and Other Education Opportunities						-
Wage Incentives						-
Travel - In-State - Travel						-
Travel - Out of State - Travel						-
Travel - Local						-
Bank Fees						-
Application Software and Licenses and Support						-
Web Service/hosting, support, back-up services and maintenance						-
Other employee related expenditures						-
Dues and Subscriptions						-
Taxes, Licenses and fees						-
In-Kind expenditure						-
Miscellaneous/other current charges						-
Depreciation						-
Total	-	-	-	-	-	-

	Identify Revenue Source	Identify Revenue Source	Identify Revenue Source	Total Other Revenue
	Describe Revenue Source	Describe Revenue Source	Describe Revenue Source	
Amount of Revenue				-
Expenditure Accounts				
Salaries				-
Payroll taxes				-
Benefits - Reemployment				-
Health				-
Retirement				-
Life and disability, other Benefits				-
Staff Development				-
Tuition Reimbursement				-
Professional Services - Accounting				-
Professional Services - Auditing				-
Professional Services - Information Technology				-
Professional Services - Legal				-
Professional Services - Program Agency (subrecipient)				-
Professional Services - Temporary Employment				-
Professional Services - Printing and Reproduction				-
Professional Services - Repairs and Maintenance				-
Professional Services -Other				-
Direct Services-Child Care				-
Occupancy				-
Postage, Freight, and Delivery Services				-
Rentals - Office Equipment				-
Office Supplies and Office Expense Items				-
Communications				-
Insurance and Surety Bonds (D & O)				-
Insurance and Surety Bonds (Automobile)				-
Insurance and Surety Bonds (General Liability)				-
Insurance and Surety Bonds (Workers Compensation)				-
Insurance and Surety Bonds (Property)				-
Insurance and Surety Bonds (Other)				-
Equipment equal to or > \$1,000				-
Equipment < \$1,000				-
Quality and Classroom materials				-
Training materials and space				-
Consumer Education and Outreach Materials				-
Grants to Providers				-
Scholarships and Other Education Opportunities				-
Wage Incentives				-
Travel - In-State - Travel				-
Travel - Out of State - Travel				-
Travel - Local				-
Bank Fees				-
Application Software and Licenses and Support				-
Web Service/hosting, support, back-up services and maintenance				-
Other employee related expenditures				-
Dues and Subscriptions				-
Taxes, Licenses and fees				-
In-Kind expenditure				-
Miscellaneous/other current charges				-
Depreciation				-
Total	-	-	-	-

