|  |  |  |
| --- | --- | --- |
| CNS_Logotype_llc_subs_RGB | MONTHLY SUBCONTRACT SUMMARY REPORT |  |
| PAGE1 of       |
| MONTH ENDING | SUBCONTRACT NO. (AND TASK NO.) | **Financial Summary** |
|       |       | **1.** | **Subcontract Amount** | $+ |       |  |
| SUBCONTRACTOR | SUBCONTRACT EXPIRATION DATE | **2.** | **Total Costs Incurred** |  |  |  |
|       |       |  | 2.1 | Invoiced Amount |  |       |  |
| STR NAME (PRINT) | LOCATION | PHONE |  | 2.2 | Estimated Costs |  |  |  |
|       |       |       |  |  | *(costs incurred but not invoiced)* | + |       |  |
| SUBCONTRACT ADMINISTRATOR |  | 2.3 | Total Estimated Liability/Cost | =$ | 0 |  |
|       | **3.** | **Percentage of Subcontract Cost Spent to Date** |  |  |  |
| **4.** | Estimated Percentage of Subcontract Technical Performance Completion |      % |  | *(Item 3 equals Item 2.3 divided by Item 1.)* |  | 0.00 | % |
|  | 3.1 | Funding Limitations | $ |       |  |
|  | Difference Between Technical Completion and Cost Spent to Date (Subtract Item 3 from Item 4 and explain difference in Item 6) |      % |  | 3.2 | Cumulative Authorized Funds |  |       |  |
|  | 3.3 | Percentage of Authorized Funds Spent |  |       | % |
| **5.** | FINANCIAL STATUS/PROGRESS AGAINST SUBCONTRACT SPENDOUT PLAN (PROVIDE WRITTEN NARRATIVE TO EXPLAIN DIFFERENCE BETWEEN ITEM 8 AND ITEM 9, USE ATTACHMENT IF NECESSARY.) |
|       |
| **6.** | TECHNICAL HIGHLIGHTS/PROBLEMS *(PROVIDE WRITTEN NARRATIVE, USE ATTACHMENT IF NECESSARY.)* |
|       |
| **7.** | ANY CHANGES IN SUBCONTRACT PERFORMANCE REQUIREMENTS PLANNED BY STR?  *(IF SO, EXPLAIN IN DETAIL, USE ATTACHMENT IF NECESSARY)* |
|       |
| **8.****Forecast Subcontract Spendout** | M – Enter Forecast Monthly Spendout C – Enter Cumulative Forecast Monthly Spendout  |
| Month |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| **M** |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| **C** |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| **9.****Incurred Cost Spendout** | M – Enter Monthly Incurred Cost [Optional] C – Enter Total from 2.3 |
| C |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| STR SIGNATURE | DATE | STR’S MANAGER’S SIGNATURE | DATE |
|       |       |       |       |
| Original  | STR File |
| Cc Subcontract Administrator |

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| In upper left portion of the form enter the month ending date as of the end of the month, including month, day, and year, subcontract number, subcontractor, subcontract expiration date, STR, and SA. |
| Item 1. | Enter the subcontract **“award”** amount (not requisition amount). This shall be adjusted after a subcontract modification is **“awarded”** and an **approved** modification has been received from Procurement. This section should reflect the total subcontract awarded amount (not total value of requisitions.) |
| Item 2.1 | Enter total invoiced amount. |
| Item 2.2 | Enter estimated costs (STR’s best estimate of cost incurred but not invoiced). This is the value of goods/services received for which we have not received an invoice but are liable for the cost. |
| Item 2.3 | Enter the Total Estimated Liability/Cost (calculated by adding Items 2.1 and 2.2). |
| Item 3. | Enter percentage obtained by dividing **Item 2.3** by **Item 1**. |
|  | **Items 3.1/3.2/3.3 apply only if S/C has limitations of funds closures.** |
| Item 3.1 | Funding Limitations is the **Total Authorized Funding** for the subcontract through current FY. |
| Item 3.2 | Insert the cumulative **Authorized** funding to-date. Make a note in block 5 as to FYs covered. |
| Item 3.3 | Divide amount in 2.3 by amount in 3.2 to get percentage of authorized funds spent. |
|  | **Note** Section 3.1-3.3 required only for subcontracts that are incrementally funded by FY or other funding limits. |
| Item 4. | Enter estimated percentage of subcontract performance completed (scope of work) based upon STR’s best judgment on the first line. |
| Examples: | * If you have a Labor hour subcontract for 1,000 hours and 500 hours have been worked, then you have 50% technical completion. This would apply to clerical or professionals on a GOA.
 |
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 |
|  | * If you have a subcontract to perform a specified scope of work (i.e., write a procedure), enter the percent of technical completion (STR’s best judgment).
 |
|  | * If you have a subcontract with predetermined milestones of completion associated with a percentage of technical completion, then by comparing the percentage of work completed to the predetermined milestone percentages you can estimate the percentage of technical completion.

Enter the difference between Item 3 and Item 4 on the second line. |
| Item 5.  | Explain in narrative form financial spendout variances between the cumulative planned and incurred amounts in **Item 8** and **Item 9.**  (See 8 and 9 below.) Determine if corrective action is required. |
| Item 6. | Explain variances between the percent of dollars spent in **Item 3** and percent of scope completed in **Item 4**. Many subcontracts will track one for one (i.e., 90% dollars spent; you would expect 90% scope completed). Explain technical accomplishments, milestones achieved and problems encountered. |
| Item 7. | Explain any planned changes that will require a formal subcontract modification. (Add dollars, extension in performance period, SOW changes, etc.) |
| Some reasons for a planned change are: |
|  | * Dollars are being consumed faster than the scope is being completed.
 |
|  | * Delays in start up or other delays may require an extension of time past the original subcontract performance schedule (extending the ending date).
 |
|  | * Unforeseen problems may require redirection not anticipated in original subcontract.
 |
| Item 8. | This is your estimated planned spendout of subcontract funds from start to finishof the subcontract. Enter data obtained from the subcontract spendout plan, if available; or in the event this is unavailable the STR shall estimate the anticipated monthly and cumulative forecasted subcontract spendout plan. The spendout plan is not to exceed subcontract dollars including procurement subcontract modification awards. The spendout plan is not to exceed the subcontract period of performance (start/end dates). The estimated spendout plan can be revised if necessary based on information gained throughout the course of the subcontract. |
| Item 9. | Enter the amount from **Item 2.3** in the cumulative block. The monthly block may be completed at the option of the STR. |
| STR shall sign the form and enter the date prepared.Obtain the STR’s manager’s signature.File the original in the STR File.Send copy to the cognizant Subcontract Administrator. |