

Instructions for: **PROGRAM FISCAL REPORT (PI-1086)**  
(rev. 08/11)

**State Id or Federal CFDA #:** This number can be located on the grant award or at the following link <http://dpi.wi.gov/sfs/xls/wessascode.xls>

**Report for Period Ending:** Record current month and year through which this report is completed.

**Grant Number:** As stated on your approved grant award document. If you did not receive a grant award, leave blank.

**Program:** Specify the federal or state grant program; i.e., Title 1, IDEA, AODA, etc.

**Project Beginning Date:** Report the DPI approved beginning date. Funds may not be expended or obligated prior to this date.

**Project Ending Date:** As stated in your approved contract or grant award document. Funds may not be obligated beyond this date.

**Account Code:** List all account codes used in your approved project budget.

**Account Name:** Report the name of the account corresponding to the account code.

**Approved Budget:** Enter the amounts approved for each account as stated in your approved application, or contract.

**Unliquidated Encumbrances:** Report unpaid obligations (i.e., payables, open purchase orders, personal service contracts, etc.) Encumbrances should be liquidated on the final report.

**Total Disbursements to Date:** Report the cumulative amount of project payments as recorded on your general ledger. (Do not include payables.)

**Unencumbered Balance:** Report the amount of funds that have neither been obligated nor disbursed.

**Cash Summary:** Total funds received *minus* total disbursements to date *equals* cash on hand at the end of period. *Cash on hand at end of period often is a negative figure.*

**Amount Requested:** If an advance is requested, the amount may not exceed a 30-day cash supply. Monthly reports are required for monitoring of cash advances.

**Matching Funds:** If program requires match, enter appropriate information on claim form. Documentation for match must be kept on file by the fiscal agent of the grant.

Additional questions regarding the completion of this report may be directed to the Federal Aids and Audit Section:

**Alan Virnig, Senior Accountant, Phone: (608) 266-2428**

Program fiscal reports prepared using an electronically created version of this form are acceptable **but must comply with PI-1086**. It must include all the elements found on this form. An Excel spread sheet version of this form is available on the website.

Form PI-1086 reports may be submitted to the Wisconsin Department of Public Instruction by any of the following methods:

1. US Mail to address on upper right hand corner of report
2. Fax to (608)267-9207
3. E-mail, either as an excel file attachment, or as a scanned pdf file

If the PI-1086 form is faxed or e-mailed, it should be addressed to the appropriate DPI grant accountant (see audit and personnel assignments at <http://www.dpi.wi.gov/sms/fedesign.html>).

Final reports must be signed; faxed or scanned copies are acceptable. By signing the PI-1086, you are certifying the accuracy of the report.