

How to Complete Your Federal Balance Report

Federal Balance Report

Infant & Toddler Connection of
 Contract Number
 DUNS Number
 FFY/SFY

FFY19/SFY20

FFY18/SFY19 Part C Federal Funds

	(A) Balance At 06/30/19	(B) Expended 07/01/19 - 09/30/19	Balance At 09/30/19
Record Amounts Here →			\$0.00

(A) The balance at 06/30/19 must be the same amount reported on the final expenditure report for FFY18/SFY19 that was due on 08/15/19. This should also be the same amount that is reported as Federal Part C Retained Earnings on the FFY19/SFY20 Report.

(B) Please be sure Expended 07/01/19 - 09/30/19 reconciles to your accounting system and/or internal records.

** Report submission is required even if there is a zero balance.*

** Do not include State Part C funds.*

** This report is to be reviewed by and submitted through the local Part C system's fiscal office.*

THIS REPORT IS DUE TO DBHDS ON OR BEFORE 11/15/19

IF THERE IS A BALANCE AT 09/30/19 send a check payable to TREASURER OF VIRGINIA for that amount to:

DBHDS
 P.O. Box 1797
 Richmond, VA 23218-1797
 Attn: Sharon Farleigh

The headings under the title “Federal Balance Report” will prepopulate

Column A: Please enter the amount of “Federal Part C Retained Earnings” from Column B, Line 52 of the Budget form. If there is no balance please enter “0”.

Column B: Please enter the amount expended of the “Federal Part C Retained Earnings” between 7/1 - 9/30. If no funds have been expended please enter “0”.

The balance of “Federal Part C Retained Earnings” at 9/30 must be returned to DBHDS.