

Instructions for: **AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
PROGRAMS FISCAL REPORTING  
PI-1086 (02/10)**

ARRA reporting requirements quarterly claim submission, you are allowed to file monthly claims. IDEA ARRA is the only program that has online claiming, all other ARRA programs you will need to use the PI-1086 form.

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

**Program:** Please enter your Program Title (please see Table 1 below).

**Project Beginning Date:** Please enter the date of when your activities have begun during the ARRA period. For example, if you have started to spend your ARRA funds from February 2009 through June 2009 please enter **02/17/2009**. If you have started to spend your ARRA funds from July 2009 going forward please enter **07/01/2009**.

**Project Ending Date:** For all ARRA claims please enter **06/30/2011**.

**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 contract. **Please note the amounts approved for each account should be the *total* amount of ARRA funds your school district will be receiving for fiscal year 2009 through 2011. For example, if your school is receiving \$23,000 under Salaries (ARRA Funds Instruction) for fiscal year 2009-10 and \$2,000 under Salaries (ARRA Funds Instruction) for fiscal year 2010-11, your total Approved Budget for Salaries should be \$25,000. The submitted claim form should be cumulative to date.**

**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 (cumulative for the total grant, which may be over multiple Fiscal Years) as recorded on your general ledger. (Do not include Unliquidated Encumbrances – payables)

**Unencumbered Balance:** Report the amount of funds that have not been obligated or 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:** Please enter the amount you are requesting to be paid on the claim. If an advance is requested, the amount may not exceed a 30-day cash supply.

Program fiscal reports prepared using an electronically created version of this form are acceptable. It must include all the elements found on this form. An Excel spread sheet version of this form is available on the website. Interim reports may be submitted as an e-mail attachment to the appropriate program accountant (please see Table 2 below). Completed forms may be faxed to (608) 267-9207.

**Table 1:**

Source Code	Project Code	Appn	CFDA/ State ID No.	Program Title
718	810	240	84.394	ARRA-STATE FISCAL STABILIZATION FUNDS
730	813	242	84.391	ARRA-IDEA FLOW THROUGH
730	814	241	84.386	ARRA-ESEA TITLE II-D EDUCATION TECHNOLOGY-DISC
730	821	241	84.386	ARRA-ESEA TITLE II-D EDUCATION TECHNOLOGY-FORMULA
730	815	241	10.579	ARRA- EQUIP ASST GRANTS SCHOOL FOOD AUTHORITIES
751	816	242	84.389	ARRA-ESEA TITLE I-A
751	817	242	84.389	ARRA-ESEA TITLE I-A STATE PROGRAM IMPROVEMENT SEC 1003(a)
751	822	242	84.389	ARRA-ESEA TITLE I-D - DELINQUENT (LEA)
751	823	242	84.389	ARRA-ESEA TITLE I - NEGLECTED
751	818	242	84.388	ARRA-SCHOOL IMPROVEMENT GRANTS SEC 1003(g)
730	819	242	84.392	ARRA-IDEA PRESCHOOL ENTITLEMENT
730	820	241	84.387	ARRA-ESEA TITLE X-C HOMELESS CHILDREN

**Table 2:**

Program Title	Fiscal Contact	Telephone	E-mail address
ARRA-STATE FISCAL STABILIZATION FUNDS	David Carlson, Director	(608) 266-6968	<a href="mailto:david.carlson@dpi.wi.gov">david.carlson@dpi.wi.gov</a>
ARRA-IDEA FLOW THROUGH	Mark Magnuson, Accountant	(608) 266-3489	<a href="mailto:mark.magnuson@dpi.wi.gov">mark.magnuson@dpi.wi.gov</a>
ARRA-ESEA TITLE II-D EDUCATION TECHNOLOGY-DISC	Jacqueline Jordee, Financial Specialist	(608) 267-9134	<a href="mailto:jacqueline.jordee@dpi.wi.gov">jacqueline.jordee@dpi.wi.gov</a>
ARRA-ESEA TITLE II-D EDUCATION TECHNOLOGY-FORMULA	Jacqueline Jordee, Financial Specialist	(608) 267-9134	<a href="mailto:jacqueline.jordee@dpi.wi.gov">jacqueline.jordee@dpi.wi.gov</a>
ARRA- EQUIP ASST GRANTS SCHOOL FOOD AUTHORITIES	Jacqueline Jordee, Financial Specialist	(608) 267-9134	<a href="mailto:jacqueline.jordee@dpi.wi.gov">jacqueline.jordee@dpi.wi.gov</a>
ARRA-ESEA TITLE I-A	Victoria Chung, Accountant	(608) 264-6707	<a href="mailto:victoria.chung@dpi.wi.gov">victoria.chung@dpi.wi.gov</a>
ARRA-ESEA TITLE I-A STATE PROGRAM IMPROVEMENT SEC 1003(a)	Alan Virnig, Accountant	(608) 266-8053	<a href="mailto:alan.virnig@dpi.wi.gov">alan.virnig@dpi.wi.gov</a>
ARRA-ESEA TITLE I-D - DELINQUENT (LEA)	Victoria Chung, Accountant	(608) 264-6707	<a href="mailto:victoria.chung@dpi.wi.gov">victoria.chung@dpi.wi.gov</a>
ARRA-ESEA TITLE I - NEGLECTED	Victoria Chung, Accountant	(608) 264-6707	<a href="mailto:victoria.chung@dpi.wi.gov">victoria.chung@dpi.wi.gov</a>
ARRA-SCHOOL IMPROVEMENT GRANTS SEC 1003(g)	Alan Virnig, Accountant	(608) 266-8053	<a href="mailto:alan.virnig@dpi.wi.gov">alan.virnig@dpi.wi.gov</a>
ARRA-IDEA PRESCHOOL ENTITLEMENT	Mark Magnuson, Accountant	(608) 266-3489	<a href="mailto:mark.magnuson@dpi.wi.gov">mark.magnuson@dpi.wi.gov</a>
ARRA-ESEA TITLE X-C HOMELESS CHILDREN	Alan Virnig, Accountant	(608) 266-8053	<a href="mailto:alan.virnig@dpi.wi.gov">alan.virnig@dpi.wi.gov</a>