



# COST MANAGEMENT REPORT

## PURPOSE

A periodic report of the status of actual and estimated accrued costs and their variances from the current approved "Cost Plan" for a contractual agreement. The report will be used by the Government to monitor the status of the contractual agreement, verify the reasonableness of the participant's invoices, report costs accrued during the reporting period, and estimate costs to be accrued during the subsequent report period(s).

## INSTRUCTIONS

- Item 1.** Enter the contractual agreement title as it appears in the official document establishing the contractual agreement.
- Item 2.** Enter the inclusive start and complete dates for the reporting period for this report.\*
- Item 3.** Enter the contractual agreement number as it appears in the official establishing document and append the latest modification number, if appropriate.
- Item 4.** Enter the name and address of the contractor, organization, or agency, as they appear in the contractual agreement.
- Item 5.** Enter the date of the current "Cost Plan" for this contractual agreement, which serves as a baseline for this report.
- Item 6.** Enter the official start of the original contractual agreement.\*
- Item 7.** Enter the official completion date as of the latest official modification to the contractual agreement.\*
- Item 8.** Enter the element codes relating to the line items, tasks, products, or work breakdown structure elements reported in Item 9.
- Item 9.** Enter the same contractually specified reporting elements that are on the associated "Cost Plan."
- Item 10.** All costs as specified in the contractual agreement shall be reported for each of the elements listed in Item 3. Enter costs accrued for each reporting element.
- The total actual cost incurred for the reporting period, including any adjustments for the previous month made in current reporting period.
  - The total planned cost for the reporting period as stated in the current "Cost Plan."
  - The cumulative total of all costs incurred from the beginning of the period of performance to the end of the reporting period.
  - The cumulative total of all costs planned from the beginning of the period of performance to the end of the reporting period, as stated in the current "Cost Plan" (includes the amount reported in Item 10b).
- Item 11.** Enter the participant's best estimate of the cost to perform the remaining work. These estimates will be used by DOE to forecast funding requirements.
- The estimated cost for the subsequent reporting period.
  - The estimated cost for the balance of the fiscal year (excluding the amount in Item 11a).
  - The estimated cost for the subsequent fiscal years of the contractual agreement.
  - The estimated cost for fiscal years not included in 10c, 11a, b, and c. Include amount of funds withheld for management control purposes.
  - The total estimated cost for the completion of the contractually agreed effort, including the amounts in 10c, 11a, b, c, and d.
- Item 12.** Enter the total value for each reporting element.
- Item 13.** Subtract the estimated total value (Item 11e) from the total value (Item 12) and enter the difference. Show unfavorable variances in parentheses. If the variance exceeds the specified threshold, explain in the "Status Report."
- Item 14.** Enter the total of all costs and fees for each column. If multiforms are used, enter total on final form.
- Item 15.** Enter the unit measure for dollar amounts shown (exact dollars, hundreds or thousands, etc.). Dollars will be reported on each B&R number line.
- Item 16.** Signature of responsible contractor, agency, or organization project manager and date signed, verifying the validity of the information furnished based upon the participant's knowledge of the contract's progress and status.
- Item 17.** Signature of the participant's financial representative and date signed verifying the validity of the information furnished.

\* These items need only be entered on the first page of multipage reports.