

DATA ITEM DESCRIPTION		Form Approved OMB No. 0704-0188	
2. TITLE FUNDS AND MAN-HOUR EXPENDITURE REPORT		1. IDENTIFICATION NUMBER DI-FNCL- 80331	
3. DESCRIPTION/PURPOSE 3.1 This report provides Government visibility into contractor expenditures for labor, materials, travel and other contract charges. It tracks these expenditures against baseline values, and provides to-completion estimates.			
4. APPROVAL DATE (YYMMDD) 870227	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) G/T213	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP 7.1 This DID contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2 This DID is applicable to time and material, research and development and other contracts where use of Cost Performance Reporting (CPR) or Cost/Schedule Status Reporting (C/SSR) are not appropriate. It is not applicable on fixed-price contracts. It is acquired on a periodic basis. <p style="text-align: right;">(Continued on Page 2)</p>			
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER G4079
10. PREPARATION INSTRUCTIONS 10.1 <u>General</u> . The Funds and Man-Hour Expenditure Report shall contain the following data: a. A tabular listing of funding and man-hour expenditures inclusive of the reporting period compared to original baseline values, including to-completion estimates. b. A graphical plot of planned versus actual funding expenditures. c. A graphical plot of planned and actual percentage of work completed. 10.2 <u>Scope</u> . Each task, job-order, sub-task, or unit of work will be separately addressed. If schedule or milestone reporting is also a reporting requirement under the contract, the breakdown of work task elements should be consistent with that reporting. 10.3 <u>Format and content</u> . The report shall contain the following: 10.3.1 <u>Funds and man-hour expenditure summary</u> . This chart shall contain the following data elements (See Figure 1): 10.3.1.1 <u>Original negotiated contract</u> . A summary of all cost elements associated with the original negotiated contract. This is defined as the contractor's original cost proposal, as negotiated and accepted by the Government. It is that cost as it appears on the original contract document. Its elements shall contain that cost estimate breakdown by category (i.e., direct labor (Sr. Engineer, Jr. Engineer, draftsman, engineering shop, etc.), burden/overhead, material/parts, travel, subsistence, fringe, General and <p style="text-align: right;">(Continued on Page 2)</p>			
11. DISTRIBUTION STATEMENT  <u>DISTRIBUTION STATEMENT A</u> : Approved for public release; distribution is unlimited.			

## DI-FNCL-80331

## Block 7, Application/Interrelationship (Continued)

7.3 It is not intended that all the requirements contained herein should be applied to every contract or program phase. Portions of this DID are subject to deletion tailoring depending on the management requirements of the solicitation/contract in which it is applied.

7.4 This DID is related to DI-A-5016, Project Planning/Actual Progress Chart (Other than fixed price contracts), and DI-FNCL-80003, Man-Hour Expenditure Chart.

7.5 This DID supersedes DI-A-5001B, DI-A-5003F and U-A-5595.

---

Block 10. Preparation Instructions (Continued)

Administrative (G & A) fee, outstanding commitments, etc.), as provided in the accepted proposal. Items and amounts specified in this entry shall remain constant on successive reports during the term of the contract.

10.3.1.2 Latest negotiated contract changes. A summary of the latest negotiated contract changes. It shall be a recapitulation of the 10.3.1.1 data elements reflecting all subsequent changes resulting from contract modifications. Breakdown by category shall be as provided in 10.3.1.1 unless altered by a contract modification. Indicate "none" if revised proposals have no effect.

10.3.1.3 Reporting period expenditures. Expenditure data for the current reporting period for the work task categories used in 10.3.1.1 or 10.3.1.2 (as applicable), and covering man hours, funds, and the change (new orders minus fulfilled orders) in outstanding commitments.

10.3.1.4 Cumulative expenditure to date. Cumulative man hour, funds and outstanding commitments expenditure data through the current reporting period for the work task categories used in 10.3.1.1 and 10.3.1.2 (as applicable). Additionally, show the cumulative costs as a percentage of the 10.3.1.1. or 10.3.1.2 costs.

10.3.1.5 Estimated cost-to-complete. The estimated costs required to complete the work task from the reporting date to the date of completion. This estimate shall be defined by categories as they appear in 10.3.1.1 or 10.3.1.2. All estimates shall be justified.

10.3.1.6 Latest cost estimate. An estimate of the final total cost at completion of the work effort. This is derived from 10.3.1.4 and 10.3.1.5. Deviations between the original contract and/or latest negotiated contract change shall be justified/explained in footnote remarks.

10.3.2 Funds expenditure graph. A funds expenditure graph shall be included. The graph shall be reproducible to enable periodic changes reflecting current contract funding status to be entered. The graph shall portray, on a periodic basis, the planned versus actual total dollar expenditures and the percentage of the total contract dollars that the expenditure represents (See Figure 2).

DI-FNCL-80331

Block 10. Preparation Instructions (Continued)

10.3.3 Work completed graph. A work completed graph shall be included that reflects the percentage of work completed by the contractor through the current reporting period. The graph shall plot actual completion versus planned completion, and shall be maintained current and be fully legible and reproducible (See Figure 3).

DI-FNCL-80331

A		B		C		D			E	F
ORIG. NEGOTIATED CONTRACT		LATEST NEGOTIATED CONTRACT CHANGES		REPORTING PERIOD EXPENDITURES		CUMULATIVE EXPENDITURES TO DATE				
A1	A2	B1	B2	C1	C2	D1	D2	D3		
MAN HOURS	DOLLAR VALUE	MAN HOURS	DOLLAR VALUE	MAN HOURS	DOLLAR VALUE	TOTAL MAN HOURS	DOLLAR VALUE	% DOLLAR VALUE*		
<p>* THIS FIGURE SHALL BE CALCULATED AS PERCENTAGE OF THE LATEST NEGOTIATED CONTRACT CHANGES, NEGOTIATED CONTRACT, IF ANY; OTHERWISE AS A PERCENTAGE OF THE ORIGINAL NEGOTIATED CONTR. ** THE INCURRENCE OF EXPENDITURES IN EXCESS OF THE CONTRACT AMOUNT REQUIRES APPROPRIATE AUTHORIZATIONS BY THE CONTRACTING OFFICER. *** UNFILLED PURCHASE ORDERS AT END OF REPORTING PERIOD.</p>										
1. DIRECT LABOR (EMPLOYEE CLASS)										
( )										
( )										
( )										
( )										
( )										
( )										
( )										
( )										
( )										
( )										
TOTAL LABOR										
BURDEN/OVERHEAD										
2. TOTAL LABOR & BURDEN/OVERHEAD										
3. MATERIALS & PARTS										
4. TRAVEL EXPENSES										
5. OTHER DIRECT COSTS \$										
6. SUB-TOTAL COSTS \$ (SUM OF 2 THROUGH 5)										
7. GENERAL & ADMINISTRATIVE COSTS										
8. TOTAL COST (SUM OF 6 & 7)										
9. FEE (OR PROFIT)										
TOTAL CONTRACT AMOUNT \$ (SUM OF 8 & 9)										
OUTSTANDING COMMITMENTS***										
TOTAL COMMITMENTS AND EXPENDITURES										

NOTE: THIS FIGURE SERVES ONLY AS AN ILLUSTRATION OF THE TYPES OF ENTRIES REQUIRED FOR A FUNDS AND MAN HOURS EXPENDITURE SUMMARY AND PROVIDES A SAMPLE FORMAT.

FIGURE 1. Sample funds and man hour expenditure summary

DI-FNCL-80331

### FUNDS EXPENDITURE AND WORK COMPLETED GRAPHS

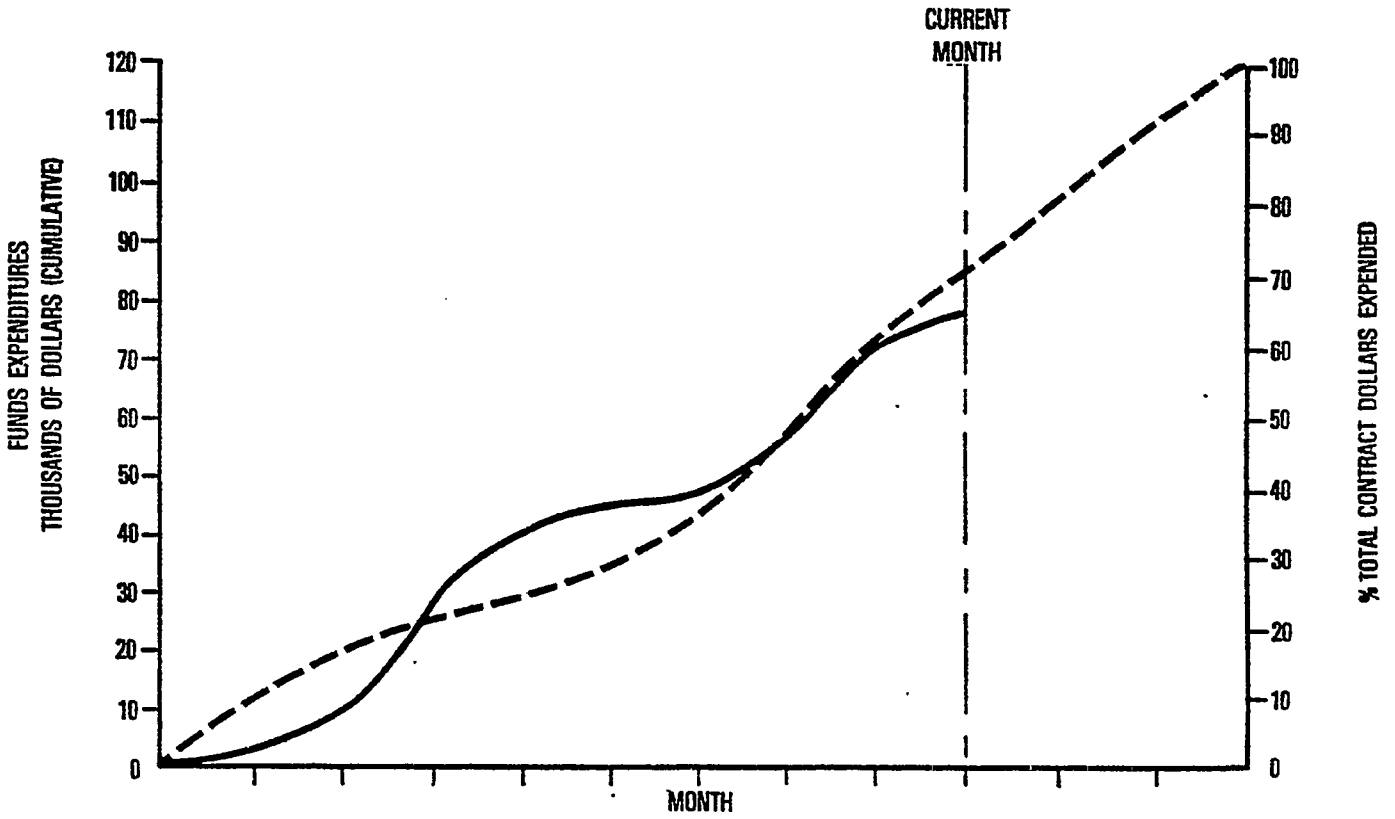


FIGURE 2. Funds expenditure graph

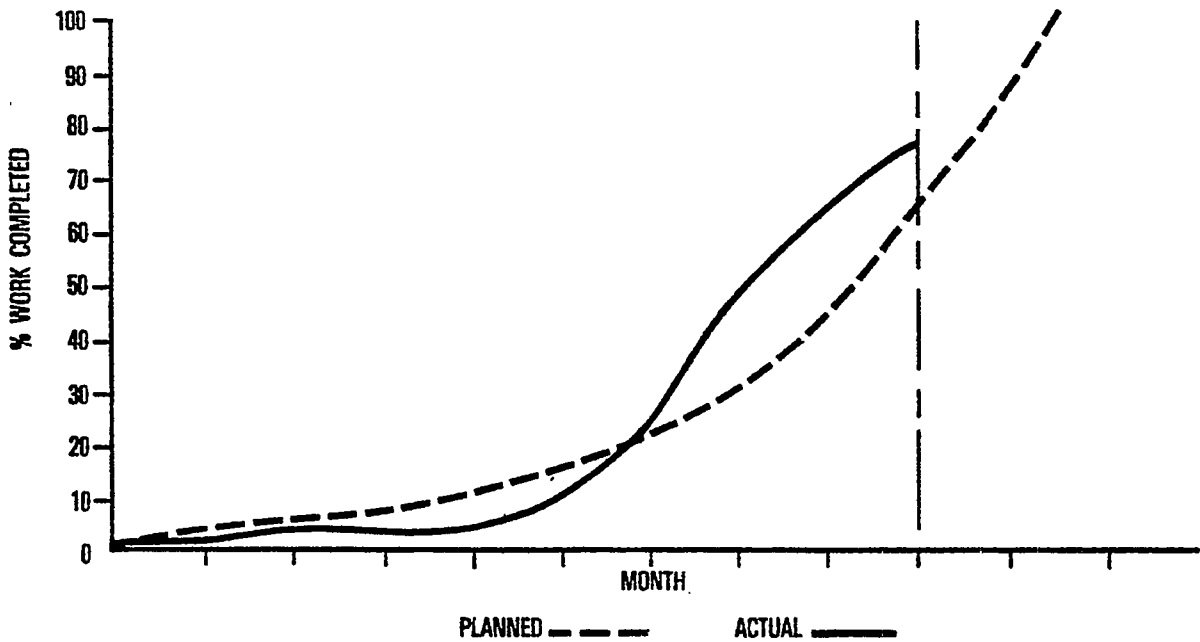


FIGURE 3. Percent work completed graph