NASA National Aeronautics and Space Administration

Monthly Contractor Financial Management Report

Form Approved
OMB No. 2700-0003

2. REPORT FOR MONTH ENDING AND NUMBER OF OPERATING DAYS

TO:

FROM:

3. CONTRACT VALUE

a. COST $

b. FEE $

1. DESCRIPTION OF CONTRACT

a. TYPE

b. CONTRACT NO. & LATEST DEFINITIZED AMENDMENT NO.

4. FUND LIMITATION $

c. SCOPE OF WORK

d. AUTH. CONTR. REP. *(Signature)* | DATE

5. BILLING

a. INVOICE AMTS. BILLED $

b. TOTAL PYTS. REC'D $

6. REPORTING CATEGORY	7. COST INCURRED/HOURS WORKED				8. ESTIMATED COST/HOURS TO COMPLETE			9. ESTIMATED FINAL COST/HOURS		10. UN-FILLED ORDERS OUTSTANDING
	DURING MONTH		CUM TO DATE		DETAIL		BALANCE OF CONTRACT			
	ACTUAL a.	PLANNED b.	ACTUAL a.	PLANNED b.	a.	b.	c.	CONTRACTOR ESTIMATE a.	CONTRACT VALUE b.	

Baseline Plan Identification (Col. 7b & 7d): **Revision No.** _____, **Dated** _____

INSTRUCTIONS

General -- All paragraph references below refer to the current edition of NHB 9501.2, which includes additional instructions for completing NASA Form 533 reports. Copies of the Handbook are available through the NASA Contracting Officer or from the Superintendent of Documents, Government Printing Office, Washington, DC 20401.

Forms -- Forms will be obtained by the contractor through the contracting officer. When directed or approved by the contracting, other means than the NASA 533 format may be used for transmitting the data required by these instructions; e.g., punched cards, tapes or electronic transmissions.

Security Classification -- If the information in the report is classified, appropriate security classification shall be given the report (see par. 107).

Submission -- The NASA Form 533 report is due in the office of the addressee not later than 10 operating days following the close of the contractor's monthly accounting period, unless otherwise specified in the contract. For initial reports and other related items of significance, see par. 300, 301 and the contract. The addresses and number of copies to be submitted will be as specified by the contract or an administrative instruction.

Amounts -- Report dollar amounts in even thousands and hours in tenths of thousands (e.g., $32,600 as $33 or 462 hours as .5).

Form Headings -- The form headings shall be completed as follows:

1. To -- Enter the full name and address of the NASA field installation and contracting officer or other designated recipient.

2. From -- Enter the full name and address of the contractor and, if applicable, the contractor's division performing the contract.

Preparation:

1. Description of Contract:

a. Type -- Cost-Plus-Fixed-Fee, Cost-Plus-Incentive-Fee, etc.

b. Contract No. and Latest Definitized Amendment No. -- Enter complete letter or contract symbol, number, and number of latest definitized amendment.

c. Scope of Work -- Enter a brief description of the contract effort. Identify the service, project, system or subsystem and, where hardware is concerned, the quantity being procured or proposed for the contract.

d. Authorized Contractor Representative *(Signature)* and Date -- The authorized contractor representative shall sign and date to reflect approval. When such representative is other than the project manager, the project manager shall also sign to signify review of the content. Date shall signify date of approval and signature of report.

2. Report for Month Ending and Number of Operating Days -- Enter the ending date of the contractor's accounting month and the number of operating days for that accounting month.

3. Contract Value -- Enter the total definitized cost (a) and fee (b) of all work to be performed under the contract as of the report date. Include dollar amounts through the latest definitized amendment as noted in 1b above. For all incentive contracts, enter the negotiated target cost and target fee.

4. Fund Limitation -- Enter the total funding obligated and the latest corresponding contract amendment number as of the report date.

5. Billing:

a. Invoice Amounts Billed -- Enter the total amount of invoices billed by the contractor against the contract and the latest invoice number as of the report date.

b. Total Payments Received -- Enter the total amount of payments received by the contractor for the contract as of the report date.

6. Reporting Category -- Enter the captions of the reporting categories specified in the contract (see par. 301-3).

7. Cost Incurred/Hours Worked -- All cost and hour data will be reported by the categories negotiated in the contract (see par. 301-4).

a. Actual During Month -- Enter the total actual cost incurred/hours worked for the accounting month being reported.

b. & d. Planned Cost (optional) -- Enter the planned (budgeted) cost for the month being reported in column 7b and cumulative to date in column 7d. The planned cost is obtained from the time phased baseline plan which includes the original contract value plus authorized changes. The baseline plan to date consists of the sum of the budgets for all work authorized that is scheduled for completion through the report date. The plan shall include a pro rata share of the budgets for work in process. Identify the baseline plan used by date and revision number at the bottom of the report.

c. Cumulative Actual Cost/Hours to Date -- Enter the cumulative actual cost incurred/hours worked as of the report date. Where the cumulative data reported in this column is only for the current "schedule," the report should be annotated to show the total cumulative cost for all previous "schedules."

8. Estimated Cost/Hours to Complete -- Enter the current estimates for performing currently authorized work which is included in the most recently executed contract amendment, plus additional authorized work (directions to proceed) for which execution of amendments is pending. The estimates will be used for planning purposes only and will not be binding on either the contractor or NASA.

a. & b. These columns may be used at the option of project management to obtain any desired combination of subsequent month(s), fiscal year(s), and/or balance of fiscal year data. The required data element(s) shall be specified in the contract (see par. 301-5).

c. Enter the cost/hour data for the balance of the contract not including columns 8a and 8b. Where amounts reported in this column exceed one fiscal year, a breakdown by fiscal year may be required.

9. Estimated Final Cost/Hours:

a. Contractor Estimate -- Enter the total estimated cost/hours for completion of the contracted effort (this should equal the sum of columns 7c, 8a, 8b and 8c).

b. Contract Value -- Enter the distribution of the Contract Value to the reporting categories. The total of this column shall agree with item 3, above. Significant differences between columns 9a and 9b shall be explained in the "Contractor's Remarks." When there are no changes from the prior reports submitted, the data may be omitted if the contractor and the NASA contracting officer jointly agree.

10. Unfilled Orders Outstanding -- Enter the total of unfilled orders outstanding as of the report date (see par. 301-6).

11. Contractor's Remarks:

a. Analytical remarks on significant items materially affecting historical or projected cost or performance shall accompany each monthly report (e.g., see item 9b above and par. 304).

b. Include a reconciliation from the original contract value (Original Negotiated Baseline) to the present contract value as reported in item 3. A sample format is set forth in the instructions on the back of NASA Form 533Q and par. 304.

c. The NASA field installation may require changes authorized but not finalized to be further subdivided as follows:

(1) Changes negotiated but not definitized

(2) Changes pending negotiation

(3) Changes pending quotation

d. Report new change orders per sample format set forth in the figure below.

New Change Orders Identified to Subdivision of Work				
Change Order No.				
Subdivision of Work	Amount			
Total				