What is a Standard Financial Report (SFR-1)?

The Standard Financial Report (SFR-1) is used to summarize budget proposals and expenditure claims for all projects funded through the Wisconsin Technical College System (WTCS). Each application must include the Budget Detailed and Standard Financial Report worksheet to be completed. Please make sure you are using the most updated worksheet for your grant. The worksheet on the WTCS Apply Portal (from approved application) should list our current address “4822 Madison Yards Way, North Tower 5th Floor”.

Once the application is completed, the grant will go through the review process. If your grant is approved, you will be notified, and an award letter will be sent to your college. Once the grant period has started, the recipient can start submitting their SFR claim to WTCS for reimbursement.

**Grant Reimbursement Process**

1. Standard Financial Report (SFR) claim spreadsheet needs to be completed by the grant recipient for expenses that have been paid and recorded on your ledger.
2. It is recommended that grant recipients submit SFRs for reimbursement monthly (or at least quarterly). If you submit quarterly, please do not send me an SFR each month. For example, if you are submitting expenses from July through September, please enter the total expenses under "Current Report" for all 3 months, entering July-Sept 2025.
3. Prior payment(s) that have already been paid cannot be changed on prior report period(s). All payment and/or adjustment requests should be listed under the “Current Report" period on the SFR. The expense date should be within the approved grant period.
4. You do not need to submit a zero ($0) claim to WTCS, unless it is your final claim.
5. Work with your grant accountant to make sure your college is using the SFR that is currently in the WTCS Apply Portal (from approved application). Please use only the budget line descriptions available, do not add additional lines. If there are any errors on your SFR budget worksheet, please email WTCS Grants at [Grants@wtcsystem.edu](mailto:Grants@wtcsystem.edu)
6. Applicable to federal grants only, please check “YES” or “NO” to the program income question on the SFR. If you check “YES”, please enter the amount you’ve received.
7. Please check “YES” or “NO” to indicate if it is the final claim on your SFR.
8. The due date to submit the final SFR for all grants is 45 days from grant end date unless noted otherwise. For example, if your grant date is June 30th you have until August 15th to submit your final expense. Please note some grants may have other requirements, if applicable, you will be notified when you receive your award letter via email.
9. For more information, here are the Instructions on how to complete a Standard Financial Report (SFR-1): [FY25-26-WTCS-Standard-Financial-Report-SFR-1-Instructions-1.pdf](https://mywtcs.wtcsystem.edu/wp-content/uploads/2024/10/FY25-26-WTCS-Standard-Financial-Report-SFR-1-Instructions-1.pdf). Again, please use the most current approved SFR on the Apply Portal. If there is a revision in process, please wait until the revision has been approved and the SFR has been updated. You should also see an approved letter for your revised grant prior to submitting the SFR for reimbursement.
10. SFR’s are processed on a weekly basis. Please send SFR’s to WTCS Grant Accountant via email, [Victoria.Chung@wtcsystem.edu](mailto:Victoria.Chung@wtcsystem.edu). Once the SFR(s) are reviewed and processed you will get an email confirmation that payment is on its way.