



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 EXTENDED LEARNING
 AFTERSCHOOL PROGRAM



FINAL EXPENDITURE REPORT

District/Organization Name		Grant Type <input type="checkbox"/> 21 st CCLC <input type="checkbox"/> SAC	
County/District Code Number (for school districts)/ Federal Tax ID Number (for CBOs)	County	Cohort Number <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7	Grant Year <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Contact Person	Title/Position		
Phone Number Ext.	Fax Number	Email	
Fiscal Agent (name of district or organization)		Amount of Award \$	

Instructions:

1. Completion of this form does not generate a payment. You **MUST** submit a request for reimbursement form.
2. All figures must be rounded to the nearest dollar. Make certain all figures and calculations are correct.
3. Due no later than July 15.

List all reimbursements received for purchases/services during the 2011-2012 approved grant year:

July: \$ _____; August: \$ _____; Sept: \$ _____; Oct: \$ _____; Nov: \$ _____; Dec: \$ _____;
 Jan: \$ _____; Feb: \$ _____; March: \$ _____; April: \$ _____; May: \$ _____; June: \$ _____

Budget Categories	Actual Grant Dollars Expended	Non Grant Funds (CCLC Only) (Cash/in-kind) Year 4 - 20%, Year 5 - 40%
Salaries	\$	
Benefits	\$	
Travel and Transportation	\$	
Materials and Supplies	\$	
Equipment	\$	
Professional Development	\$	
Purchased Services	\$	
Other _____	\$	
In-Direct Costs <i>(can't exceed approved rate and must be based on expended funds only minus equipment)</i>	\$	
TOTAL GRANT DOLLARS EXPENDED FOR 2011-2012 GRANT	\$	

Signature on this form indicates that the district/organization has complied with all guidelines in expending the award funds and that all expenditures have been approved and are related to the awarded Afterschool Program.

Signature of Contact Person	Date	Authorized Signature	Date
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FOR DEPARTMENT USE ONLY - APPROVAL

PLEASE COMPLETE AND RETURN TO:

Afterschool Program
 Extended Learning
 Department of Elementary and Secondary Education
 P.O. Box 480
 Jefferson City, Missouri 65102-0480
 Phone: (573) 522-2627 Fax: (573) 522-3726

Final Expenditure Report

- Final Expenditure Report forms are due no later than July 15.
- Form showing total of all grant funds spent in each budget category for each school/grant year.
- Totals represent all expenditures within each specific reporting year.
- Indirect cost can't exceed approved rates and can only be claimed based on dollars already expended to date. SAC must follow the unrestricted rates; CCLC must follow the restricted rates.
- **Submission of Final Expenditure Reports does not generate payment – a Request for Reimbursement form must be submitted for any payment requests.**

Steps to complete a Final Expenditure Report (FER) form:

- Complete the contact information completely.
- Be sure it is signed.
- All funds must be rounded to the nearest dollar.
- Make certain figures are correct.
- Double check all math!
- Retrieve a copy of all invoices previously submitted for the school/grant year. Be sure that the totals given on the final expenditure report form agree with the grand totals of each budget category from all invoices/payments throughout year.
- The total amount reflected on all invoices paid to a program should agree with total amount reflected on FER.
- Submit to DESE office either by fax or mail (or email). **DO NOT** fax and mail (or email) a copy. Select only one submission method. If you are uncertain that the faxed document reached the appropriate person, please call to verify, do not follow up by mailing a copy.

NOTE: DESE must receive the Final Expenditure Report PRIOR to any renewals being awarded and/or any additional reimbursements made.