

**Extended Learning's Internal Financial Form Process  
From Start to Finish for 21<sup>st</sup> CCLC LEA's and SAC**

- Programs complete the request/form in its entirety in ePeGS and submit it by the due date specified.
- Upon receipt, the section's accounting specialist first checks that the submission/form was completed in its entirety; then checks the budget on requests for reimbursements, budget amendments, and final expenditure reports and makes sure they are within the approved budgets of each category. The accounting specialist will contact programs if there are questions or errors regarding financial matters or if submissions/forms are not completed in their entirety. (All other inquiries come from assigned supervisor.)
- The information is then routed to assigned DESE grant supervisor for review and approval.
- Following assigned DESE grant supervisor's review and approval, depending on the submission/form, the following steps are taken:

ACTION	21 <sup>st</sup> CCLC-LEAs/SAC Grants
ePeGS	<ul style="list-style-type: none"> <li>• Reimbursement payment information is then routed by the Accounting Specialist to the Finance Supervisor in the Division of Financial and Administrative Services/Finance Section for review.</li> <li>• Upon approval of the above, the payment process begins and reimbursement payments are made.</li> <li>• If any problems or questions arise during the above procedures, program is contacted to resolve the matter.</li> <li>• Payment Request will show on the ePeGS system. Please note the payments will be requested and shown on your screen as <i>cumulative</i> as the year progresses.</li> </ul>
Budget Amendments  You will also enter these into the ePeGS system at the same time you submit the paper copy.	<ul style="list-style-type: none"> <li>• Must submit paper form and submission in ePeGS.</li> <li>• Budget Amendments are scanned and emailed back to programs, unless contacted otherwise. All forms will be stamped in lower corner as "approved" or "denied" with assigned grant supervisor's signature. If additional information or clarification is needed to make approval decision, supervisor will contact program to discuss.</li> </ul>
Final Expenditure Report	<ul style="list-style-type: none"> <li>• Are submitted through ePeGS.</li> <li>• Can generate a final payment.</li> </ul>

- Copies are kept in DESE/Extended Learning files.
- 21<sup>st</sup> CCLC awardees' must maintain financial and accounting records and must be kept on file for three (3) years from the date of final payment on the award.
- SAC awardees' must maintain financial and accounting records and must be kept on file for five (5) years from the date of final payment on the award.

Revised October 24, 2018