

**Extended Learning's Internal Financial Form Process
From Start to Finish for 21st CCLC CBO's**

- This is only for 21st CCLC Community Based Organizations (CBOs) - non-district/non-LEAs.
- Programs complete a form in its entirety and send it in by due date specified.
- Upon receipt, the section's accounting specialist first checks that the document was completed in its entirety; then checks the math 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 forms are not completed in their entirety. (All other inquiries come from assigned supervisor.)
- Forms are then routed to assigned DESE grant supervisor for review and approval.
- Following assigned DESE grant supervisor's review and approval, depending on the form, the following steps are taken:

Form	21st CCLC/SAC Grants
Request for Reimbursement (RFR)	<ul style="list-style-type: none"> • 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. • Upon approval of the above, the payment process begins and reimbursement payments are made. • If any problems or questions arise during the above procedures, program is contacted to resolve the matter. • Request for Reimbursement forms are not returned to programs after submission unless errors arise.
Budget Amendments	<ul style="list-style-type: none"> • Budget Amendments are scanned and emailed back to programs. 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.
Final Expenditure Report	<ul style="list-style-type: none"> • Final Expenditure Report forms are not returned to program after submission unless errors arise.

- Copies are kept in DESE/Extended Learning files.
- 21st CCLC CBO 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.

Revised October 24, 2018