

Directions for completing and submitting Final Closeout Expenditure Reports on the Grants Management System (GMS)

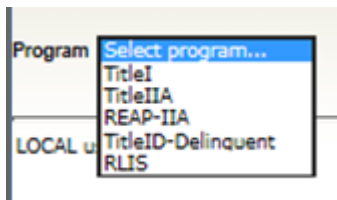
1. Select Payments on appropriate Application row under Actions on the GMS Access Select Page.

Payments

2. Click the “View Reimbursement/Expenditure Reports” icon.

View Reimbursement Requests/Expenditure Reports

3. Choose the Program from the dropdown list.



The image shows a screenshot of a web application interface. On the left, there is a label 'Program' next to a dropdown menu. The dropdown menu is open, showing a list of options: 'Select program...', 'TitleI', 'TitleIIA', 'REAP-IIA', 'TitleID-Delinquent', and 'RLIS'. Below the dropdown menu, there is a label 'LOCAL u'.

4. Click the “Create Closeout Report” icon above the Expenditure Report table at the bottom of the page.

Create Closeout Report

5. Enter the Final Expenditure Amounts, or leave unchanged if no revisions are required.

6. Pick the Expenditure Period End Date of 9/30/20XX from the drop down. This is the last day to liquidate obligations that were incurred during the grant period.

7. Click the “Calculate Totals” icon.

8. Enter the Obligations expensed before and after July 1st. Obligations must be incurred during the grant period, but may be expensed during the 90 day liquidation period. (*Example: teacher salaries expensed in July and August for work performed during the prior school year.*)

9. Upload Supporting Documentation – This is optional unless you have been notified by the SDDOE that this is a requirement.

10. Click the “Save Page” icon.

11. Read the certification statement above the “Submit to SDDOE” icon. Click the “Submit to SDDOE” icon after you have reviewed the accuracy of the report and are ready to submit.

Remove blank rows from display: Yes No

Code	Activity Description	100 - Salaries	200 - Benefits	300 - Purchased Services	330 - Travel	400 - Supplies and Materials	470 - Equipment - Non capitalized	500 - Equipment - Capitalized	TOTAL
1273	Title I Instructional Services	481,822	150,537			702			633,061
2128	Title I Parent Involvement Activities					7,864			7,864
2214	Title I Professional Development Services			13,300					13,300
3711	Title I NonPublic Instruction Services	18,187	1,412						19,599
3721	Title I Nonpublic School Support Services					873			873
Total Direct Costs		500,009	151,949	13,300		9,439			674,697
Approved Indirect Cost X 2.1700 %									11,706
Total Budget									686,403

5.

Activity Code	Object Code	Expenditure Description	Final Approved Budget	SDDOE Payments	Expenditure Amount	Delete Row
1273	100	Title I Instructional Services / Salaries	\$481,822	\$408,190	481,822	<input type="checkbox"/>
1273	200	Title I Instructional Services / Benefits	\$150,537	\$115,202	150,537	<input type="checkbox"/>
1273	400	Title I Instructional Services / Supplies and Materials	\$702	\$671	702	<input type="checkbox"/>
2128	400	Title I Parent Involvement Activities / Supplies and Materials	\$7,864	\$4,032	7,864	<input type="checkbox"/>
2214	300	Title I Professional Development Services / Purchased Services	\$13,300	\$9,615	13,300	<input type="checkbox"/>
3711	100	Title I NonPublic Instruction Services / Salaries	\$18,187	\$17,625	18,187	<input type="checkbox"/>
3711	200	Title I NonPublic Instruction Services / Benefits	\$1,412	\$1,349	1,412	<input type="checkbox"/>
3721	400	Title I Nonpublic School Support Services / Supplies and Materials	\$873	\$464	873	<input type="checkbox"/>
Sub-Totals:			\$674,697	\$557,148	\$0	\$674,697
Indirect Costs Approved Rate 2.1700 % Derived Rate 1.7350 %			\$11,706	\$0	\$0	0
Totals:			\$686,403	\$557,148	\$0	\$674,697

7. [Calculate Totals](#)

6. Expenditure Period End Date All obligations for expenditures must be incurred during the project period and must be liquidated no later than 90 days after the end of the project period, unless you obtain an extension in writing from the SDDOE.

RECAP	Amount	Amount Paid to Date by Fund Source
Grant Award (Allocation)	\$686,403	
Approved Budget	\$686,403	Total \$557,148
Amount Paid To Date	\$557,148	Total \$557,148
Expenses To Date	\$674,697	
Balance Due LEA	\$117,549	
Funds on Hand	(\$117,549)	

8. Obligations Expensed Before 7-1 Amount
 Obligations Expensed After 7-1 Amount

From To
 From To

Optional - Please upload supporting information files. Allowable file types are Microsoft Word (.doc / .docx) and Adobe PDF. Files must be less than 10MB (10,000 KB) in size and the file name should not include special characters (i.e., #, \$, % etc). Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

9.

Uploaded Files:

By submitting this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

10.

11.

Important – Once you have submitted a Final Expenditure Report, you will not be able to revise or submit another report. You will need to contact the Office of Grants Management to report any required changes.

Please Note: You will not be able to submit a Final Expenditure Report if you have any non-submitted reimbursement requests in the system. You will need to delete these from the system.

