

INSTRUCTIONS

THIS PROJECT COMPLETION REPORT IS A TOTAL OF EXPENDITURES AND OBLIGATIONS

Submit the original Project Completion Report(PCR)for the total budget to the Department of Education, Office of Grants Management, 700 Governors Drive, Pierre, SD 57501.

PRELIMINARY REPORT: Due 30 days following ending date of project. Required only

FINAL FISCAL REPORT: Due when all obligations are liquidated OR no later than September 30 following the fiscal year in which project was approved. All obligations should be liquidated by this date.

APPROVED BUDGET: Enter the project budget from the approved Application for Funds, as adjusted by amendments and letters of transfer submitted during the year.

TOTAL CLAIMED EXPENDITURES: Enter all expenditures and unpaid obligations on the second line opposite each function. The Preliminary report should include **all expenditures and obligations**; the Final Fiscal report should include only **expenditures**.

OVER AND UNDER BUDGET BALANCES: For both the Preliminary report and the Final the amount expended and obligated. Over expenditure differences should be shown in parentheses. The **GRAND TOTAL** at Line 6 will indicate the amount of budget not expended.

SUMMARY OF FUNDS:

7. From Financial Status Report (FSR) \ Line [7].
8. From Financial Status Report (FSR) \ Line [8].
9. TOTAL FUNDS RECEIVED: Total of Lines 7 and 8 above. This total must agree with FSR Line [9].
10. Total Expenditures: must agree with Line 10, Total Funds Requested or Received.
11. TOTAL DUE STATE: Funds received by the LEA **in excess** of reported expenditures. These funds **must** be returned to the State and will be available for reallocation the following year.

CERTIFICATION: Self-explanatory.