

INSTRUCTIONS

THIS PROJECT COMPLETION REPORT IS A TOTAL OF EXPENDITURES AND OBLIGATIONS

Submit the original Project Completion Report for the total budget to the Department of Education, Grants Management Office, 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 **90 DAYS** following the fiscal year in which project was approved. All obligations should be liquidated by this date.

BUDGET: Enter the project budget from the approved Application for Funds, as adjusted by amendments and letters of transfer submitted during the year, on the top line opposite each function.

EXPENDITURES AND OBLIGATIONS: 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 BALANCES: For both the Preliminary report and the Final Fiscal report enter the differences between totals of the amount budgeted and the amount expended and obligated. Over expenditure differences should be shown in parentheses. The **GRAND TOTAL** at (Column [G], Line [XV]) will indicate amount of budget expended. This amount added to the Funds not Budgeted (Line [XVI]) will equal Unused Funds. Unused funds will revert to the

SUMMARY OF PROGRAM FUNDS:

1. From Financial Status Report (FSR) \ Line [14].
2. From Financial Status Report (FSR) \ Line [16].
3. **TOTAL OF LINES 1, AND 2 ABOVE.** Total must agree with FSR, Line[17].
4. **Total Exp/Obl** must agree with Line XV, Column [G] of the Grand Total line.
5. **TOTAL DUE STATE:** Funds received by the LEA **in excess** of reported expenditures. These funds **must** be returned to the State.
6. **OUTSTANDING OBLIGATIONS:** For the **Preliminary** report, this **MUST** equal any obligations that remain to be paid. For the **Final Fiscal** report this line will be zero.

CERTIFICATION: Self-explanatory.