

21st CENTURY COMMUNITY LEARNING CENTER FINANCIAL STATUS REPORT (FSR) INSTRUCTIONS

Program funds must be expended based on the approved program budget. The district is required to submit a transfer request if expenditures/obligations within a budget object exceeds **ten percent (10%)** (exception: transfers of less than \$1000.00 by object are not required).

FSR Instructions:

Reporting Period: Period of expenditures/obligations since last status report.

Fiscal Year: Fiscal year for grant period.

Budget Number, Local Education Agency and Address: From the approved consolidated application.

- (A) **Approved Budget:** List budget by category from approved application;
- (B) **Previously Claimed Expenditures:** Report total claimed expenditures from Column D of previously submitted claim;
- (C) **Currently Claimed Expenditures & Obligations:** Report expenditures being claimed since the previous claim;
- (D) **Total Claimed Expenditures & Obligations:** Column B plus Column C
- (E) **Budget Balance:** Column A minus Column D.

1-7. List appropriate budget and expenditure information.

- 8. **Subtotal:** Total of rows 1-7.
- 9. **Indirect Costs:** Apply accordingly.
- 10. **Grand Total:** Should not exceed the total approved in the consolidated application.
- 11. **Indirect Cost Rate:** Enter restrictive rate approved by Department of Education.
- 12. **Funds Received or Requested Prior to this Report:** Program funds received or requested from state agency from prior financial status reports. From line 15 previous claim. *Line 17 from old claim form.*
- 13. **Total Claimed Expenditures:** From line 10 column D
- 14. **Funds Requested This Period:** Line 13 minus line 12.
- 15. **Total Funds Requested/Received:** Line 12 plus line 14. Should equal the Total Claimed Expenditures from line 10 column D.

Authorized Representative: FSR must contain an **original** signature of a designated authorized representative.

Send Financial Status Report to:

Department of Education
Office of Finance & Management
800 Governors Drive
Pierre, SD 57501

For assistance in completing this report, contact the Office of Grants Management at (605) 773-3248.