



## REPORT OF EXPENDITURES AND ESTIMATED REQUIREMENTS OF GRANT FUNDS

TITLE OF GRANT PROGRAM: \_\_\_\_\_

PROJECT NO.:	FISCAL YEAR PROJECT APPROVED:
APPLICANT NAME:	PREPARED BY:
PREPARER'S E-MAIL ADDRESS:	PREPARER'S TELEPHONE NUMBER:

<b>PART I - Report of Expenditures for the Period Beginning</b>		<b>and Ending</b>
ITEM	AMOUNT OF EXPENDITURES	
A. Expenditures Previously Reported: (line C from previous report)		
B. Actual Expenditures for Current Report:		
C. Grant to Date Reported Expenditures: (line A + line B)		
D. Grant to Date Reimbursement Received:		
E. Cash on Hand for Reporting Period: (line D - line C)		

<b>PART II - Estimated Reimbursement Requirement for Period Ending</b>	
MONTH GRANT REIMBURSEMENT IS NEEDED	ESTIMATED AMOUNT NEEDED
1. Enter Month	
2. Enter Month	
3. Enter Month	
4. (Add 1, 2 and 3) <span style="float: right;">Total</span>	
5. Less grant Cash on Hand at end of Reporting (Same as Part I line E)	
6. Net amount of Grant reimbursement required (line 4 - line 5)	

REMARKS:

I Certify that, to the best of my knowledge and belief, this report is true and correct in all aspects: supporting documentation for all entries in the accounting records are on file and will be retained for five (5) years or until the Applicant is notified that such records are no longer needed for administrative review; and the federal funds have been expended only for the purpose they were granted.

Type or Print Name of Authorized Representative:	Title:
Signature of Authorized Representative	Date:

Instructions on Back

## **Instructions for Report of Expenditures and Estimated Requirement of Grant**

Due Dates: Consult your program specific instructions for appropriate due dates.

General Instructional: Federal regulations state that funds from different grant years cannot be reported together. Both expenditures and receipts from different grants must be reported separately.

### **HEADING:**

- (1) Indicate your project number. This is your six digit county/district number plus any suffixes (ie. 27 -0046 161037-01 or 071007-8EC37T-01).
- (2) The Fiscal Year Project Approved is the school year or period during which the project was approved.
- (3) Name of the Applicant participating in the grant.
- (4) Name of the person preparing the form.
- (5) E-mail address of the person preparing the form.
- (6) Telephone number of the person listed in #4.

### **PART I - REPORT OF EXPENDITURES**

First date - beginning date of the project. Date listed on the approved letter.

Second date - cutoff date for expenditures included on line B.

Line A If this is the first report of the grant, Line A will be zero. After the first report, Line A will be the Grant -to-Date expenditures as reported on Line C of the previous report.

Line B Include all expenditures for the current report only. These expenditures cannot be included on Line A. Expenditures must be documented by either a Record and Report of Finance (NDE 28 -004) or appropriate computer printouts (monthly budget status reports and Journal Entry printouts). Report the current report's beginning and ending dates.

Line C Add Line A and B and enter the total. This total should equal the Grant-to-date expenditures through the cutoff date of this report.

Line D Enter the Grant-to-date reimbursement received from NDE.

Line E Subtract Line C and Line D to determine cash balance. This may be a negative number.

### **PART II - ESTIMATED GRANT REQUIREMENTS FOR NEXT QUARTER**

Report quarter ending that funds are being requested.

General Instructions - Part II is the section that funds are requested. Due to federal cash management regulations, federal grants should not be requested in excess of estimated obligations for the next quarter. Excess cash balances are to be limited in federal program.

Line 1 Enter the month grant funds are being requested and the dollar amount.

Line 2 Enter the month grant funds are being requested and the dollar amount.

Line 3 Enter the month grant funds are being requested and the dollar amount.

Line 4 Add Line 1, 2 and 3 and enter total.

Line 5 Enter the Grant Cash on Hand as reported on Line E.

Line 6 Enter the Net amount of Grant reimbursement required for the next Reporting Period. If Line 5 is positive, subtract Line 5 from Line 4 and enter the result. If Line 5 is negative, add Line 5 to Line 4 and enter the result.

### **SIGNATURE BLOCK**

School District Reports must be signed and dated by the district's authorized representative. The name and title of the representative must be recorded in the board minutes. The authorized Representative must be a designee of the organization and be so designated on the appropriate contract or agreement form.

**Retain a copy for your files and submit original to the Nebraska Department of Education.**