



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF CHILDHOOD - AFTERSCHOOL PROGRAM

FINAL EXPENDITURE REPORT – CBO’S (NON-DISTRICTS) ONLY

INSTRUCTIONS

Please complete this form within the space provided. Complete one form for each grant awarded. This form does **not** generate a payment; you **must** submit a Payment Request form for payment. All figures must round to the nearest dollar. Due date **July 25**.

DISTRICT/ORGANIZATION NAME		FISCAL AGENT NAME		
COUNTY/DISTRICT CODE NUMBER (FOR SCHOOL DISTRICTS)/ FEDERAL TAX ID NUMBER (FOR CBOS)	PHONE NUMBER	EXT.	COHORT NUMBER <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> ARP 10 <input type="checkbox"/> ARP 12	GRANT YEAR <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
CONTACT PERSON		EMAIL		

Budget Category	Actual Grant Dollars Expended
Budget Categories for Afterschool 3812	
Certificated Salaries 6100	\$
Noncertificated Salaries 6150	\$
Employee Benefits 6200	\$
Purchased Services 6300	\$
-Quality Improvement	\$
Materials and Supplies 6400	\$
Capital Outlay 6500	\$
Budget Categories for Support Services (Travel and Transportation) 2500	
Purchased Services 6300	\$
Materials and Supplies 6400	\$
Budget Categories for Business Support Services (Travel and Transportation) 2500	
Certificated Salaries 6100	\$
Noncertificated Salaries 6150	\$
Employee Benefits	\$
Purchased Services 6300	\$
Materials and Supplies 6400	\$
Indirect Costs (can't exceed approved rate and must be based on expended funds only, minus equipment)	\$
TOTAL GRANT DOLLARS EXPENDED	\$

Amount of Award: Amount Spent: Grant Dollars Remaining:

By signing 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. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812). In addition, I certify that the Federal funds requested have been spent and are being requested on a reimbursement basis in accordance with the Cash Management Improvement Act (2 CFR Part 220.305) for the purpose and condition of the grant or agreement.

SIGNATURE OF CONTACT PERSON	DATE	AUTHORIZED SIGNATURE	DATE
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FOR OFFICE USE ONLY (DO NOT COMPLETE BELOW THIS LINE)

DESE SIGNATURE OF APPROVAL	DATE	<p>PLEASE EMAIL TO: afterschool@dese.mo.gov</p> <p>For questions, please call (573) 526-3961</p>
DESE NOTES, IF APPLICABLE		

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs and activities. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title VII/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.

FINAL EXPENDITURE REPORT

- Only CBO (non-district) grantees complete this form. All LEAs (districts) must use ePeGS.
- Final Expenditure Report forms are due no later than July 25.
- Form showing total of all grant funds spent in each budget category for each school/grant year.
- Totals represent all expenditures within each specific reporting year.
- Indirect cost cannot exceed approved rates and only be claimed based on dollars already expended to date minus equipment; must follow the restricted rates.
- **Submission of a Final Expenditure Reports does *not* generate payment. You must submit a payment request form in order to receive a payment.**

Steps to complete a Final Expenditure Report form:

- Complete the contact information completely.
- Form must have appropriate signatures before submission.
- All amounts *must* round to the nearest dollar.
- Make certain figures are correct.
- Double-check all math.
- The total amount reflected on all Payment Requests paid to a program should agree with total amount of dollars received and agree with amount on this Final Expenditure Report.

NOTE: DESE must receive the Final Expenditure Report PRIOR to awarding any continuation reports for the following school year.