

Guidance for Final Financial Report (SFN 60449) (Title II, Part A – Title III ELL)

First Section

- Complete the top section of the form by filling in the information requested.
- The amount of funds received to date **should not** reflect the final payment from the previous school year, even though the final payment may have been received after July 1 of the current school year.
- The amount of funds received to date **should not** exceed the Total Expenditures for Fiscal Year to Date.
- Check the corresponding box to represent the appropriate federal Title program.

Budget Section

- Complete the *Approved Budget (column I)* using the figures from the approved budget on the district's Consolidated Application or most recent approved budget revision. This must match the figures on record in the Federal Title Programs office.
- Complete the *Total Expenditures for Fiscal Year to Date (column II)*. These should be actual expenditures, not to exceed the **approved** budget total. Please **do not** round figures to the nearest dollar.
- Subtract the figures in column II from the approved budget figures in column I and place those amounts in the *Remaining Balance of Approved Amount (column III)*.
- The **unobligated** object code in column II has been crossed out. A budget revision must be submitted to access these funds. These funds cannot be claimed while in the unobligated object code. If excess funds remain in this object code, they may be carried over to the subsequent school year, provided the district does not have excess funds (depending on carryover waiver options).

Certification

- The authorized representative must sign and date the Final Financial Report.
- The business manager must sign and date the Final Financial Report.

Requesting Funds

- In order to claim funds, a Request for Funds (SFN 14660) must be submitted.
- On the Final Financial Report, the total in column II **must** equal the amount on Line B on the Request for Funds form. Unpaid obligations cannot be claimed on the final report. Line C on the final Request for Funds must be zero.

Due Dates

- The due date for the Final Financial Report is in July. If the district closes out the program earlier, then the form can be submitted at that time. The district must ensure all expenditures for the current school year have been paid before submitting this report, even if it significantly delays the submission. **Only expenses incurred from July 1 through June 30 can be claimed on this report. If the district is operating programs through June 30, this final report cannot be submitted until June 30 or until the program has been closed out.**

Assistance

If you have questions or need assistance in completing the Final Financial Report (SFN 60449) and/or the Request for Funds form (SFN 14660), please contact the corresponding fiscal officer listed below.

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| ➤ Title II, Part A | Jane Gratz, Fiscal Officer | (701) 328-2292 | jmgratz@nd.gov |
| ➤ Title III ELL | Patty Carmichael, Fiscal Officer | (701) 328-3264 | pcarmichael@nd.gov |