

Guidance for Completing the Final Financial Report (SFN 7822)

First Section

- Please 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.
- Please note, 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 program.

Budget Section

- **Approved Budget:** Complete this section using the figures from the approved budget on the district's Consolidated Application or most recent approved Budget Revision. The district's budget must match the amounts on record in the Department of Public Instruction.
 - **Title I/Title II/Title III Reallocated Funds:** If the Title program received reallocated funds, those dollars must also be reflected on this report. Districts that received reallocated funds received a revised budget with their approval memo, which should be used to populate this section.
- **Total Expenditures for Fiscal Year to Date:** This column should reflect actual expenditures, not to exceed the **approved** budget total. Please do not round figures to the nearest dollar.
- **Remaining Balance of Approved Amount (column III):** Subtract the *Total Expenditures for Fiscal Year to Date* from the *Approved Budget* amount and place those amounts in the *Remaining Balance of Approved Amount*.
- **Unobligated:** The unobligated object code in the *Total Expenditures for Fiscal Year to Date* column 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 option).
- **Addendum(s):** When submitting the Final Financial Report, additional documents must be submitted for certain sub-programs; these are referred to as addendums. Addendums must be submitted for the following: Private School, Cooperative Agreements, Neglected & Delinquent, Parent & Family Engagement, and Title Reallocated Funds. (www.nd.gov/dpi/forms/).

Certification

- The authorized representative must sign and date the financial report.
- The business manager must sign and date the financial report.

Requesting Funds

- In order to claim funds, a Request for Funds (SFN 14660) must be submitted. (Must be newest revision 01/2017)
- For the Final Financial Report, the amount in the *Total Expenditures for Fiscal Year to Date* **must** equal the amount on *Line B* on the Request for Funds. Unpaid obligations cannot be claimed on the final report. *Line C* on the final Request for Funds must be zero.

Due Dates

- Final Financial Report is due in July, or earlier if the district closes out the program earlier time. The district must ensure that 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 the Final Financial Report. If the district is operating a summer school program through June 30, the Final Financial Report cannot be submitted until June 30 or later. Summer school salaries cannot be paid until the summer school program has been completed. Checks cannot be issued early to avoid this regulation.*

Assistance

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

Title I	Shauna Greff	(701) 328-2958	sfgreff@nd.gov
Title II	Jane Gratz	(701) 328-2292	jmgratz@nd.gov
Title III/ELL	Jill Frohlich	(701) 328-2254	jmfrohlich@nd.gov
Homeless	Kara Blackwood	(701) 328-2824	kblackwood@nd.gov
Neglected & Delinquent	Lauri Nord	(701) 328-2282	lnord@nd.gov
21 st CCLC	Shauna Greff	(701) 328-2958	sfgreff@nd.gov
Title IV	Angie Thomas	(701) 328-2317	afthomas@nd.gov