

North Dakota Department of Public Instruction
Kirsten Baesler, State Superintendent
600 E. Boulevard Avenue, Dept. 201
Bismarck, ND 58505-0440

Guidance for Mid Year and Final Financial Report (SFN 7822)

First Section –

- Please complete the top section of the form by filling in the information requested.
- Indicate whether this is a **Mid Year Financial Report** (due in January) or a **Final Financial Report** (due in July).
- 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 –

- 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 state Federal Title Programs office.
- **Title I Reallocated Funds** – If the Title I program received reallocated Title I funds, those dollars must also be reflected on this report. The approved budget must include Title I reallocated funds if the district received an award.
- 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)*.
- **Unobligated** – 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 option).
- Reminder, grantees cannot claim indirect cost on the Mid Year Financial Report.
- **Title I Addendums** – 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 and Delinquent, Program Improvement, and Title I Reallocated Funds. (www.dpi.state.nd.us/title1/resource/fiscal.shtml)

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.
- For the Final Financial Report, the total in column II **must** equal the amount on Line B on the Request for Funds (SFN 14660). 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 Mid-Year Financial Report is in January. For this report, the amounts in column II must reflect all expenditures incurred from July 1 through December 31. **Only expenses incurred from July 1 through December 31 can be claimed on this report.**
- 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 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 this report. If the district is operating a summer school program through June 30, this final 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 Mid Year and Final Financial Report (SFN 7822) and/or the Request for Funds (SFN 14660), please contact the corresponding program contact person listed below.

Title I	Shauna Greff	(701) 328-2958	sfgreff@nd.gov
N&D/Homeless	Heidi Merkel	(701) 328-2824	hmerkel@nd.gov