

## PERKINS PROJECT COMPLETION REPORT INSTRUCTIONS

Submit the original Project Completion Report for the total budget to the Department of Education, Grants Management Office, 800 Governors Drive, Pierre, SD 57501.

**PRELIMINARY REPORT:** Due 30 days following ending date of project. Required only if obligations will continue beyond this date.

**FINAL FISCAL REPORT:** Due when all obligations are liquidated OR no later than **90 DAYS** following the fiscal year in which project was approved. All obligations should be liquidated by this date.

**BUDGET:** Enter the project budget from the approved Application for Funds as adjusted by amendments and letters of transfer submitted during the year, on the top line opposite each function.

**EXPENDITURES AND OBLIGATIONS:** Enter all expenditures and unpaid obligations on the second line opposite each function. The Preliminary report should include **all expenditures and obligations**; the Final Fiscal report should include only **expenditures**.

**OVER AND UNDER BALANCES:** For both the Preliminary report and the Final Fiscal report enter the differences between totals of the amount budgeted and the amount expended and obligated. Over expenditure differences should be shown in parentheses. The **GRAND TOTAL** at (Column [G], Line [XV]) will indicate amount of budget expended. This amount added to the Funds not Budgeted (Line [XVI]) will equal Unused Funds. Unused funds will revert to the

### **SUMMARY OF PROGRAM FUNDS:**

1. Funds Received-From Financial Status Report (FSR) \ Line [9].
2. Claims in Process-From Financial Status Report (FSR) \ Line [11].
3. Total Funds Received-TOTAL OF LINES 1, AND 2 ABOVE. Total must agree with FSR, Line [12].
4. Total Exp/Obl must agree with Line XV, Column [G] Balance of the Grand Total line.
5. TOTAL DUE STATE: Funds received by the LEA **in excess** of reported expenditures. These funds **must** be returned to the State.
6. OUTSTANDING OBLIGATIONS: For the Preliminary report, this **MUST** equal any obligations that remain to be paid. For the Final Fiscal report this line will be zero.

**CERTIFICATION:** Self-explanatory.