

Reimbursement Requests & Completion Reports

FY17 CTE Federal Perkins and CTE State Priority

Reimbursement Requests

- Requests cannot be created until funding application is approved
- Only one active request per LEA/Grant/FY combination
- Submit cumulative “year to date” expenditures
- Any notes related to reimbursement requests should be placed in the payment request History Log (which is separate from the main History Log in the GME system)
- **CTE State Priority:** Local cash on hand must be used first. The system will automatically subtract this amount from any request made and then create a payment for the remaining amount
- **CTE State Priority:** Please submit your final payment request by May 15

Completion Report

- The Completion Report is due **no later than** 90 days after the project end date.
 - CTE Federal Perkins Completion Report is due December 31, 2016
 - CTE State Priority Completion Report is due September 30, 2016
- A Completion Report should be initiated AFTER the application is complete and includes Final Narratives and Related Documents. The Completion Report will be deleted if a revision to the funding application is needed.
- Final expenditures (with the exception of Indirect Cost) may exceed the last approved line items by no more than 10% or \$1,000, whichever is greater, without exceeding the budget total.
- Include a Capital Outlay worksheet for Capital expenditures. The Capital Outlay worksheet must match the total Capital expenditure amount. The Completion Report Capital Outlay worksheet is not optional if funds were spent on Capital expenditures

Before you begin a Completion Report....

Application must be completed **BEFORE** initiating a Completion Report

- No Revisions are needed.** Revisions and Reimbursement Requests are submitted and approved
 - ✓ Project is in CTE Director Approved status
 - ✓ All pending Reimbursement Requests are in Accounting Paid status
- Capital Outlay worksheet is attached and matches the budgeted amount (if applicable)
- Budget line items reflect actual expenditures

CTE Federal Perkins

- Final Narratives are complete
- Desk Monitoring - Program Assurances report is uploaded
- CTE Perkins Annual Program Evaluation is uploaded
- CTE Perkins Job Descriptions are uploaded
- CTE Perkins Improvement Plan is uploaded (if needed)
- CTE Performance Measures Data (DLP - District Level of Performance report) is uploaded

Creating a Completion Report

- Only an **LEA Business Manager** can initiate a Completion Report.
- To begin a Completion Report, change the application status to CR Draft Started.

Sections

Application Status: SEA CTE Federal Perkins Director Approved

Change Status To: Revision Started
or
CR Draft Started

NOTE: Completion Reports are accessed through the approved Funding Application.

This option is only available through a CTE Federal Perkins Director Approved application.

Creating a Completion Report

The Completion Report creates three (3) new sections:

- **Completion Report**
 - Final expenditures (with the exception of Indirect Cost) may exceed the last approved line items by no more than 10% or \$1,000, whichever is greater, without exceeding the budget total.
- **CR Related Documents**
 - Optional Documents do not apply to all LEAs.
 - The Completion Report Capital Outlay worksheet is **not optional** if funds were spent on Capital expenditures. The Capital Outlay worksheet must match the total Capital expenditure amount.
 - The Return of Monies form is used to remit funds to ADE. Instructions are included
- **Completion Report Adjustments**
 - The “Completion Report Adjustments” page summarizes fiscal data and allows for any needed adjustments

Application Status: CR Draft Started

Change Status To: [CR Draft Completed](#)
or
[CR Cancelled](#)

[View ADE HistoryLog](#)
[View Change Log](#)

Des cription ([View Sections Only](#) [View All Pages](#))

All
<input type="checkbox"/> History Log
History Log
Create Comment
<input type="checkbox"/> Allocations
Allocations
<input type="checkbox"/> CTE State Priority
Completion Report
CR Related Documents
Budget
Budget Overview
Program Details
Related Documents
<input type="checkbox"/> Completion Report
Completion Report Adjustments
<input type="checkbox"/> ...

Completion Report Adjustments

Completion Report Adjustments

Go To ▶									
Grant	Allocation	Expenditures	Cash Received	Amount Remaining	Pending Transaction Amount	Amount to Carry Over	Acknowledge Carryover Less Than Amount Remaining	Interest Earned	Other Amount
1.	2.	3.	4.	5.	6.			7.	8.

1. Grant – Grant name
2. Allocations – Total allocation of Funding Application
3. Expenditures – Includes expenditures listed in the Completion Report section
4. Cash Received – Total monies received prior to Completion Report by reimbursement request
 - **CTE Federal Perkins:** If the Cash Received amount is less than the Expenditure amount, the district will receive a disbursement. If the Cash Received amount is greater than the Expenditure amount, the district owes a refund.
 - **CTE State Priority:** Total disbursements to date.
5. Amount Remaining – Monies left over from Expenditures /Cash Received minus allocation

Completion Report Adjustments

Completion Report Adjustments

Go To ▶										
Grant	Allocation	Expenditures	Cash Received	Amount Remaining	Pending Transaction Amount	Amount to Carry Over	Acknowledge Carryover Less Than Amount Remaining	Interest Earned		Other Amount
1.	2.	3.	4.	5.	6.			7.		8.

6. Pending Transaction Amount – Total funds not reimbursed and Cash on Hand

- **CTE Federal Perkins:** Approval of a Perkins Completion Report will generate a final payment (if one is due). No carry over should remain at the local level. Return any funds that were not expended (Cash on Hand) to ADE. The project will receive preliminary approval until the funds are received.
- **CTE State Priority:** Approval of a Priority grant Completion Report MAY NOT result in a final payment as the funds at the state level are liquidated. All districts must request their final Payment no later than May 15.

7. Interest Earned – Interest Earned from the current year only

- **CTE Federal Perkins:** Return all Interest Earned on federal funding to ADE. The project will receive preliminary approval until the funds are received.
- **CTE State Priority:** Do not return the Interest Earned to ADE, the Interest Earned stays with the district. The Interest Earned must be reported on the Completion Report. The interest is not automatically carried into the next project and will be manually added by Grants Management at a later date.

8. Other Amount - Might include vendor refunds, funds being returned from prior fiscal years' or undeclared Interest Earned from prior fiscal years. **The district must provide documented details for the "Other Amount."**

Things to avoid

- Unapproved expenditures - All Capital needs approval prior to submitting a Completion Report. Create a revision to update budget and Capital Outlay worksheet.
- Different formatting - Match the formatting on the Capital Outlay worksheet and the CR Capital Outlay worksheet as much as possible.
- Grouping purchases - Breakdown grouped purchases and list items individually.
- Incomplete item descriptions - When listing an item Make or Model, include the item description. For example, if the description is “E3ll OP5IPL3A 760,” include “computer tower” in the description.
- Additional note: Approval of the Federal Perkins Completion Report will initiate a final payment if needed. Approval of the State Priority Completion Report WILL NOT initiate a final payment.

Finalizing a Completion Report

- Check for **Validation Errors** before attempting to change status to CR Draft Completed
- To submit Completion Report, change status from CR Draft Started to CR Draft Completed
- Levels of approval needed:
 - LEA Business Manager approval changes status to CR LEA Business Manager Approved
 - If applicable, County Manager changes status to CR County Business Manager Approved
 - CTE approval changes the status to CR Grants Management Primary Approval or CR Grants Management Final Approved

Application Status: CR Draft Started

Change Status To: CR Draft Completed
or
CR Cancelled

[View ADE History Log](#)
[View Change Log](#)

Description (View Sections Only View All Pages)	Validation	Print
All	<u>Messages</u>	Print
<input type="checkbox"/> History Log		Print