Preparing the Closeout Report

Title IV, Part B – Nita M. Lowey 21st Century Community Learning Centers

What Is Closeout?

- Provides a final report of expenditures for the entire budget period.

- Indicates that all reported activities have been posted and no further requests for reimbursement will be made.

- Cannot be initiated until the grantee has **received** final reimbursement.

- Completed for **each** grant received in the fiscal year.

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Year End Summary Expenditure

- A **Year-End Summary Expenditure Report** beginning 7-1 through 6-30 OR the last date of your final claim.

- The **Year-End Summary Expenditure Report** run from your accounting system should match your OSDE Payments and Expenditure Amounts by function and object code.

- This is a final check to ensure that what you intended to code and claim in each program matches what was claimed and reimbursed.

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Grants Management System (GMS)

- Closeout reports will only be accepted through the Grants Management System (GMS).

- Only the authorized representative may submit the Closeout report. This is usually the superintendent of a school district or executive director of a community-based organization.

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Navigating the GMS

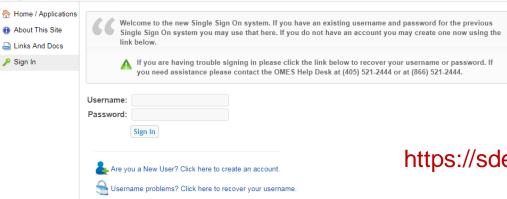Helpful tips for navigating the GMS to prevent error messages:

- Turn off pop-up blockers.

- Never use the back button, instead use the navigation buttons found in the top right corner.

- Click slowly through GMS and allow the system to process your last action.

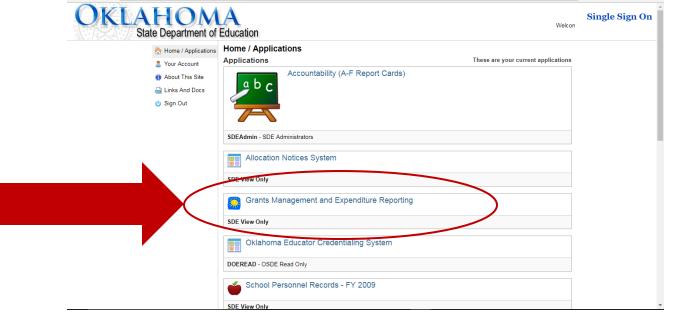- Do not double-click or continuously click on the same item.

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Log-in from Single Sign On
https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx

Click on Grants Management
and Expenditure Reporting

![Oklahoma State Department of Education]

Applicant:

Application:

Application Due Date:

Project Period:

Expenditure / Payment Summary　　　　　　　　　　　　　　　　　　　　　　　**Click for Instructions**

View Summary Expenditure / Closeout Reports ← **Click View Summary Expenditure/Closeout Reports**

	TitleIVB_SpecProj
Current Grant Year Allocation	$239,999.20
(+/-) Adjustments	$32,851.26
(+/-) Consortiums	$0.00
(+/-) Transfers	$0.00
Total Funds to be Budgeted at Beginning of FY2023	$272,850.46
Approved Budget	$272,850.46
Pending Expenditure Reports	
Auto-Scheduled	$0.00
Approved Summary Expenditure Reports	$0.00
Total	$0.00
Completed Expenditure Reports	
Auto-Scheduled	$0.00
Summary Expenditure Reports	$220,279.53
Total (click hyperlink to see Payment Details)	$220,279.53
Remaining Balance of Expenditure Reports / Claims	
Auto-Scheduled	$0.00
Summary Expenditure Reports	$52,570.93
Released or Carried Over to next year	$0.00
Total	$52,570.93

Carryover Allocation → $32,851.26 ← **Current Year Allocation**

Pending Expenditures MUST Equal $0 →

← **Remaining Funds**

Final Closeout Status

9 | Closeout rev 3.11.25

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State Department of Education

Applicant:
Application:

Application Due Date:

Project Period:

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Summary Expenditure Report Menu

Program

Summary Expenditure Reports:

Select a Summary Expenditure Report from the list(s) below and press one of the following buttons:

Open Request   Create New Request   Delete Request   Review Summary

Select	Summary Expenditure Report	Date Created	Expenditure Report Date Range	Amount	Date Submitted	Final Approval Date	Status	Status Date
○	Summary Expenditure Report 5	5/24/2023	5/1/2023 - 5/24/2023	$1,134.93	5/24/2023		PGMAPRV1	5/24/2023
○	Summary Expenditure Report 4	5/12/2023	4/1/2023 - 4/30/2023	$1,018.33	5/17/2023	5/18/2023	Approved	5/18/2023
○	Summary Expenditure Report 3	3/30/2023	3/1/2023 - 3/31/2023	$3,209.01	4/24/2023	5/8/2023	Approved	5/8/2023
○	Summary Expenditure Report 2	1/9/2023	10/1/2022 - 2/28/2023	$3,936.40	3/15/2023	3/23/2023	Approved	3/23/2023
○	Summary Expenditure Report 1	9/21/2022	7/1/2022 - 9/30/2022	$26,156.50	10/17/2022	10/17/2022	Approved	10/17/2022

Closeout Report:

Select the closeout report from the list(s) below and press one of the following buttons:

Open Closeout Rep   Create Closeout Rep   Delete Closeout Rep   Review Summary

Select	Closeout Report	Final	Date Created	Date Submitted	Final Approval Date	Status	Status Date

Ensure ALL Summary Expenditure Reports are Approved and Paid

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Applicant:
Application:
Cycle:
Application Due Date:

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Verify that all the amounts on the Year End Expenditure Report, OSDE Payments column, and Expenditure Amount column all match
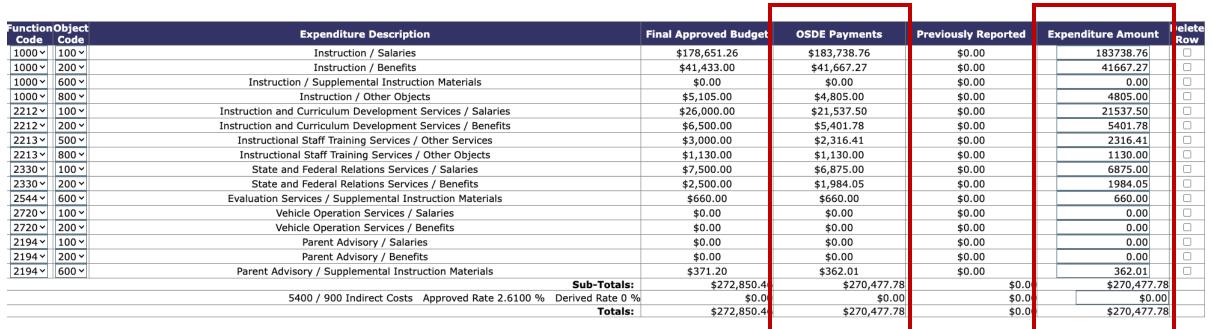
Reminder note is only a reminder and not an error

Closeout Report 1

Reminder: You have indicated this is your final expenditure report. Only actual expenditures are allowed - outstanding obligations should not be included in your reporting.

Program: TitleIVB_SpecProj

Function Code	Object Code	Expenditure Description	Final Approved Budget	OSDE Payments	Previously Reported	Expenditure Amount	Delete Row
1000	100	Instruction / Salaries	$178,651.26	$183,738.76	$0.00	183738.76	☐
1000	200	Instruction / Benefits	$41,433.00	$41,667.27	$0.00	41667.27	☐
1000	600	Instruction / Supplemental Instruction Materials	$0.00	$0.00	$0.00	0.00	☐
1000	800	Instruction / Other Objects	$5,105.00	$4,805.00	$0.00	4805.00	☐
2212	100	Instruction and Curriculum Development Services / Salaries	$26,000.00	$21,537.50	$0.00	21537.50	☐
2212	200	Instruction and Curriculum Development Services / Benefits	$6,500.00	$5,401.78	$0.00	5401.78	☐
2213	500	Instructional Staff Training Services / Other Services	$3,000.00	$2,316.41	$0.00	2316.41	☐
2213	800	Instructional Staff Training Services / Other Objects	$1,130.00	$1,130.00	$0.00	1130.00	☐
2330	100	State and Federal Relations Services / Salaries	$7,500.00	$6,875.00	$0.00	6875.00	☐
2330	200	State and Federal Relations Services / Benefits	$2,500.00	$1,984.05	$0.00	1984.05	☐
2544	600	Evaluation Services / Supplemental Instruction Materials	$660.00	$660.00	$0.00	660.00	☐
2720	100	Vehicle Operation Services / Salaries	$0.00	$0.00	$0.00	0.00	☐
2720	200	Vehicle Operation Services / Benefits	$0.00	$0.00	$0.00	0.00	☐
2194	100	Parent Advisory / Salaries	$0.00	$0.00	$0.00	0.00	☐
2194	200	Parent Advisory / Benefits	$0.00	$0.00	$0.00	0.00	☐
2194	600	Parent Advisory / Supplemental Instruction Materials	$371.20	$362.01	$0.00	362.01	☐
		Sub-Totals:	$272,850.46	$270,477.78	$0.00	$270,477.78	
		5400 / 900 Indirect Costs Approved Rate 2.6100 % Derived Rate 0 %	$0.00	$0.00	$0.00	$0.00	
		Totals:	$272,850.46	$270,477.78	$0.00	$270,477.78	

Expenditure Period End Date

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Closeout Report 1

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Function Code	Object Code	Expenditure Description	Final Approved Budget	OSDE Payments	Previously Reported	Expenditure Amount	Delete Row
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		Totals:	$272,850.46	$270,477.78	$0.00	$270,477.78	

Expenditure Period End Date 6/30/2023 ˅   ⬅

Click drop down and select correct year end date

Scroll Down ⬇

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RECAP   **Amount**
Grant Award (Allocation) $272,850.46
Approved Budget $272,850.46
Amount Paid To Date $270,477.78
Expenses To Date $270,477.78
Balance Due LEA $0.00
Funds on Hand $0.00
Carryover Amount $2,372.68

Final Expenditure   ☑

Please upload supporting information files. Allowable file types are Microsoft Word (.doc / .docx) and Adobe PDF. Files mu... ...ecial characters (i.e., #, $, %, etc). Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

Choose File   No file chosen

Uploaded Files:
☐   554 22x23 CLOSEOUT-20230811110605-18469.pdf

- Totals of Grant Award (Allocation) and Approved Budget **MUST** equal
- Totals of Amount Paid to Date and Expenses To Date **MUST** equal
- Balance Due LEA and Funds on Hand equal **MUST** be $0 (if not, a payment is pending and report must be deleted until payment received)
- Carryover Amount is your total remaining balance
- To calculate carryover, see Calculating Carryover on slide 16

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Save Comment

RECAP	Amount		Amount Paid to Date by Fund Source	
Grant Award (Allocation)	$272,850.46			
Approved Budget	$272,850.46		TitleIVB_SpecProj	$270,477.78
Amount Paid To Date	$270,477.78			
Expenses To Date	$270,477.78		Total	$270,477.78
Balance Due LEA	$0.00			
Funds on Hand	$0.00			
Carryover Amount	$2,372.68			

Final Expenditure ☑ ← Check Final Expenditure box

Please upload supporting information files. Allowable file types are Microsoft Word (.doc / .docx) and Adobe PDF. Files must be less than 4MB (4,000 KB) in size and the file name should not include special characters (i.e., #, $, %, etc.). Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

Choose File | No file chosen   ← Upload Year-End Summary Report

Uploaded Files:
☐ 554 22x23 CLOSEOUT-20230811110605-18469.pdf

Click the Save Page button

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Calculating Carryover

Applicant:

Application:

Application Due Date:

Project Period:

Expenditure / Payment Summary

View Summary Expenditure / Closeout Reports

	TitleIVB_SpecProj
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Total	$52,570.93
Final Closeout Status	

Current Year Allocation → $239,999.20

Remaining Funds → $52,570.93

Using the fiscal year that is closing out:

- Current Year Allocation x 15% = allowable carryover.
- Is allowable carryover over or under the Remaining Funds amount?

Ex: 239,999.20 x 15% = $35,999.88 allowable to carryover.

Remaining Funds on this example is greater than $35,999.88. $16,571.05 is returned to SEA.

If Remaining Funds is less than the allowable 15% then the full amount is allowable to carryover.

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Uploads in the GMS

- Uploads must be saved as PDF documents.

- File names must not contain any special characters (!@#$%^&()<>?.).

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Grant Contact Information

Oklahoma State Department of Education
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Oklahoma City, OK 73105
(405) 522-6225