

Preparing the Closeout Report

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



OKLAHOMA
Education



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.

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.

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.

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.

- Home / Applications
- About This Site
- Links And Docs
- Sign In

“ Welcome to the new Single Sign On system. If you have an existing username and password for the previous Single Sign On system you may use that here. If you do not have an account you may create one now using the link below.

⚠ If you are having trouble signing in please click the link below to recover your username or password. If you need assistance please contact the OMES Help Desk at (405) 521-2444 or at (866) 521-2444.

Username:

Password:

Sign In

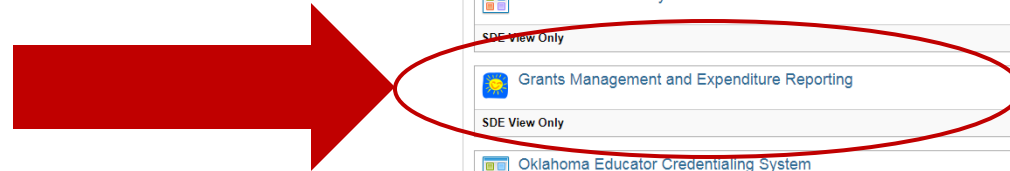
👤 Are you a New User? Click here to create an account.

🔑 Username problems? Click here to recover your username.

🔑 Password problems? Click here to recover your password.

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

Single Sign On

Home / Applications

Applications

These are your current applications

- Accountability (A-F Report Cards)
SDEAdmin - SDE Administrators
- Allocation Notices System
SDE View Only
- Grants Management and Expenditure Reporting**
SDE View Only
- Oklahoma Educator Credentialing System
DOEREAD - OSDE Read Only
- School Personnel Records - FY 2009
SDE View Only

Menu List

Select GMS Access/Select for Grant Applications

Administrative

21st Century Monitoring

Special Education Compliance

GMS Access / Select

Funded Applications

Non-Funded Data Collections

Click GMS Access / Select

GMS Access Select

Select Fiscal Year:

[Click to view Funding Summary](#)

[Allocation Notices](#)

► Created

Consolidated Plan

	Application Name	Revision	Status	Date	Actions				
	Assurances	Amendment 1	Final Approved	2/22/2022	Open	Amend	Review	Delete Applica	

Expanded Learning

	Application Name	Revision	Status	Date	Actions				
►	21st Century Competitive								
	21st CCLC FPO 553	Original Application	Not Submitted		Open	Amend	Review	Payments	Delete Applica
	21st CCLC FPO 554	Amendment 1	Final Approved	1/7/2022	Open	Amend	Review	Payments	Delete Applica
	ESSER Afterschool and Summer Learning	Original Application	Final Approved	10/7/2021	Open	Amend	Review	Payments	Delete Applica
►	ESSER Afterschool and Summer Learning Competitive								

IDEA

↑
Click Payments

Applicant:

Application:

Application Due Date:

Project Period:

[Printer-Friendly](#)
[Click to Return to GMS Access/Select Page](#)
[Click to Return to Menu List / Sign Out](#)

Expenditure / Payment Summary

[Click for Instructions](#)

[View Summary Expenditure / Closeout Reports](#)

Click View Summary
Expenditure/Closeout Reports

Current Grant Year Allocation

(+/-) Adjustments

(+/-) Consortiums

(+/-) Transfers

Total Funds to be Budgeted at Beginning of FY2023

Approved Budget

Pending Expenditure Reports

Auto-Scheduled

Approved Summary Expenditure Reports

Total

Completed Expenditure Reports

Auto-Scheduled

Summary Expenditure Reports

Total (click hyperlink to see Payment Details)

Remaining Balance of Expenditure Reports / Claims

Auto-Scheduled

Summary Expenditure Reports

Released or Carried Over to next year

Total

Final Closeout Status

Carryover Allocation

Pending Expenditures
MUST Equal \$0

TitleIVB_SpecProj

\$239,999.20
\$32,851.26
\$0.00
\$0.00
\$272,850.46
\$272,850.46

\$0.00
\$0.00
\$0.00

\$0.00
\$220,279.53
\$220,279.53

\$0.00
\$52,570.93
\$0.00
\$52,570.93

Current Year Allocation

Remaining Funds

Applicant:

Application:

Application Due Date:

Project Period:

[Printer-Friendly](#)
[cess/Select Page](#)
[yment Summary](#)
[u List / Sign Out](#)

Ensure ALL Summary
Expenditure Reports are
Approved and Paid

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
<input type="checkbox"/>	Summary Expenditure Report 5	5/24/2023	5/1/2023 - 5/24/2023	\$1,134.93	5/24/2023		PGMAPRV1	5/24/2023
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
--------	-----------------	-------	--------------	----------------	---------------------	--------	-------------

Applicant:

Application:

Application Due Date:

Project Period:

Printer-Friendly
[Click to Return to GMS Access/Select Page](#)
[Click to Return to Payment Summary](#)
[Click to Return to Menu List / Sign Out](#)

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
<input type="checkbox"/>	Summary Expenditure Report 5	5/24/2023	5/1/2023 - 5/24/2023	\$1,134.93	5/24/2023		PGMAPRV1	5/24/2023
<input type="checkbox"/>	Summary Expenditure Report 4	5/12/2023			5/17/2023	5/18/2023	Approved	5/18/2023
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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

Click Create Closeout Rep

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
--------	-----------------	-------	--------------	----------------	---------------------	--------	-------------

Applicant:
Application:
Cycle:
Application Due Date:

Proj

Verify that all the amounts on the Year End Expenditure Report, OSDE Payments column, and Expenditure Amount column all match

[Printer-Friendly](#)
[cess/Select Page](#)
[ment Summary](#)
[nb/Expend Menu](#)
[nization Select](#)
[u List / Sign Out](#)

Closeout Report 1

Reminder note is only a reminder and not an error

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	<input type="checkbox"/>
1000	200	Instruction / Benefits	\$41,433.00	\$41,667.27	\$0.00	41667.27	<input type="checkbox"/>
1000	600	Instruction / Supplemental Instruction Materials	\$0.00	\$0.00	\$0.00	0.00	<input type="checkbox"/>
1000	800	Instruction / Other Objects	\$5,105.00	\$4,805.00	\$0.00	4805.00	<input type="checkbox"/>
2212	100	Instruction and Curriculum Development Services / Salaries	\$26,000.00	\$21,537.50	\$0.00	21537.50	<input type="checkbox"/>
2212	200	Instruction and Curriculum Development Services / Benefits	\$6,500.00	\$5,401.78	\$0.00	5401.78	<input type="checkbox"/>
2213	500	Instructional Staff Training Services / Other Services	\$3,000.00	\$2,316.41	\$0.00	2316.41	<input type="checkbox"/>
2213	800	Instructional Staff Training Services / Other Objects	\$1,130.00	\$1,130.00	\$0.00	1130.00	<input type="checkbox"/>
2330	100	State and Federal Relations Services / Salaries	\$7,500.00	\$6,875.00	\$0.00	6875.00	<input type="checkbox"/>
2330	200	State and Federal Relations Services / Benefits	\$2,500.00	\$1,984.05	\$0.00	1984.05	<input type="checkbox"/>
2544	600	Evaluation Services / Supplemental Instruction Materials	\$660.00	\$660.00	\$0.00	660.00	<input type="checkbox"/>
2720	100	Vehicle Operation Services / Salaries	\$0.00	\$0.00	\$0.00	0.00	<input type="checkbox"/>
2720	200	Vehicle Operation Services / Benefits	\$0.00	\$0.00	\$0.00	0.00	<input type="checkbox"/>
2194	100	Parent Advisory / Salaries	\$0.00	\$0.00	\$0.00	0.00	<input type="checkbox"/>
2194	200	Parent Advisory / Benefits	\$0.00	\$0.00	\$0.00	0.00	<input type="checkbox"/>
2194	600	Parent Advisory / Supplemental Instruction Materials	\$371.20	\$362.01	\$0.00	362.01	<input type="checkbox"/>
Sub-Totals:			\$272,850.40	\$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:			\$272,850.40	\$270,477.78	\$0.00	\$270,477.78	

Expenditure Period End Date

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	<input type="checkbox"/>
1000 ▾	200 ▾	Instruction / Benefits	\$41,433.00	\$41,667.27	\$0.00	41667.27	<input type="checkbox"/>
1000 ▾	600 ▾	Instruction / Supplemental Instruction Materials	\$0.00	\$0.00	\$0.00	0.00	<input type="checkbox"/>
1000 ▾	800 ▾	Instruction / Other Objects	\$5,105.00	\$4,805.00	\$0.00	4805.00	<input type="checkbox"/>
2212 ▾	100 ▾	Instruction and Curriculum Development Services / Salaries	\$26,000.00	\$21,537.50	\$0.00	21537.50	<input type="checkbox"/>
2212 ▾	200 ▾	Instruction and Curriculum Development Services / Benefits	\$6,500.00	\$5,401.78	\$0.00	5401.78	<input type="checkbox"/>
2213 ▾	500 ▾	Instructional Staff Training Services / Other Services	\$3,000.00	\$2,316.41	\$0.00	2316.41	<input type="checkbox"/>
2213 ▾	800 ▾	Instructional Staff Training Services / Other Objects	\$1,130.00	\$1,130.00	\$0.00	1130.00	<input type="checkbox"/>
2330 ▾	100 ▾	State and Federal Relations Services / Salaries	\$7,500.00	\$6,875.00	\$0.00	6875.00	<input type="checkbox"/>
2330 ▾	200 ▾	State and Federal Relations Services / Benefits	\$2,500.00	\$1,984.05	\$0.00	1984.05	<input type="checkbox"/>
2544 ▾	600 ▾	Evaluation Services / Supplemental Instruction Materials	\$660.00	\$660.00	\$0.00	660.00	<input type="checkbox"/>
2720 ▾	100 ▾	Vehicle Operation Services / Salaries	\$0.00	\$0.00	\$0.00	0.00	<input type="checkbox"/>
2720 ▾	200 ▾	Vehicle Operation Services / Benefits	\$0.00	\$0.00	\$0.00	0.00	<input type="checkbox"/>
2194 ▾	100 ▾	Parent Advisory / Salaries	\$0.00	\$0.00	\$0.00	0.00	<input type="checkbox"/>
2194 ▾	200 ▾	Parent Advisory / Benefits	\$0.00	\$0.00	\$0.00	0.00	<input type="checkbox"/>
2194 ▾	600 ▾	Parent Advisory / Supplemental Instruction Materials	\$371.20	\$362.01	\$0.00	362.01	<input type="checkbox"/>
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 6/30/2023 ▾



Click drop down
and select correct
year end date

Scroll Down



Save Comment

RECAP

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 must be less than 10MB. 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

Special characters (i.e., #, \$, %, etc).

Save Comment

RECAP

Grant Award (Allocation)
Approved Budget
Amount Paid To Date
Expenses To Date
Balance Due LEA
Funds on Hand
Carryover Amount

Amount

\$272,850.46
\$272,850.46
\$270,477.78
\$270,477.78
\$0.00
\$0.00
\$2,372.68

Amount Paid to Date by Fund Source

TitleIVB_SpecProj \$270,477.78
Total \$270,477.78

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

Calculating Carryover

Applicant:

Application:

Application Due Date:

Project Period:

Expenditure / Payment Summary

[View Summary Expenditure / Closeout Reports](#)

Current Grant Year Allocation

(+/-) Adjustments

(+/-) Consortiums

(+/-) Transfers

Total Funds to be Budgeted at Beginning of FY2023

Approved Budget

Pending Expenditure Reports

Auto-Scheduled

Approved Summary Expenditure Reports

Total

Completed Expenditure Reports

Auto-Scheduled

Summary Expenditure Reports

Total (click hyperlink to see Payment Details)

Remaining Balance of Expenditure Reports / Claims

Auto-Scheduled

Summary Expenditure Reports

Released or Carried Over to next year

Total

Final Closeout Status

Current Year Allocation



TitleIVB_SpecProj

\$239,999.20

\$32,851.26

\$0.00

\$0.00

\$272,850.46

\$272,850.46

\$0.00

\$0.00

\$0.00

\$0.00

\$220,279.53

\$220,279.53

\$0.00

\$52,570.93

\$0.00

\$52,570.93

Remaining Funds



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: $239,999.20 \times 15\% = \$35,999.88$ 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.

Uploads in the GMS

- Uploads must be saved as PDF documents.
- File names must not contain any special characters (!@#\$%^&()<>?.).



Grant Contact Information

Oklahoma State Department of Education
21st Century Community Learning Center
2500 N. Lincoln Blvd., Suite 414
Oklahoma City, OK 73105
(405) 522-6225