# **Instructions for Submitting Final Financial Reports**

## Introduction:

All Grantees must submit a Final Financial Report at the close of the grant period for each individual grant they have received for the current fiscal year. One report is to be submitted for each individual grant to EEC within <u>sixty days</u> of the close of the grant.

## How to Complete the Final Financial Report Form:

Please log in to your online grant application to find the Final Financial Report button at the bottom of the home page.

To request your password, please email <u>EECSubmission@mass.gov</u> and include your grant name and program name.

#### **Home Page:**

Home	Log Out
FY 2020 Universal Pre-Kindergarten Grant (Fund Code 511) Steps to Complete the Online Application	
Lead Agency: Income and the second se	Eligibility Amount:
To complete the Final Financial Report, scroll down to bottom of page.	

## Click on box at Bottom of Home Page:

**Final Financial Report** 

#### **Instructions:**

- Fill in the Name of person completing this report.
- Fill in the Title of person completing this report.
- Fill in the Email of person completing this report.

<u>INSTRUCTIONS:</u> Column A: Expenditure Category Column B: Approved Budget - This column will be pre-populated. Column C: Expended Funds - Please complete this column based on grant funds expended only. Column D: Balance of Unexpended Funds - Populates based on expenditures			
Once you complete Column C, click the 'Save Information' button. To print out the PDF form click on 'Print Final Financial Report' at the top of the workbook. This Report must be completed and submitted within sixty (60) days of the termination date of the project. Please return no later than August 30, 2020.			
Any unexpended funds at the time of submitting this report must be returned to EEC. A check must be made payable to the "Commonwealth of Massachusetts-EEC."			
Your Authorized Signatory must date and sign the form.			
Mail to: ATTN: Ted Bolton Department of Early Education and Care 51 Sleeper Street, 4th Floor Boston, MA 02210			
Name of person completing this report*:			
Title of person completing this report*:			
Email of person completing this report*:			

# **Complete Column C with Funds Expended.**

- Column A: Expenditure Category
- •
- Column B: The most recently submitted approved budget will be **pre-populated** in Column B. **Column C: Fill in the grant funds expended based on the approved budget line item expenditures**. ٠
- Column D: The balance unexpended (if applicable) will populate based on the expended amount in Column C. •

Approved Budget(Original) submitted on 5/16/2019   This date is the La Submission of an A Budget or Budget Amendment				
Column A	Column B Approved	Column C Funds	Balance	
Expenditure Category	Budget	Expended	Unexpended	
Supervisor/Director	S0	\$0	\$0	
Project Coordinator	\$0	\$0	\$0	
Stipend	\$0	\$0	s0	
Other	\$0	\$0	\$0	
Administrators Sub-Total	\$0	\$0	\$0	

Once done completing Column C - at the bottom of the page Click Save Information.

Cancel Save Save Information At the top of workbook, you will see the message "The Final Financial Report has been SAVED Successfully"

The Final Financial Report	has been SAVED successfully.	
Go back to Home	Print Final Financial Report	
INCTOLCTIONS.		

For the PDF, you will then Click on Print Final Financial Report

	FY 2020 Head Start State Supplemental Grant (Fund Code 390)
	Lead Agency:
	Eligibility Amount: \$574,665.66
	Final Financial Report
insert the a	DNS: n Box C. Total Unexpended Funds: If any unexpended funds are listed, check off the box and mount of funds you are returning to EEC, or if funds were not requested or received then bx and insert the amount of funds.
	nded funds at the time of submitting this report must be returned to EEC. st be made payable to the "Commonwealth of Massachusetts-EEC."
Your Autho	rized Signatory must date and sign the form.
	of Early Education and Care Street, 4th Floor
	must be completed and submitted within sixty (60) days of the termination date of the grant Y20 funds (7/1/19 through 6/30/20) please return no later than August 30, 2020.

# C. Total Unexpended Funds Checkbox: (if applicable)

Please check off either Check Enclosed or Funds Not Requested if there is an unexpended balance.

**<u>SIGNATURE</u>**: Include an original signature (in <u>blue ink</u>) of the authorized representative. Important: An unsigned Final Financial Report will NOT be approved and will have to be resubmitted to EEC

A. Total Funds Awarded:	\$374,325.00				
B. Total Funds Expended:	\$374,325.00				
C. Total Unexpended Funds:	\$0.00				
	Check Enclosed	\$		Funds Not Requested	\$

certify that all the information contained in this Final Financial Report is true and correct:		
SIGNATURE OF AUTHORIZED REPRESENTATIVE:		
NAME:		
TITLE:		
EMAIL:		
DATE REPORT SUBMITTED:	7/8/2020	

Grantees must submit the following documents when filing a Final Financial Report:

- One (1) original (the entire PDF of the report) with an original signature in blue ink.
- If applicable, a check for any unexpended funds.

#### <u>Please mail the document(s) to:</u>

ATTN: Ted Bolton Department of Early Education and Care 51 Sleeper Street, 4th floor Boston, MA 02210

#### Submission Instructions for grantees with any unexpended balance of funds

Grantees must return any unexpended funds to the Department of Early Education and Care via check. The **check should be made payable to the "Commonwealth of Massachusetts-EEC"** and submitted with their Final Financial Report.