

# 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 sixty days of the close of the grant.

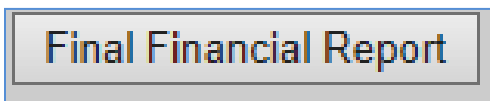
## **How to Complete the Final Financial Report Form:**

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 [EECSubmission@mass.gov](mailto:EECSubmission@mass.gov) and include your grant name and program name.

## **Home Page:**

**Click on box at Bottom of Home Page:**



## **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.

**INSTRUCTIONS:**

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*:	<input type="text"/>
Title of person completing this report*:	<input type="text"/>
Email of person completing this report*:	<input type="text"/>

**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.**
- 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			
1. Administrators			
Column A	Column B	Column C	
Expenditure Category	Approved Budget	Funds Expended	Balance Unexpended
Supervisor/Director	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
Project Coordinator	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
Stipend	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
Other	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
Administrators Sub-Total	\$0	\$0	\$0

This date is the Latest Submission of an Approved Budget or Budget Amendment

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

<input type="button" value="Cancel Save"/>	<input type="button" value="Save Information"/>
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<b>A. Total Funds Awarded:</b>	<b>\$374,325.00</b>			
<b>B. Total Funds Expended:</b>	<b>\$374,325.00</b>			
<b>C. Total Unexpended Funds:</b>	<b>\$0.00</b>			
	<b>Check Enclosed</b>	<b>\$</b>	<b>Funds Not Requested</b>	<b>\$</b>

<b>I certify that all the information contained in this Final Financial Report is true and correct:</b>	
<b>SIGNATURE OF AUTHORIZED REPRESENTATIVE:</b>	
<b>NAME:</b>	
<b>TITLE:</b>	
<b>EMAIL:</b>	
<b>DATE REPORT SUBMITTED:</b>	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.

**Please mail the document(s) to:**

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.

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