

*You are receiving this message as a contact person for
Great Parents, Great Start (GP,GS).*

It is time to complete a **Final Expenditure Report** and, if necessary, to create a **Carryover Budget** for the **10-11 Great Parents, Great Start** grant. These reports are due on or before November 15, 2011. A Final Expenditure Report is required at this time whether the 10-11 GP,GS funds have been completely expended or whether there are funds remaining. If all funds have not yet been expended you will also need to create a Carryover Budget. The completion of the expenditure report and carryover budget creation will again be done in MEGS this year.

A Level 4 or 5 person may initiate the GP,GS Final Expenditure Report. Log into MEGS and locate the GP,GS application. On the GP,GS application menu, click on View Reports or click on View Application and then on the Report Menu link in the blue menu near the top of the page. On the next page under the heading Reports, click on GP,GS Final Expenditure Report. On the page that comes up click on GP,GS Final Expenditure Summary. This will bring up an expenditure report summary that is filled in with the approved budget for this grant. This summary will automatically update based upon entries/edits that you make to the expenditure detail. Click on the Expenditure Detail tab and then on the Edit Expenditure Detail tab to open the page in which you will work. Check each item against actual expenditures and change the expenditure amounts to reflect actual expenditures. If there are expenditures for items not previously budgeted, click on the Add Expenditure Item tab to open a page on which you can create a new expenditure item.

Districts should report all expenditures from GP,GS 10-11 funds which were made by September 30, 2011. Further instructions are available on each page.

As you enter the expenditures, a line near the bottom right of the report will reflect the allocation balance remaining. If there is a balance remaining after you have entered all of your expenditures you will need to create a carryover budget to indicate how you plan to expend the remaining funds. To get to the Carryover Budget page, click on the Report Pages button. Next click on the GPGS Carryover Budget link. Here you will create a carryover budget in the same way that you created the original budget for the grant. You may wish to copy and paste item descriptions from the expenditure report. When the carryover budget is complete, the total budgeted should match the remaining allocation balance reflected in the lower right corner of the expenditure report.

When the Final Expenditure Report and, if necessary, the Carryover Budget are complete, a Level 4 or 5 person will need to submit the report.

Feel free to contact me at occonnorc1@michigan.gov or (517) 241-4291 with any questions as you complete the Final Expenditure Report and Carryover Budget.