

Tool 12

School Improvement Grant Final Expenditure Report Procedure to Correct 10% Variances

Summary

One or more line items of your Final Expenditure Report (FER) exceeds the 10% variance allowance. As a result, your 2014-15 Year 1 SIG budget must be amended and approved in MEGS+ and your FER must be resubmitted in CMS. Please follow the instructions below.

Instructions

Districts must:

- Review identified line items that exceed 10% variance in the attached CMS document. Note that these line items are accumulated totals of each function code. Therefore, districts with multiple schools may need to adjust multiple budgets.
- Make amendment(s) to your MEGS+ budget(s) by selecting Modify Application. Enter a brief summary of the amendment justification window.
- Enter budget adjustments as appropriate.
- Submit the amendment.

MDE must:

- Review, approve, and/or deny amendment.
- Process may be repeated until approvable budget is obtained.
- Once approved, MDE will GFA the budget and submit a request to reopen your FER.
- The CMS will notify the district of the reopen status.
- CMS will allow **14 days** from the reopen date to complete the FER.

District must:

- Resubmit FER in the CMS within the 14 day window or CMS will automatically FER the grant and you will be in Overpayment status.