

*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 your 08-09 Great Parents, Great Start grant. These reports will be due on or before November 15, 2009. A Final Expenditure Report is due at this time whether you have completely expended the 08-09 GP,GS funds or whether you have funds remaining. If you have funds that are not yet expended you will also be creating a Carryover Budget. Your expenditure reports and carryover budget creation will be completed in MEGS this year.

A Level 4 or 5 person may initiate your GP,GS Final Expenditure Report. Log into MEGS and locate your GP,GS application. On your 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 you have expenditures for items not previously budgeted, click on the Add Expenditure Item tab to open a page on which you can create a new budget item.

Districts should report all expenditures from GP,GS 08-09 funds which were made by September 30, 2009. Further instructions are available in the Help screens which may be accessed by clicking on Help near the top of each page.

As you enter your expenditures, a carryover budget will automatically be generated which reflects an allocation balance based upon the difference between your award amount and your reported expenditures. You will need to create a carryover budget to indicate how you plan to expend the remaining funds. You will do this in the same way that you created your original budget for the grant. You may wish to copy and paste item descriptions from your expenditure report. When your carryover budget is complete, a \$0 allocation balance should be reflected in the lower right corner.

When your Final Expenditure Report and, if necessary, your 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](mailto:occonnorc1@michigan.gov) or (517) 241-4291 with any questions as you complete your Final Expenditure Report and Carryover Budget.