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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

March 3, 2011

TO: Local and Intermediate School Superintendents, Public School  
Academy Directors, and Nonpublic School Administrators

FROM: Carol Wolenberg, Deputy Superintendent *Carol*

SUBJECT: Final Expenditure Report Submissions

Due to the need for increased transparency and advancements in electronic data submissions, the Michigan Department of Education (MDE) has identified the need to shorten the time period in which the final expenditure reports for federal grants must be submitted to MDE through the Cash Management System (CMS).

Effective September 30, 2011, the final expenditure report must be submitted 60 days after the grant period ends. The 60 days will expire in most circumstances on November 30<sup>th</sup> of each year or sooner for grants that end earlier. Parameters will be set in the CMS to automatically generate an overpayment status for all grants in which the 60 day period expires and the final expenditure report has not been submitted. Recovery of funds will be applied to subsequent fund requests.

This change in policy is necessary in order for MDE to comply with transparency requirements and the increased need to close out federal awards in a timely fashion. Recipient districts can use reporting tools in the CMS to assist in this endeavor.

If you have any questions or concerns, please don't hesitate to contact Craig Thurman, Assistant Director, Office of Financial Management, at [thurmanc@michigan.gov](mailto:thurmanc@michigan.gov) or 517-373-2810.

cc: Michigan Education Alliance

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