Cheat Sheet for Final Budget

1. Verify the amounts of grant funds expended that the district reported on the final budget worksheet.
2. Utilize monthly budget log (excel spreadsheet) to verify the numbers the school reported. If the log was not used, go the district fiscal person and ask for an OCAS report for GEAR UP funds from July 1, 2021 – June 30, 2022. Using the OCAS report get highlighters and go through the OCAS report highlighting all expenditures by budget category. **Example**: Highlight all personnel cost in yellow. Add up all yellow lines and that is the total for personnel costs. If there are costs you aren’t sure about, mark those and verify with the GEAR UP site coordinator before highlighting them.

1. Verify that addition and subtraction are correct for each row and column.
2. Detailed narrative will be needed for each line of monies left after full implementation. Any amounts shown in the Funds left after Full Implementation column will be deducted from the 2022-23 budget that will be submitted June 30, 2022
3. Budget Change Request forms approved by the Education Specialists from January 7, - June 30, 2022 should be submitted. All Budget Change Requests forms not submitted with the January Mid-Year budget should be included in the Final Budget submission.
4. Copy of district OCAS Report July 1, 2021- July 1, 2022. Please sign OCAS report to indicate you have checked it and all expenditures were allowable and authorized by GEAR UP.
5. Fee payment list should include a list of student name, and hours taken.
6. Final Budget will include:
7. Final Budget Worksheet form with signatures.
8. Budget Change Request forms approved by the Education Specialists
9. Signed OCAS Report July 1, 2021- June 30/July 15, 2022.
10. Fee payment list of students from each school.
11. This is the Final report for 2021-2022 and revisions/updates will not be accepted after July 15, 2022.
12. Send all budget documents electronically to Jolynn Horn, 5:00 p.m. July 15, 2022.