

PERKINS FINANCIAL STATUS REPORT (FSR) INSTRUCTIONS

Program funds must be expended based on the approved program budget. The district is required to submit a transfer request if expenditures/obligations within a budget object exceeds **ten percent (10%)**, (exception: transfers of less than \$1000.00 by object are not required).

FSR Instructions:

Reporting Period: Period of expenditures/obligations since last status report.

Fiscal Year: Fiscal year for grant period.

Budget Number: Listed on your approved budget in the lower right hand corner.

- (A) **Approved Budget:** List budget by category from approved budget;
- (B) **Previously Claimed Expenditures:** Report total claimed expenditures from Column D of previously submitted claim;
- (C) **Currently Claimed Expenditures & Obligations:** Report expenditures being claimed since the previous claim;
- (D) **Total Claimed Expenditures & Obligations:** Column B plus Column C
- (E) **Budget Balance:** Column A minus Column D.

1-5. List appropriate budget and expenditure information.

6. **Subtotal:** Total of rows 1-5.

7. **Indirect Costs:** Apply accordingly.

8. **Grand Total:** Should not exceed the your approved budget total.

9. **Funds Received or Requested Prior to this Report:** Program funds received or requested from state agency from prior financial status reports. From line 12 previous claim.

10. **Total Claimed Expenditures:** From line 8 column D

11. **Funds Requested This Period:** Line 10 minus line 9.

12. **Total Funds Requested/Received:** Line 9 plus line 11. Should equal the Total Claimed Expenditures from line 8 column D.

Authorized Representative: FSR must contain an **original** signature of a designated authorized representative.

Send Financial Status Report to:

Department of Education
Office of Finance & Management
800 Governors Drive
Pierre, SD 57501

For assistance in completing this report, contact the Office of Grants Management at (605) 773-3248.
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