

Preschool Development Grant Expenditure Report - Guidelines

Your report will have THREE sections:

1. Expense Ledger
2. Backup Detail
3. Additional Information

Expense Ledger: Enter the required information per object code. Please remember to include the Reporting Period “From” and “To” dates; these must fall within your contract period.

Backup Detail: Please provide backup documentation for each month July thru November with more detailed breakdown of the following expenditures:

- Salaries
- Benefits
- Supplies
- Materials and
- Capital outlay

Additional Information: Please enter the data in the tables into the highlighted cells.

General Information

Expenditure reports are due December 30th and June 30th of the current fiscal year. Please upload the expenditure report spread sheet into the GME system and any additional documentation under Related Documents.

To add a Related Document:

1. Funding Application status must be in either **Draft Started** or **Revision Started** status in order to add/update **Related Documents**
2. Click on **Related Documents**
3. For Required or Optional Documents using a template found in the **Document Template** column –
 - a. Click on the desired template
 - b. Update template and save locally (to LEAs own computer)
 - c. Click on **Upload New**
 - d. Follow prompts to browse for document, update Document name (optional) and click **Create**
4. For Required or Optional Documents using LEAs own document or external form (no template available in the **Document Template** column) –
 - a. Click on **Upload New**

- b. Follow prompts to browse for document already saved locally by LEA, update Document name (optional) and click **Create**

NOTE – If a Document Name is left blank the document retains the name shown under the Type heading.