The ELC Reopening schools funding is ending on 6/30/2023. DPHHS has been asked to collect the following information for a federal audit. In June, when *the Final Comprehensive Budget Expenditure Report* is due, we need to have each school submit backup receipts/invoices for their ELC Reopening Schools money (any expenses over $5,000). Required Documents:

1. The *Final Comprehensive Budget Expenditure Report*, using the template provided by DPHHS emailed to SchoolHealth@mt.gov
2. A report from the school accounting system listing the ELC Reopening Schools expenditures, including:
	* FTE names and position must be listed for any staff paid using the ELC reopening schools money
	* Contractor names, positions, and amount paid using ELC reopening schools money (example: if the school used external contracted services for school-related COVID testing)
	* Copies of receipts or invoices for single items over the amount of $5,000.00. If available, please submit now to SchoolHealth@mt.gov

The *Final Comprehensive Budget Expenditure Report* and applicable invoices will cover the time frame of 07/01/21 to 06/30/23.

\*\*Reminder: all funding received should be spent by 06/30/23.  Whatever funds have not been spent by 06/30/23 will need to be returned to the Department.\*\*  See attached FAQ document for more detailed instruction.

* DPHHS will use your submitted reports (comprehensive budget expenditure report and applicable invoices) to determine the amount of funding to be returned.

If your expenses differ significantly from your original budget, there will be a box on the final budget expense report to explain what the original plan was and how it was changed, the more information we receive in this report the better prepared we will be for an audit. This will reduce the amount of follow-up we’ll have to do with your school district as well.

Below are the steps to Upload your final budget expenditure report and the supporting back-up:

1. The primary and secondary contacts listed in your ELC application will receive an email requesting your *Final Comprehensive Budget Expenditure Report* and backup documentation for single item expenses over $5,000.
2. Your *Final Comprehensive Budget Expenditure Report* must reflect all expenditures through all ELC School Reopening rounds in which you participated.
3. Submit your invoices, receipts, and/or documentation for single item expenses over $5,000 to SchoolHealth@mt.gov