1. **Do I need to submit a 6-month Budget Expenditure Report in June (For expenses from January 2023 – June 2023)?**

No. The *Final Comprehensive Budget Expenditure Report* will capture all expenditures.

1. **What is the *Final* *Comprehensive Budget Expenditure Report*?**

The *Final Comprehensive Budget Expenditure Report* is a DPHHS -approved template for the school to fill out, that should show *all* expenditures from *all* rounds of funding.

**Example**: If the school received $45,000 in Round 1, then received $50,000 in round 2, and received $50,000 in Round 3, the *Final Comprehensive Budget Expenditure Report* would include a total of $145,000 of received funding. Any items on this report greater than $5,000 will require an invoice to be sent to DPHHS (See attached example).

1. **Where do I submit the Final Comprehensive Budget Expenditure Report?**

All remaining documents, reports, and invoices for the ELC School Reopening will be emailed to DPHHS at [SchoolHealth@mt.gov](mailto:SchoolHealth@mt.gov)

1. **Do I need to provide invoices or receipts for every single item purchased with ELC funding?**

No. Only single items greater than $5,000 will require receipts or invoices.

**Example: The school reports spending $10,000 in the category of cleaning supplies, does this require an invoice?** Yes, if single items are greater than $5,000.

No, if the school will break out the cost of the cleaning supplies category into items, and each item is under $5,000;

**Example:** If the *Final Comprehensive Budget Expenditure* *Report* includes:

$10,000 spent in the cleaning supplies category, but lists itemization of

$3,000 soap, $1,000 soap dispensers, $2,000 bleach, $1,000 disinfectant wipes, $1,200 paper towels, and $800 hand sanitizer stations. (none of these items are over $5,000, and therefore do not require an invoice/receipt).

1. **Where do I send my invoices / receipts for items that are over $5,000?**

Please save invoices, receipts, or documentation and send them as an attachment to [SchoolHealth@mt.gov](mailto:SchoolHealth@mt.gov)

You will receive a confirmation email that the documents have been received and a representative from DPHHS will follow up with the sender if additional information is needed.

1. **What happens if a school does not provide documentation for expenditures over $5,000?**

DPHHS will reserve the right to collect this funding from the school.

*Rationale:* If the school cannot show the funding has been spent, DPHHS will need to collect unspent funding from the school and return it to the federal funding source.

1. **How do schools return their unspent funding?**

The school will need to return the unused funding in the form of a check to DPHHS.

**mail to:**

DPHHS ATTN: Katie Clement

1400 Broadway Room B206

Helena, MT

59620