**Guidance on Completing the Final Expenditure Report FY17 Carryover**

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| The Final Expenditure Report for FY17 carryover is due on February 15, 2019. |
| This is the last year for a paper expenditure report because MCAPS will capture expenditures moving forward. |
| The expenditure report is only to capture the FY17 carryover funds expended during the time of July 1, 2017 - December 7, 2018. This covers FY18 and FY19 expenditures of FY17 carryover. The FY17 Grant has ended. |
| The Final Expenditure Report must be completed along with back-up documentation from your district’s accounting software, if applicable and signed by the Superintendent and the Business Manager (no signature stamps, must be original signatures). |
| Save the completed document as Final\_Expenditure\_Report\_FY17\_Carryover. |
| Upload the completed, signed document with back-up documentation from your district’s accounting software in SharePoint by the due date. Below is the SharePoint path to follow to upload your Final Expenditure Report:  **Open SharePoint > Application > FY19 Fiscal Documents > Expenditure Report** |
| For districts that did not have any FY17 carryover expenditures during FY18 and FY19, districts will submit on letterhead a statement that you did not have any FY17 carryover expenditures during FY18 and FY19. This letter must be signed by the Superintendent and the Business Manager. Upload this letter in SharePoint using the following path:  **Open SharePoint > Application > FY19 Fiscal Documents > Expenditure Report** |
| Questions regarding the Final Expenditure Report, please contact Bobby Richardson at [brichardson@mdek12.org](mailto:brichardson@mdek12.org) or (601) 359-3498. |