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**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
FAX 603-271-1953  
Citizens Services Line 1-800-339-9900**

PLEASE SEE THE ATTACHED SET OF INSTRUCTIONS FOR YOUR INFORMATION.  
KEEP THEM READILY AVAILABLE WHEN YOU ARE PREPARING THE QUARTERLY  
REPORTS.

PLEASE NOTE THAT THE CENTRALIZED FEDERAL FUNDS OFFICE HANDLES ONLY  
THE FORM 3 AND FORM 4. THE FORM 2'S ARE PREPARED BY THE PROGRAM  
OFFICES. IF YOU HAVE NOT RECEIVED A FORM 2 CHANGE OR SHOULD YOU  
HAVE ANY QUESTIONS REGARDING THE FORM 1 OR THE FORM 2, YOU SHOULD  
CONTACT THE DEPARTMENT OF EDUCATION PROGRAM DIRECTOR.

WHENEVER SUBMITTING FORM 1'S DO NOT INCLUDE THEM WITH THE QUARTERLY  
REPORT. THEY SHOULD BE SENT DIRECTLY TO THE INDIVIDUAL PROGRAM  
DIRECTOR.

IF YOU NEED ANY FURTHER ASSISTANCE, CONTACT THIS OFFICE AT 271-3257.

**DOREEN L. PERKINS, ACCOUNTANT  
CENTRALIZED FEDERAL FUNDS**

**DEPARTMENT OF EDUCATION  
OFFICE OF BUSINESS MANAGEMENT**

**DETAILS OF QUARTERLY REPORT COMPLETION  
(OBM FORM 4)**

1. Check one of the boxes on the top right hand corner according to the nature of the report.
  - (a) Revised is to correct or revise a report already submitted.
  - (b) Supplemental is in addition to a report already submitted, such as if projects had not been listed on the original report.
2. The address of the award recipient. For SAU's, this is normally the Superintendent's address. Other fund recipients should enter the official address of the office maintaining the financial records and the address of the office responsible for reporting the projects.
3. Be sure all reports are submitted in duplicate. One set must have an original signature.
4. List project numbers in ascending order by the fiscal agent designated on the Form 2.
5. To be used only by the Department of Education – Office of Business Management.
6. Report the cumulative amount of approved funding shown in the Funding Authority Received Column of the Federal Funds Ledger. This should also agree with the Form 2.
7. Total dollar amount in the funding authority obligated column of the Federal Funds Ledger. This figure should not be decreased as disbursements are made.
8. Total accumulated cash expended column as recorded in the Federal Funds Ledger.  
  
(Exception: The projects with a match should have the match money included in both Obligation & Disbursement columns.)
9. A projected (3) three months cash requirement to be reported.
10. Total amount of cash received for that project from the State. This is taken from the Federal Cash Received column of the Federal Funds Ledger.

11. The amount entered should be the cash needed to pay project expenses. Column 8 plus column 9 minus column 10 should equal column 11, or the request can be lesser amount.

(Each column amount must be supported by documents in the corresponding project account file.)

12. Do not use the SEA Use Only column.

13. This should be the quarter you are reporting.

14. The Superintendent of Schools must personally sign on this line. Exception: the Business Administrator or Assistant Superintendent may sign when authorized by the School Board. A copy of the meeting minutes must be on file with the Office of Business Management's Centralized Federal Funding Section. This designee must sign the report in the same manner required of the Superintendent. Facsimile signatures are not acceptable.

15. Enter the date prepared.

The report is submitted as of the last day of March, June, September, and December and must be received by the State Education Agency no later than the 10<sup>th</sup> of the following month.

Exception: The June quarterly is not due until 7/15.

All projects not completed and closed must be reported. A project is reported closed on the Form 4 by placing a "C" immediately following the project number.

A project cannot be closed until columns 6, 7, 8, and 10 are equal and the project period has terminated. (In the case of the match projects, columns 7 & 8 should reflect the match.) Exception to waiting for the end of the project period: A project can be closed when it is known that all project business has been completed. Once a project is reported as closed, it cannot be reopened and should not be reported again.

## QUARTERLY FINANCIAL REPORT OF APPROVED PROJECTS

6/01

1

- Original
- Revised
- Supplemental

From: 2

To: 3 State Department of Education  
 Office of Business Management (OBM)  
 Centralized Federal Funding  
 101 Pleasant Street  
 Concord, NH 03301-3860

Page \_\_\_\_\_ of \_\_\_\_\_

Project Account #	SEA CAN	Approved Funding	Cumulative Obligations	Cumulative Disbursements	Disbursements Next Quarter	Cash Received	Cash Request	SEA USE ONLY
4	5	6	7	8	9	10	11	12

13

The accounting records for the projects included in this report are for the quarter ending \_\_\_\_\_.

The case request amount was developed in accordance with Chapter 7, paragraph 18B of the Federal Funds Financial Management Manual.

14

\_\_\_\_\_  
 Superintendent of Schools/Authorized Signature

15

\_\_\_\_\_  
 Date Signed:

NOTE: All cash needs are to be rounded off to the nearest \$100.00 except when requesting final payment on a project account. List by Fiscal Agent in numerical sequence.



**DEPARTMENT OF EDUCATION  
OFFICE OF BUSINESS MANAGEMENT**

**DETAILS OF OBLIGATIONS AND DISBURSEMENTS REPORTS COMPLETION  
(OBM FORM 3)**

1. Project number to be entered from Form 2.
2. The address of the award recipient. For SAU's, this is normally the Superintendent's address. Other fund recipients should enter the official address of the office maintaining the financial records and the address of the office responsible for reporting the projects.
3. Be sure all reports are submitted in **duplicate**. One set must have an original signature.
4. Check one of the boxes on the top right hand corner according to the nature of the report.  
  
(a) Revised is to correct or revise a report already submitted.
5. Enter the Name and E-mail address of the Financial Contact person.
6. Enter the Federal Program Title and the Project Title from the Form 2.
7. Enter the project period from Form 2.
8. Check the appropriate box. Obligations and Disbursements reports **must be submitted for each project**.
9. Dollar amount should be entered according to the object code and the function code from the Federal Funds Ledger.
10. The period ending date for the Obligations Reports should be the date that obligations are completed, but not later than the end of the project period.

The period ending date for the Disbursements report should be the date that disbursements are completed, but not later than 90 days after the end of the project period. **Disbursements Reports must have both sides completed**. Also, the totals on both sides must agree.

Although the Obligations and Disbursements Reports can be submitted with the Quarterly Report (OBM Form 4) for that quarter, they must have the correct dates. **The Obligations and Disbursements reports (OBM Form 3) must agree with the quarterly reports for the same period.**

11. Under Certification for Report of Project as stated above
  - Line 1. This amount must agree with the total column.
  - Line 2. Enter the match money if applicable.
  - Line 3. This should be line 1 minus line 2.
  - Line 4. The authorized funds from the Form 2. (Not the total budget amount)
  - Line 5. Self explanatory.
  - Line 6. Self explanatory.
12. Enter the date prepared.
13. The Superintendent of Schools must personally sign on this line. Exception: The Business Administrator or Assistant Superintendent may sign when authorized by the School Board. A copy of the meeting minutes must be on file with the Office of Business Management's Centralized Federal Funding Section. This designee must sign the report in the same manner required of the Superintendent. Facsimile signatures are not acceptable.

OTHER:

If the obligations and disbursements are completed before the end of the project period, the Form 3's can be submitted as of that date. It is not necessary to wait until the end of the project period.

Disbursements are not to be more than the obligations. If they are, you must receive written approval from the Department of Education program director to increase obligations and disbursements after the end of the project period.

If approval is denied, revised Obligations and Disbursements Reports and revised Quarterly Reports for all quarter effected must be submitted.

To eliminate unnecessary paperwork and a delay in funding, it is advisable to get written approval from the Department of Education program director before submitting the reports with the increase.

# PROJECT STATUS REPORT

PROJECT # 1

From:

2

To:

3

State Department of Education  
Office of Business Management (OBM)  
Centralized Federal Funding  
101 Pleasant Street  
Concord, NH 03301-3860

4

Original  
 Revised

**FINANCIAL CONTACT:**

5

NAME:  
E-MAIL ADDRESS:

TELEPHONE:  
FAX:

Federal Program Title: \_\_\_\_\_

6

Project Title: \_\_\_\_\_

7

Project Period \_\_\_\_\_ To \_\_\_\_\_

<b>REPORT OF:</b> <input type="checkbox"/> <b>Obligations</b> <span style="margin: 0 20px;"><span style="border: 1px solid black; padding: 2px 10px;">8</span></span> <input type="checkbox"/> <b>Disbursements</b>							
OBJECT CODE	1000 INSTRUCTION	2000 SUPPORT	2_____ ADMINISTRATION			5000 INDIRECT	TOTAL
100						Costs Below Cannot Include Audit Fees When a Project Line Item Includes Audit Fees	
200							
<span style="border: 1px solid black; padding: 2px 5px;">9</span> 300							
400							
500							
600							
700							
800							
900							
TOTAL							

11 **CERTIFICATION FOR REPORT OF PROJECT AS STATED ABOVE**

I certify that the account records maintained for this project account are for the period ending 10, and that Obligations/disbursements reported were contained in the expenditure accounts and files.

- |   |    |  |                                 |
|---|----|--|---------------------------------|
| 1. Total Obligations/Disbursements              | \$ |  | * (must agree with total above) |
| 2. LESS: LOCAL Match (if applicable)            |    |  |                                 |
| 3. Total eligible for reimbursement by SEA      |    |  |                                 |
| 4. SEA funds authorized (from FORM 2)           |    |  |                                 |
| 5. Enter amount from line 3                     |    |  |                                 |
| 6. Funding authorization to be reduced from SEA |    |  | (line 4 minus line 5)           |

13

\_\_\_\_\_  
Signature of Superintendent/Authorized Signature

12

\_\_\_\_\_  
Date Signed

