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DATE: July 22, 2021

TO: Fiscal Administrator
Business Manager

FROM: Matt Welch
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Division of Education Analytics and Resources
Office of School Finance

SUBJECT: END-OF-YEAR FINANCIAL REPORTS

Enclosed is the end-of-year financial report template (DOE-25) for your charter school as well as the instruction sheets relating to the preparation of each form (see list below.) Please do not use the FY2020 template when completing the FY2021 financial statement. The FY2020 template is not compatible and will not be accepted when completing your 2021 financial statement. Please note, the FY 2021 template includes additional federal funding reporting requirements.

You can assist us greatly by making sure that reports are prepared correctly and submitted on time. You should note that RSA 198:4-d III requires that the DOE-25 be submitted by September 1. If you do not feel like your district will be able to meet the September 1st deadline, please request an extension before the deadline arrives. The process for requesting is outlined in law, RSA 198:4-f Penalty for Failure to File Report. **Please send your completed Microsoft Excel spreadsheet template and signed cover sheet via the DOE-25 Financial Reporting System.**

REPORTS ENCLOSED

- DOE-25 Financial Report Cover Sheet
- Microsoft Excel (Template) – DOE-25/MS-25 – for the Year Ending June 30, 2021
- DOE-25 MS-25 Checklist
- Guidelines for Reporting Federal Revenues on the DOE-25
- NH Financial Handbook Accounting Handbook

Thank you for your continued cooperation. If you need assistance or have questions, please contact Matt Welch at 271-2752, email @ Matthew.Welch@doe.nh.gov, Mark Manganiello at 271-0073, email @ Mark.P.Manganiello@doe.nh.gov or Ron Leclerc at 271-3876, email @ Ronald.Leclerc2@doe.nh.gov .