

**COLORADO DEPARTMENT OF LABOR AND EMPLOYMENT
GRANT CLOSEOUT RECONCILIATION WORKSHEET**

SUBRECIPIENT _____ YEAR OF FUNDS _____
 ADDRESS _____ TITLE/PROGRAM/PROJECT _____
 _____ VAX ERF (VERF) # _____

CONTRACT/EA START DATE _____ END DATE _____
 PROGRAM INCOME START DATE _____ END DATE _____

I. CASH REQUEST (CR)		CR Line Item # _____	
1. Total Program and Admin Cash Needs Previously Reported	(Last CR # _____)		
2. Current Program and Admin Cash Needs	(CR # _____, column F)		
3. FINAL Program and Admin Cash Needs Contract to Date (I.1.+I.2.=I.3.)			0.00
II. PROGRAM EXPENSE REPORT (ER)		Vax # _____	
1. Total Expenses + Accruals Previously Reported (Through Last Month)			
2. Current Expenses + Accruals (Through End Date of Award)			
3. FINAL Program Expenses Contract to Date (II.1.+II.2.=II.3.)			0.00
ADMINISTRATIVE EXPENSE (ER)		Vax # _____	
4. Total Expenses + Accruals Previously Reported (Through Last Month)	FCS123# _____		
5. Current Expenses + Accruals (Through End Date of Award)			
6. FINAL Administrative Expenses Contract to Date (II.4.+II.5.=II.6.)			0.00
III. PROGRAM INCOME (PI) EXPENSE REPORT		Vax # _____	
1. Total Program Income Expenses Reported (Last Quarter)			
2. Current Program Income Expenses (Through End Date of Contract)			
3. TOTAL PI Expenses Through End Date of Contract (III.1.+ III.2.= III.3.)			0.00
IV. RECONCILIATION		(Cash Request = Expense)	
1. FINAL CR Contract to Date (I.3.)			0.00
2. FINAL Expenses Through End of Contract (II.3. + II 6.+III.3.)			0.00
3. CR to Date = Expense reported Through End Date of Contract? (Check Appropriate Box)			YES <input type="checkbox"/> /NO <input type="checkbox"/>
V. CASH REQUEST PROGRAM INCOME CASH REPORTED			
1. Total PI Cash Previously Reported on CR	(Last CR # _____)		
2. Current Program Income Cash (Through End Date of Contract)	(CR # _____, column G)		
3. FINAL Program Income Cash Contract to Date (V.1. + V.2 = V.3.)			0.00
VI. RECONCILIATION		(PI Cash Request = PI Expenses)	
1. FINAL Program Income Cash (V.3.)			0.00
2. Less Program Income Expenses Through Contract End Date (III.3.)			0.00
3. Total PI Cash Balance (VI.1 - VI.2. = VI.3.)	(Refund * Extend)		0.00
VII. MATCH RECONCILIATION		Vax # _____	
1. FINAL Match Reported Through End of Contract			
2. FINAL Expenses Through End of Contract (II.3. + II6.+III.3.)			0.00
3. Match Percentage of Expenditure Contractual Requirement			
4. Match Expenditure Requirement (VII.2 x VII.3.)			0.00
5. Total Match Reported (VII.1.) > or = to Match Expenditure Requirement (VII.4.)? (Check Box)			YES <input type="checkbox"/> /NO <input type="checkbox"/>

* The Program Income Expense Report and Cash Request can only be extended through the availability of the Award and/or Federal funding period.

Preparer's Signature _____	Date _____
Authorized Signatur _____	Date _____

See instructions for completing this form on the next page.

GRANT CLOSEOUT RECONCILIATION WORKSHEET

GRANT CLOSEOUT RECONCILIATION WORKSHEET INSTRUCTIONS

Subrecipient: Enter the subrecipient's name.

Address: Enter the subrecipient's address.

Year of Funds: Enter the year of funds of the grant that is being closed. (e.g., PY00 or PY01)

Title/Program/Project: Enter the title, program, and/or project name of the grant.

VAX ERF#: Enter the VAX Expense Report Form number of the grant.

Contract/EA Start Date/End Date: Enter the start and end date of the grant on the applicable lines.

Program Income Start Date/End Date: If program income was generated under the grant, enter the start and end date of the program income portion of the grant on the applicable lines.

I. CASH REQUEST (CR)

1. Enter the amount of program and administrative cash needs reported prior to this draw (column B on your Cash Request).
2. Enter the amount of current cash needs reported (attach Cash Request).
3. Add the amounts from 1. to 2. above. Enter total here.

II. PROGRAM EXPENSE REPORT (ER)

1. Enter the amount of expenses + accruals reported prior to this report on the VAX Expense Report Form (VERF).
2. Enter the amount of current program expenses + accruals through end of this award [attach (revised) VAX Expense Report Form(VERF)].
3. Add the amounts from 1. to 2. above. Enter Final total here.

ADMINISTRATIVE EXPENSE REPORT (ER)

4. Enter the amount of expenses + accruals reported prior to this report on the VAX Expense Report Form (VERF).
5. Enter the amount of current admin. expenses + accruals through end of this award [attach (revised) VAX Expense Report Form(VERF)].
6. Add the amounts from 4. to 5. above. Enter Final total here.

III. PROGRAM INCOME EXPENSE REPORT (PIER)

1. Enter the amount of program income expenses reported prior to this report on a VAX Program Income Expense Report (VPIER) or Program Income Expense Report Form (PIERF).
2. Enter the amount of current program income expenses through end of this award (attach PIER).
3. Add the amounts from 1. to 2. above. Enter total here.

IV. RECONCILIATION

The goal of this reconciliation is that cash drawn should equal expenses + accruals reported at the end of the award. If the answer to #3 below is NO and no PI has been reported, then adjust current cash draw or current expenses reported to achieve a YES while reflecting actual expenses per your accounting records. If PI has been earned under this award, complete V thru VI.

1. Enter the amount from I.3. here.
2. Enter the amount from II.3. and III.3. here.
3. Does the amount from 1. EQUAL amount from 2.? Check the appropriate box.

V. CASH REQUEST PROGRAM INCOME CASH REPORTED

1. Enter the amount of program income cash reported as received prior to this report (see column [C], "Program Income" on your Cash Request).
2. Enter the amount of current PI cash reported [attach VAX Cash Request Form (VCRF)]. NOTE: PI Cash is reported received by recording the amount as a credit in the PI column (G).
3. Add the amounts from 1. to 2. above. Enter total here.

VI. RECONCILIATION

The goal of this reconciliation is to determine whether PI cash earned has been spent, and if not, whether it can be spent beyond the contract period.

1. Enter the amount from V.3. here.
2. Enter the amount from III.3. here.
3. Enter difference of 2. from 1. here.

VII. MATCH RECONCILIATION

The goal of this reconciliation is that match met should equal or exceed expenses + accruals reported at the end of the award. If the answer to 5. is NO, additional match will be required.

1. Enter the amount of match reported through the end of this award.
2. Enter the amount from II.3. here.
3. Enter the match requirement as a percentage of expenditures. For example, a match of 1 dollar for every 1 dollar expended (1 for 1) is 100%. Match of 1 dollar for every 2 dollars (1 for 2) expended is 50%.
4. Multiply the amount from 2. by the amount in 3.
5. Is the amount in 1. greater than or equal to the amount in 4.? Check the appropriate box.

Preparer's and Director's Signature and Date: The original form submitted to CDLE must be signed and dated by both the preparer of the form and the subrecipient's Director or Authorized.