

TO: Central/Mother Lode Regional Consortium K12 SWP Round 2 Local Education Agencies

FROM: Beatrice Licon, Budget Analyst

CC: Dr. Jessica Grimes, Regional Chair/Dean of WED
Octavio Patiño, K14 TAP Director
Jessica De La Garza, Accounting Coordinator

DATE: December 13, 2022

ENC: FINAL Expenditure and Match Certification-Close Out (K12 SWP 19-20 Round 2)

RE: Round 2 (2019-2020) K12 SWP Award Close Out

Here are a few items to note as we begin to close out your Round 2 (19-20) K12 SWP awards:

- 1) Submit Q2 Fiscal Report in NOVA by February 28 – or earlier.
- 2) Submit final Fiscal Report & Mid-Year/Final Report in NOVA no later than March 31 (earlier is always appreciated!)
 - a) Any encumbrances must be fully expended before the final report is due on March 31st
 - b) Final expense amounts are allowed to be off by no more than 10% of the projected budget in each object code.
 - c) If you are dealing with cents, you will want to round down under .5 and up over .5.
- 3) Submit a final invoice to Jessica De La Garza (Jessica.delagarza@kccd.edu) and cc Beatrice Licon (Beatrice.licon@kccd.edu) at Kern Community College District with general ledger as your back-up no later than March 31 (earlier is always appreciated!) in order to be reimbursed for actual expenditures.
 - a) Required documents for closing are the following:
 - i) Final and Close Out Match Certification Letter (attached): should be uploaded in NOVA.
 - ii) Final Invoice: should reference your K12 SWP contract and purchase order number. Contact Jessica De La Garza (Jessica.delagarza@kccd.edu) if you need the information. Your final invoice should be dated no later than 12/31/2022 (end of performance period)
 - iii) The general ledger should list your expenditures for the duration of your contract performance period. If the performance period crosses fiscal years, then you should submit multiple general ledgers. The general ledgers should also match the fiscal reporting in NOVA.
- 4) Have everything reconciled by March 31st, the invoice, NOVA, and general ledger should all match so that Beatrice Licon can certify final reports in NOVA for Round 2 by March 31.

Note: All Round 2 Grantees are still required to upload data to the Cal Pass Plus system by November 1, 2023.