



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MEMORANDUM

TO: District Superintendents
District Business Officials

FROM: Kendra M. Hunt
Chief Financial Officer

DATE: May 7, 2024

RE: Fiscal Year 2024 Federal Grant Close Out

Budgets

The due date for all budget amendments is **Sunday, June 30, 2024** for grant awards ending June 30 and/or any expenditures that will be incurred on or before June 30, 2024. No amendments will be allowed for these funds from June 30, 2024, through August 15, 2024. Recipients are required to report deviations from budget and program plans and request prior approvals for budget and program plan revisions.

Expenditure Claims

Expenditure claims in GAPS for any expenditures from July 1, 2023, through June 30, 2024, received after Thursday, **August 15, 2024**, will not be paid. **This deadline will be strictly enforced.** Expenditure claims in GAPS must be in the status of "Submitted to SCDE Finance" by August 15, to meet the deadline. Please make sure your Finance Approver has approved your claims by August 15. If your grant has an **earlier** Final Report Date listed on your GAN, then that is the date you must have all your expenditure claims submitted to Finance at the SCDE in order to be paid. If your grant has a Final Report Date listed on your GAN later than August 15, then you still must submit your expenditure claims for all expenditures through June 30, 2024, by August 15. You may then submit any expenditure claims from July 1, 2024, through the end of your grant by the Final Report Date listed on your GAN.

If you have any questions or need additional information, please email Sequoyah B. Williams at sburden@ed.sc.gov.