

VERMONT DEPARTMENT OF EDUCATION
120 State Street
Attn: Accounting Unit
Montpelier, Vermont 05620

QUARTERLY REPORT OF DISBURSEMENTS AND ESTIMATED REQUIREMENTS FOR CASH

Report for Quarter Ending (check one)

Sept. 30	<input type="checkbox"/> 1) <input type="checkbox"/>	due Oct 10	March 31	<input type="checkbox"/> 3) <input type="checkbox"/>	due Apr 10
Dec. 31	<input type="checkbox"/> 2) <input type="checkbox"/>	due Jan 10	June 30	<input type="checkbox"/> 4) <input type="checkbox"/>	due Jul 15
			Final	<input type="checkbox"/>	

Reporting Recipient : _____

Grant Agreement Amount: _____ Grant Agreement Number: _____

Revenue Code: _____ Revenue Code Description: _____

Grant Term: _____ thru _____

CASH RECEIPTS:

1. Unobligated Cash Carryover, prior year _____

2. Cash received through prior quarter _____

3. Cash received this quarter _____

4. Total Cash Available (add line 1 thru 3) _____

DISBURSEMENTS:

5. Disbursements through last quarter _____

6. Disbursements this quarter _____

7. Total Disbursements (Line 5 plus line 6) _____

CASH BALANCE:

8. Cash on Hand (Line 4 minus line 7) _____

9. Obligations _____

10. Unobligated Cash on Hand _____

CASH REQUIREMENTS:

1st month _____

2nd month _____

3rd month _____

TOTAL FOR QUARTER: A _____

Less: Cash on hand (8 above) B _____

CASH REQUEST (A Minus B) _____

The information reported on this form is accurate financial information based on documentation on file.

Signed: _____ Title _____ Date _____
 Superintendent of Schools OR Authorized Signature

Contact Information

Prepared By: _____	Email Address: _____	Phone # _____
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SDE 1.1 INSTRUCTIONS

Grant Award Information

Fill in the Approved Budget, Reporting Agency, Project Title, Project Number, and the Project Period from the notification of grant award

Cash Receipts

1. Unobligated Cash Carryover, Prior Year: Comes directly from the previous year's final SDE 1.1 if approved.
2. Cash received through prior quarter: Cash received prior to the current quarter during the current project period
3. Cash received this quarter: Cash received during the current quarter
4. Calculation: Add lines 1,2 and 3

Disbursements

5. Disbursements through last quarter: Disbursements prior to the current quarter
6. Disbursements this quarter: Disbursements during the current quarter
7. Calculation: Add lines 5 and 6

Cash Balance

8. Calculation: Cash on Hand: Subtract line 7 from line 4
9. Obligations: *
10. Calculation: Unobligated Cash on Hand: Subtract line 9 from line 8

* Line 9 of the SDE 1.1 is only required to be completed in the final quarter of the grant. If there are no obligations to report at the end of the final quarter, that report should also be designated as the Final Report. If there are obligations at the end of the final quarter, quarterly reports will continue to be required until the obligations are liquidated and a final report filed. It is anticipated that obligations will be liquidated within 90 days of the grant's ending date.

Cash Requirements

Enter the anticipated amount of cash needed for each month of the upcoming quarter

Cash Request

Calculation: Line A minus B

Mail the original report with an original signature to the Vermont Department of Education to the address listed on the form.

Reminder: Please report to the penny.