



ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF INTERGOVERNMENTAL SERVICES

SUBGRANT ADMINISTRATION GUIDE
PART II: POST SUBGRANT REQUIREMENTS

M. CLOSEOUT

1. Subgrant organizations have 30 days after the end date of the subgrant period to close out their award. The closeout process however should start as soon as the program is completed and all monies have been spent. This will assist in accurate reporting of financial information on the financial statement.
2. The subgrant organization should request reimbursement for any costs incurred prior to the subgrant expiration date within 30 days after the subgrant expiration date. Costs reimbursed will not exceed the approved budget.
3. Within 30 days after the end date of the subgrant period, the following documents must be submitted to IGS:
 - a. Year-End Expenditure Report: This report is included in the *Financial Workbook*. It calculates expenditures and match throughout the program year. At the conclusion of the grant program, simply print, sign, and submit this form. This FINAL report of expenditures showing cumulative expenditure and the exact balance of unobligated funds. Any unobligated/unused funds must be subtracted from the subgrant amount.
 - b. All match requirements must be met by the end of the subgrant period.
 - c. Final Performance Report: This report should be prepared in accordance with instructions provided by IGS.