

FINANCIAL CLOSE-OUT INSTRUCTIONS

Deobligated Budget Form – (Please Return 2 Original Copies)

- Review the Deobligated Budget Form along with your accounting records for the project to ensure:
 - All funds have been disbursed in your CDBG bank account.
 - Federal documented expenditures for each budget item on the printout agrees with the expenditures for each budget item reflected in the accounting records.
 - Total actual documented expenditures itemized in the federal and local cash funds agrees with the totals reflected in the accounting records.
- Enter the amount of "Actual Documented Expenditures" on the printout, specifying federal and local cash, as applicable. Total the funds listed in the "Actual Documented Expenditures" section, and enter the amount in the space provided.
- Enter the amount of "Program Income", specifying the total amount of program income received during the grant period and the total expended to date. Subtract the amount expended from the amount received during the grant period to determine the balance of program income on hand.
- Have the authorized official sign the printout, verifying receipt and expenditure of all funds.

Grant Award Decrease for Grant Close-Out Form – (Please Return 2 Original Copies)

- If documented expenditures are less than the original grant award, complete the attached Grant Award Decrease for Grant Closeout form. Have the appropriate officials sign the Grant Award Decrease form.

Property Control Record Form

- Complete the attached Property Control Record form if equipment was purchased with CDBG funds at a cost of \$5,000 or more and has a useful life of one or more years. Each piece of equipment must be listed.

Return the certified Deobligated Budget Form to Grants Administration. If applicable, also return the Grant Award Decrease form and/or the Property Control Form.

Record Retention

- Record retention requirements are for **three (3) years after final closeout of HUD allocation** to the State (not final closeout of the individual grant itself) and Grantees will be notified when this occurs.
 - If any litigation, claim or audit is started before the expiration of the three year period, all records must be retained for three years after the litigation, claim or audit findings have been resolved.