

## **Grant Administration and Support Office 2025 Justification for Late Expenditure Report**

**Program Type:**

**Local Educational Agency:**

**California Department of Education (CDE) Fiscal Analyst:**

As a requirement of receiving grant funds, local educational agencies (LEAs) must submit four Expenditure Reports (ERs) each year. The deadlines for fiscal year 2025–26 are as follows:

- ER 1: October 31 (covers July 1 – September 30, 2025)
- ER 2: January 31 (covers October 1 – December 31, 2025)
- ER 3: April 30 (covers January 1 - March 31, 2026)
- ER 4: July 31 (covers April 1 - June 30, 2026)

LEAs that do not meet these required deadlines must complete this form. Please select which ER this justification covers:

ER 1

ER 2

ER 3

ER 4

In narrative form, please explain why the ER has not been submitted by the due date:

Submit this form to your CDE fiscal analyst no later than November 15, 2025 (for ER 1), February 15, 2025 (for ER 2), May 15, 2026 for (ER 3), August 15, 2026 for (ER 4).

**Program Coordinator Name:**

**Program Coordinator Email:**

**Program Coordinator Signature:**

**Date Signed:**

**Program Fiscal Contact Name:**

**Program Fiscal Contact Email:**

**Program Fiscal Contact Signature:**

**Date Signed:**