

## **Grant Administration and Support Office 2023 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 two Expenditure Reports (ERs) each year. The deadlines for fiscal year 2023–24 are as follows:

- ER 1: January 31 (covers July 1 – December 31, 2023)
- ER 2: July 31 (covers January 1 – June 30, 2024)

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

ER 1

ER 2

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 February 15, 2024 (for ER 1) or August 15, 2024 (for ER 2).

**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:**