

NC Pre-Kindergarten Program 2011-2012 EXPANSION SLOT START-UP REPORT

Due April 15 July 16 and Final August 10 (July is Final if contract ends July 31.)

Contractor Agency Name:	Contact Person:
Contract Number:	Telephone Number:

		3rd Quarter	4th Quarter	1st Quarter	F
		Jan-Mar	Apr-Jun	Jul- August 13	Y-T-D Total
Start-Up Funds Received					
Interest Earned on Start-Up Funds (program income)					
Proceeds from Sale of Equipment Purchased with Start-Up Funds*					
Total Start-Up Funds Available					
Start-Up Expenditures					
Classroom Supplies and materials					
Classroom equipment for children					
Screening and assessment materials					
Other (list all)					
Start-Up Funds Spent					
Total Start-Up Funds Available					
Less Start-Up Funds Spent					
= Start-Up Funds Not Accounted For					

*Obtain DCDEE approval before selling equipment purchased with MAF / NC Pre-K Start-Up funds.

As chief executive officer of the contracting organization, I hereby certify that the funds reported to DCDEE on this report have been received in accordance with the conditions of the contract, and that to the best of my knowledge and belief we have complied with all laws, regulations and contractual provisions that are conditions under this contract.

Authorized Signature: _____ Title: _____ Date: _____

Approval: _____ Date: _____
DCDEE State Office Approval

**The North Carolina Pre-Kindergarten Program
2011-2012 Expansion Slot Start-Up Report 2/12 Instructions**

This form is to ONLY be used for the 2011-2012 expansion slot start-up funds.

This is an excel spreadsheet with inbedded calculations with locked cells.

Contractor Agency Name	Enter the contractor's official agency name
Contract Number	Enter the contract number
Contact Person	Enter name of person responsible for completing the report.
Telephone Number	Enter telephone number of contact person
Start-Up Funds Received	Enter the amount received in the quarter in which it was received. The Y-T-D will calculate automatically.
Interest Earned on Start-Up Funds (program income)	Enter the amount of interest earned on start-up funds deposited in an interest-bearing account. This is how you report interest income to the state office.
Proceeds from Sale of Equipment Purchased with Start-Up	Enter the amount of the proceeds received from the sale of equipment purchased with More at Four start-up funds. Note that you need to get state office approval before you sell any equipment purchased with start-up funds. This includes equipment purchased with start-up funds from earlier years.
Total Start-Up Funds Available	Sum of start-up funds received plus interest earned plus proceeds from sale.
Start-Up Fund Expenditures	Enter the amount spent in the quarter in which you paid the invoice. Itemize expenditures using the groups listed. Y-T-D and Start-Up Funds Spent will calculate automatically.
Start-Up Funds Spent	This amount will calculate automatically based on your Start-Up Funds Received and Start-Up Fund Expenditures
Signature	Secure signature of Superintendent, Board Chairman, CEO or designee.
Approval: DCDEE State Office Approval	Leave Blank
Submission to DCDEE:	One original, signed, completed 2011-2012 Expansion Slot Start-Up Report 2/12
US Mail Service Address: NC Pre-Kindergarten Program	Due: 3rd quarter is due April 15
Attention: Lucille Baker 2201 Mail Service Center Raleigh, NC 27699-2201	4th quarter is due July 16. This is the final if contract ends July 31. Final report is due August 10.
Overnight delivery address: NC Pre-Kindergarten Program Attention: Lucille Baker 319 Chapanoke Road, Suite 120 Raleigh, NC 27603	Originals are required. Do not send copies or faxes of this report. The final Request for Slot Payment and Request for Administrative Funds will not be processed until all Start-up funds are accounted for or returned to the State Office.