**Convening for Pandemic Recovery Grant**

**Annual Financial Review (AFR)**

**Purpose**

The Annual Financial Report (AFR) is used to report actual expenditures for each year of the ELO grant award.

* *Only report expenditures between July 1, 2022 and June 30, 2023*

* ***Due Date:*** November 15th, 2023

**Directions**

1. Use the Smartsheet Form linked below to complete and submit your AFR.
2. In order to complete the submission, grantees will need submit the following attachments:
3. Last Approved Budget workbook, with AFR Tabs included;
4. General Ledger report from your accounting system that matches what is reported in the AFR report.
5. In the Approved Budget workbook, record actual expenditures in Tab 3 (Budget and Actual Detail), Column Q “Actual Expense”
6. Indirect Costs – actual indirect costs should be added to Tab 5 (AFR Summary), line 17. The amount of indirect costs cannot exceed the percentage approved for your budget.

**AFR Grant Smartsheet Submission** [LINK](https://app.smartsheet.com/b/form/702de089fc6b45ac97c31f343c8f745f)

Reporting Fields:

* Submission Type = AFR
* Select your District/Organization
* Charter schools select their authorizer in the District field and enter official name and code in the School field
* State or Federal = Federal
* Fiscal Year = 22-23