# Final Report Preparation Notification

Agency:

Account(s):

Award Title:

Fiscal Officer, Delegate (KFS) and Project Director,

The above referenced account has a final report due to the funding agency \_\_\_\_\_\_\_\_\_\_. In preparation, please review all account activity and take immediate action to resolve any outstanding issues.

If this award is receiving a No Cost Extension (NCE), please kindly let me know so that I can extend the award end-date.

**All actions/documents must be fully approved and reflected in the KFS balances by \_\_\_\_\_\_\_\_\_\_ for inclusion in the final report.**

Please take this opportunity to review expenditure activity closely. Any unallowable expense or cost transfers left unresolved or overdrafts will be addressed by ORA after the date indicated above through a transfer of funds document. The departmental continuation account will be utilized to complete the closeout of the grant.

**When all expenditure activity is complete on the grant, please let me know so that earlier action can be taken to finalize the account.**

I appreciate your assistance and if you have any questions, please feel free to contact me.

Sincerely,

Financial Analyst