



Georgia Department of Early Care and Learning

2011-2012 Pre-K Year End Reconciliation Report

Legal Name: _____

DBA: _____

Address: _____

Start-up Reconciliation:

1	Total Start-up payments:	
2	Total Start-up purchases:	
3	Start-up balance:	

**Pre-K Contract and Roster Payments Reconciliation
 Expenditures/Direct Costs:**

4	Instructional Supplies and Materials:	
5	Instructional Other (field trips etc.):	
6	Stationary Playground Equipment: (Approval Required)	
7	Computers: (Approval Required)	
8	Food:	
9	Lead Teacher Salary:	
10	Lead Teacher Benefits:	
11	Sub-Lead Teacher Salary:	

12	Assistant Teacher Salary:	
13	Assistant Teacher Benefits:	
14	Sub-Assistant Lead Teacher Salary:	
15	Other Employees:	
16	Other non-instructional costs:	
17	TOTAL DIRECT COSTS:	

Administrative Costs:

18	Director's Salary:	
19	Office Supplies:	
20	Bookkeeping/Clerical:	
21	Royalties:	
22	TOTAL ADMIN COSTS: (May not exceed 6% of Pre-K Payment*)	
23	Carry Over Pre-K Amount	

Totals:

24	Total Pre-K Payment:	
25	Pre-K Carry Over from Prior Year	
26	Total Revenue (Add Lines 24 and 25)	
27	Total expenditures: (Add lines 17,22 & 23)	
28	Balance (Line 26-27)	
29	Amount Due	

I certify that the above is a correct accounting of disbursed Prekindergarten funds. All documentation for the above information is on file and available for verification.

_Signature

Date