

APPENDIX A – EFM Expenditure Analysis Email Template (Final for Budget Period)

To: Department Administrator
 Cc: PI
 Subject: ACTION REQUIRED by [dd/mm/yyyy]: Fund # [12345] Budget Period Has Expired

The budget period for the referenced fund expired and the due date to submit the final [invoice or report] for the budget period is approaching. See below for key information for the referenced fund.

Fund Number:	
Budget Period:	
Invoice/Report Due Date:	
PI's Name:	
Award #:	
Sponsor name:	

Per EFM's review, the final expenses to be invoiced or reported are as follows: For details of adjustments, please refer to the attached worksheets.

Total authorized		\$xxx,xxx
Total expenses posted to g/l as of budget end date, [dd/mm/yyyy]	\$xxx,xxx	
(Less): Unallowable expenses during budget period	(\$xx,xxx)	
Add: Payroll expenses applicable to the budget year but posted to g/l after budget end	\$xx,xxx	
Add: Non-payroll expenses applicable to the budget year but posted to g/l after budget end	\$xx,xxx	
Add (less): other adjustments ¹	\$xx, xxx	
The final expenses to be invoiced or reported for the budget period		\$xxx,xxx
Unobligated balance to request for CF if applicable		\$xxx,xxx

¹ Other adjustments include but not limited to overhead adjustment, cost overrun adjustment, and etc.

² Please note that TIF/GAEL associated with applicable payroll posted after budget period will not be included in the EFM analysis but can be reported in the final figures if the department provides proper documentation of calculations

Please confirm the final figure by responding to this email within 1 week, by [mm/dd/yyyy]. If the final figure needs to be adjusted, please submit a list of adjustments with appropriate and sufficient supporting documents to EFM by the due date referenced above.

If EFM does not receive a response from the department or the department fails to provide a list of adjustments with appropriate and sufficient documentation in an accurate and complete manner within the deadline, EFM will submit the final for the budget period to the sponsor based on the final expenses referenced in this email to be compliant with the sponsor's reporting requirement.

If you have questions on what are considered appropriate and sufficient documentation for the adjustments, please visit EFM website and refer to the answer to [FAQ](#).

Thank you,
