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# MINNESOTA SECRETARY OF STATE OFFICE

Mark Ritchie, Secretary of State

March 2, 2007

U.S. Election Assistance Commission
Office of the Executive Director
1225 New York Avenue, NW – Suite 1100
Washington, DC 20005

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Dear Mr. Wilkey:

As you requested, enclosed is the amended Financial Status Report for the State of Minnesota regarding HAVA Title I, Section 101 funds for the reporting period of January 1, 2004, to December 31, 2004. This should be considered an interim report until a final indirect expense rate is negotiated. This report, as well as the CY 03 and CY 05 reports that are attached, show that all Title I, Section 101 funds have been expended by the State of Minnesota.

In Minnesota's previous report for this reporting period, indirect expenses were calculated at $86,372.00, 19% of the base as previously reported, which was the proportion of building lease costs determined to be for HAVA purposes. The 19% rate is, as we understand it, a common rate for grantees. This rate was marked as provisional on the previously submitted SF 269 with the understanding that a final rate would be negotiated. Regardless of whether that was a misunderstanding of the process or that the process had been commenced, negotiations for that rate had not been completed with the EAC, as was required. Consequently, Minnesota will apply for a retroactive indirect expense rate to be applicable for this reporting period. Therefore, for this report, indirect expenses have not been taken and the amount of outlays has been adjusted downward on the SF 269. A correction will be made, after the indirect expense rate is applied for and determined, if necessary.

Attached is a table showing the breakdown of interest earned while Title I and Title II funds were deposited in the same interest bearing account. The amount of interest earned, as calculated in the table, was $26,568.59 for the Title I funds during Calendar Year 2004, this reporting period. Added to that amount is $1,234.68, which is the amount of interest that would have been earned on the indirect expenses of $86,372.00. That makes a total for interest earned of $27,803.27, as indicated on the SF 269. A correction will be made, after the indirect expense rate is applied for and determined, if necessary.

Sincerely,

Mark Ritchie
Minnesota Secretary of State

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# FINANCIAL STATUS REPORT

*(Long Form)*

*(Follow instructions on the back)*

| | | | |
|---|---|---|---|
| 1. Federal Agency and Organizational Element to Which Report is Submitted<br>U. S. Election Assistance Commission | 2. Federal Grant or Other Identifying Number Assigned By Federal Agency<br>Title I, 101 (Amended Report) | OMB Approval No.<br>0348-0039 | Page 1 of 1 pages |

3. Recipient Organization (Name and complete address, including ZIP code)
Office of the Minnesota Secretary of State
100 Rev. Dr. Martin Luther King, Jr. Blvd., 180 State Office Building, St. Paul, MN 55155

| | | | |
|---|---|---|---|
| 4. Employer Identification Number<br>E-416007-N2 | 5. Recipient Account Number or Identifying Number | 6. Final Report<br>☐ Yes ☒ No | 7. Basis<br>☐ Cash ☒ Accrual |

| | | | |
|---|---|---|---|
| 8. Funding/Grant Period *(See instructions)*<br>From: (Month, Day, Year)<br>6/4/2003 | To: (Month, Day, Year)<br>12/31/2004 | 9. Period Covered by this Report<br>From: (Month, Day, Year)<br>1/1/2004 | To: (Month, Day, Year)<br>12/31/2004 |

| 10. Transactions: | I<br>Previously Reported | I<br>This Period | III<br>Cumulative |
|---|---|---|---|
| a. Total outlays | 866,429.00 | 3,998,470.04 | 4,864,899.04 |
| b. Refunds, rebates, etc. | | | 0.00 |
| c. Program income used in accordance with the deduction alternative | | | 0.00 |
| d. Net outlays *(Line a, less the sum of lines b and c)* | 866,429.00 | 3,998,470.04 | 4,864,899.04 |
| **Recipient's share of net outlays, consisting of:** | | | |
| e. Third party (in-kind) contributions | | | 0.00 |
| f. Other Federal awards authorized to be used to match this award | | | 0.00 |
| g. Program income used in accordance with the matching or cost sharing alternative | | | 0.00 |
| h. All other recipient outlays not shown on lines e, f or g | | | 0.00 |
| i. Total recipient share of net outlays *(Sum of lines e, f, g and h)* | 0.00 | 0.00 | 0.00 |
| j. Federal share of net outlays *(line d less line i)* | 866,429.00 | 3,998,470.04 | 4,864,899.04 |
| k. Total unliquidated obligations | | | 0.00 |
| l. Recipient's share of unliquidated obligations | | | 0.00 |
| m. Federal share of unliquidated obligations | | | 0.00 |
| n. Total Federal share *(sum of lines j and m)* | | | 4,864,899.04 |
| o. Total Federal funds authorized for this funding period | | | 5,377,827.86 |
| p. Unobligated balance of Federal funds *(Line o minus line n)* | | | 512,928.82 |
| **Program income, consisting of:** | | | |
| q. Disbursed program income shown on lines c and/or g above | | | |
| r. Disbursed program income using the addition alternative | | | |
| s. Undisbursed program income | | | |
| t. Total program income realized *(Sum of lines q, r and s)* | | | 0.00 |

| 11. Indirect Expense | | | | |
|---|---|---|---|---|
| a. Type of Rate *(Place "X" in appropriate box)* ☐ Provisional ☐ Predetermined ☐ Final ☐ Fixed | | | | |
| | b. Rate | c. Base | d. Total Amount | e. Federal Share |
| | | | | |

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.*
Interest earned-$27,803.27: Attached is a table showing the breakdown of interest earned while Title I and Title II funds were deposited in the same interest bearing account, showing this amount minus $1234.68 (see cover letter).

13. Certification: **I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.**

| | |
|---|---|
| Typed or Printed Name and Title<br>Mark Ritchie, Minnesota Secretary of State | Telephone (Area code, number and extension)<br>(651) 296-2079 |
| Signature of Authorized Certifying Official | Date Report Submitted<br>March 2, 2007 |

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Title I Interest Earnings through Depletion of Title I Funds

| FY & CY 04 (Month) Plus | Average Balance for Month | Interest Earned | Title I Interest | Title II Interest |
|---|---|---|---|---|
| Jun-03 | $4,639,965.56 | $5,683.31 | $5,683.31 | $0.00 |
| Jul-03 | $5,261,763.06 | $6,432.43 | $6,432.43 | $0.00 |
| Aug-03 | $5,193,047.41 | $5,019.41 | $5,019.41 | $0.00 |
| Sep-03 | $5,098,310.65 | $4,756.97 | $4,756.97 | $0.00 |
| Oct-03 | $4,962,158.98 | $4,897.99 | $4,897.99 | $0.00 |
| Nov-03 | $4,751,389.51 | $4,492.12 | $4,492.12 | $0.00 |
| Dec-03 | $4,544,708.06 | $4,411.32 | $4,411.32 | $0.00 |
| Jan-04 | $4,186,730.77 | $4,029.83 | $4,029.83 | $0.00 |
| Feb-04 | $3,596,439.78 | $3,657.61 | $3,657.61 | $0.00 |
| Mar-04 | $3,325,694.66 | $3,219.27 | $3,219.27 | $0.00 |
| Apr-04 | $2,934,835.85 | $2,794.43 | $2,794.43 | $0.00 |
| May-04 | $2,388,781.83 | $2,358.92 | $2,358.92 | $0.00 |
| Jun-04 | $1,940,722.06 | $1,939.04 | $1,939.04 | $0.00 |
| Jul-04 | $1,631,373.83 | $1,856.06 | $1,856.06 | $0.00 |
| Aug-04 | $1,405,535.35 | $14,482.65 | $1,766.42 | $12,716.23 |
| Sep-04 | $1,179,696.87 | $53,514.42 | $1,571.95 | $51,942.47 |
| Oct-04 | $953,858.39 | $59,560.56 | $1,414.39 | $58,146.17 |
| Nov-04 | $728,019.91 | $62,585.17 | $1,142.26 | $61,442.91 |
| Dec-04 | $502,181.43 | $64,824.65 | $818.41 | $64,006.24 |
| Jan-05 | $276,342.96 | $83,160.80 | $579.02 | $82,581.78 |
| Feb-05 | $50,504.48 | $81,074.74 | $103.40 | $80,971.34 |
| Mar-05 | $0.00 | $95,340.86 | $0.00 | $95,340.86 |

$35,693.55 CY03 Interest earned

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$26,568.59 CY04 Interest Earned

$682.42 CY05 Interest Earned

1. Beginning in Aug 04, when Title II funds were deposited and commingled with Title I funds, average balance is extrapolated from ITC Interest Allocation Report and CY 2004 Title I Financial Report.

2. Beginning in Aug 04, when Title II funds were deposited and commingled with Title I funds, Title II Interest amount is remainder after Title I interest subtracted from total interest earned for month.