

Emergency Assistance to Non-Public Schools Final Expenditure Report for Fiscal Year 2021 Stephanie Ferrell, Director of Non-Public School Programs Cindy Smith, Fiscal Consultant December 14, 2021



ACADEMICS

ALL TENNESSEE STUDENTS WILL HAVE ACCESS TO A HIGH-QUALITY EDUCATION, NO MATTER WHERE THEY LIVE

EDUCATORS

TENNESSEE WILL SET A NEW PATH FOR THE EDUCATION PROFESSION AND BE THE TOP STATE IN WHICH TO BECOME AND REMAIN A TEACHER AND LEADER FOR ALL

STUDENT READINESS

BESTALL

We will set all students on a path to success.

TENNESSEE PUBLIC SCHOOLS WILL BE EQUIPPED TO SERVE THE ACADEMIC AND NON-ACADEMIC NEEDS OF ALL STUDENTS IN THEIR CAREER PATHWAYS





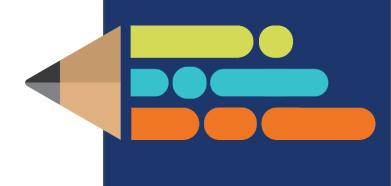
Completing the FER for EANS

Today, we will discuss:

- What is a Final Expenditure Report (FER)?
- Preparing for the FER
- Demonstration of completing a FER
- Your questions about the FER



What is a Final Expenditure Report (FER)?





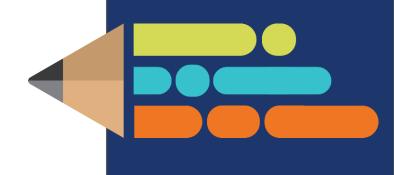
Final Expenditure Report (FER)

- Final report on the school's expenditures for TDOE's fiscal year ending June 30, 2021
- Expenditures in the form of reimbursement requests paid to your school by TDOE
- ePlan will calculate most of the FER for you
- The FER covers EANS reimbursement requests paid until June 30, 2021, as well as the total amount budgeted for contracted services.
- The FER is due December 31, 2021





Preparing for the FER





Reimbursement Requests

- Do not submit any further reimbursement requests or budget revisions starting today, December 14, 2021, until the FER is completed.
- If you have a reimbursement started but it is incomplete, you will need to delete that request.
- If you have submitted a reimbursement request but it has not been approved by Grants Management, you cannot begin the FER until the reimbursement request is marked "Paid" in ePlan.



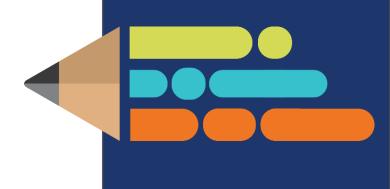
Budget Revisions

• If you have made a recent revision to the application budget, the EANS application must have a status of "TDOE EANS Director Approved" in order to complete a FER.





Demonstration of Completing a FER





FER Procedure

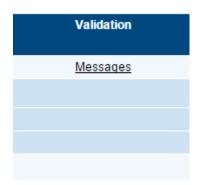
- Follow the <u>guidance document</u> in ePlan's TDOE Resources.
- There is also a FER FAQ document in TDOE Resources <u>here</u>.





FER Reminder - Validation

• Once all data has been entered, go to the Sections page to check the validation messages:







FER Reminder - Validation

- Click on "Messages" to see what the error/warning is
- Warning- need to review the issue, but ePlan will allow you to continue with the FER
- Error- without correcting the issue, ePlan will **not** allow you to continue with the FER

 Head Start

 Final Expenditures

 Total reported expenditures may not exceed the adjusted allocation amount of \$0.00.
 Warning



FER Reminder – Completion Status

 Once all data is entered and all validation errors are cleared, click "FER Draft Completed"

Sections Anderson County (010) Public District - FY 2016 - Other Federal Funds - Rev 3	
Change Status To:	FER Draft Completed or FER Cancelled





FER Approval Order

- 1. LEA Fiscal Representative
- 2. LEA Authorized Representative
- 3. TDOE Fiscal Team FER Grants Management Final Approved. If there is a problem with the FER, the team will return the FER to you with an explanation.
- 4. Once the FER reaches this final approval stage, the FER is complete.





What Are Your Questions on the FER?





Thank You and Reminders

A few reminders:

- The FER is due by <u>December 31, 2021</u>.
- Check the FER guidance document <u>here</u>
- Check the FER FAQ document here.
- If you have any further questions, please contact Stephanie Ferrell at <u>Stephanie.Ferrell@tn.gov</u> or 615-961-3633.

Thank you for the timely completion of your EANS FER for FY21!

