

Balancing Final Expenditure Reports for Summary Report 1 and Summary Report 2

In completing the Final Expenditure Reports (FERs), the FER Summary Report 1 and FER Summary Report 2 must be balanced.

Once revenues, final expenditures and balance sheet are uploaded or entered for all funds and grants, check FER Summary Report 1 and Summary Report 2 to be sure they balance. If not, correct the entries and re-check.

FER Summary Report 1—Total Assets should equal the sum of Liabilities, Reserves and Fund Balance. If out of balance, ensure that assets and liabilities in the FER match the ending balances on the balance sheet report from your accounting system. Then, be sure the closing fund balance account in each fund is adjusted to its new July 1 calculated reserve balance.

FER Summary Report 2—Total Funds (Grand Total Available Funds) should equal Total Expenditures. (Total Expense/End of Year Reserve/Fund Balance.) This equation is simply: Beginning Reserves + Revenues = Expenditures + End of Year Reserves. If out of balance, make sure revenues, expenditures, and end of year reserves match your trial balance. Once those are correct and if you are still out of balance, review the beginning of year reserves. Beginning of Year reserves should equal the beginning reserves from the trial balance plus or minus any audit adjustments. Generally entering the total amount of audit adjustments (credits minus debits for the appropriate reserve accounts) as a beginning of year adjustment to 39000 in Beginning of Year Reserves and Fund Balances will result in balancing the FER summary report 2.

Follow this process for each fund and sub-fund.