



Fiscal Year-End Close and Reporting in ePlan

Taffe Bishop and Jill Lewis

Regional Finance Consultants

Division of Finance, Office of Local Finance





BEST FOR ALL

We will set all students on a path to success.

ACADEMICS

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

STUDENT READINESS

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

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

Norms and Expectations

- Take calls and necessary communications outside of the session room.
- Remain engaged.
- Ask questions at conclusion of presentation.
- Complete the session survey before exiting.
- All session slide decks will be available in ePlan > TDOE Resources > Fiscal – District Technical Assistance> 2023 Annual Fiscal Workshop.
- Visit a team member at the registration table if you have questions about the conference.



Agenda

- General Reminders
- Preparing for Year-End Close
 - Federal
 - General Purpose
- Completing the Final Expenditure Reports (FERs)
- Demonstration of the FER
- Balancing the FER
- State Fund Notes and Other Year-End Reports
- Resources



General Reminders

Important Fiscal Year-End Dates

- **Fiscal year** is July 1 to June 30.
- Best Practice: Submit FERs by August 1.
- Deadline to close books: August 31 (TCA 9-2-192)
- FERs are required to be submitted by **October 1**, no exceptions.
- Late FERs can result in:
 - TISA payments being withheld
 - LEA information missing from some state reports
- Some Federal grants may have earlier [deadlines](#).



Final Expenditure Report (FER)

- Covers expenditures incurred between July 1, 2022 and June 30, 2023.
- May only be started after July 1, 2023.
- Complete a FER for:
 - All individual federal grants that are in ePlan
 - All individual state grants that are in ePlan
 - State Funds
 - If budgeting fund balance for FY24 MOE, you must complete the FY23 FER prior to Oct. 1 in order to submit the FY24 State Fund application by Oct. 1, 2023.



Getting Ready for Year-End Activities

- In July, reconcile books with Trustee or bank balance.
- Then, review the general ledger and adjust balances:
 - Assets
 - Liabilities
 - Revenues
 - Expenditures
 - Reserves
- Run reports from your accounting system: trial balance, summary financial statements, statement of revenues, and statement of expenditures.



Year-End Close - Liabilities

- **Do not wait until year-end to reconcile payroll liabilities.**
 - Should be reconciled monthly
- Federal Income Tax, Social Security, Medicare, and Retirement liability accounts should zero out following payments to IRS and TCRS.
- Health Insurance and other payroll liabilities:
 - If you withhold a month in advance, liability balances should equal next month's invoice.
 - If you withhold for current month, liability balances should zero out following payment of invoice.



Year-End Close - Accruals

- An accounting **accrual** is an entry on the books to recognize revenue earned but not yet received or to recognize expenses incurred but not yet paid out.
- To prepare your books for year-end close, you may need to accrue both revenue and expenditures.
- Accrual entries may be needed to align revenues to expenditures for a particular fund or grant within the same fiscal year.
- An accrual is made using a journal entry:

Revenue Accrual

- Debit receivable
- Credit revenue

Expenditure Accrual

- Debit expenditure
- Credit payable



Year-End Close - Expenditures

- Accrue **expenditures** that were not expensed through accounts payable or payroll as of June 30.
 - Accrue any **payroll** for fiscal year that was not processed prior to June 30. Debit expenditures, credit 21200 (Accrued Payroll).
 - Accrue **indirect cost** not paid prior to June 30. In Federal, debit 99100-504 (Indirect Cost) and credit 21500 (Due to Other Funds). On General Purpose side, debit 11440 (Due from Other Funds) and credit 49800 (Transfers In.)
- If you don't encumber **purchase orders**, accrue them by debiting appropriate expense line items and crediting 21100 (Accounts Payable.)
 - ALL Federal purchase orders should be closed and reopened in the subsequent year
 - Unless you receive the goods/services and pay for the expense in July



Year-End Close-A Final Review

- After making all adjusting entries:
 - Review your balance sheet to ensure that you have the correct balances in:
 - **Assets** (cash, investments, receivables)
 - **Liabilities** (payroll, accounts payable, due to other funds)
 - **Reserves** (Career Ladder, assigned, and committed reserves)
 - Review **statement of revenues** - Compare budgeted to actual by line item. Are there additional revenues, earned, that need to be accrued?
 - Review **statement of expenditures** – Again, compare budgeted to actual by line item. Are there additional expenditures, incurred, that need to be accrued?
 - Now, follow directions provided by your accounting vendor to close your books.



FY23 Revisions

- Complete any revision already in process prior to beginning the final expenditure report (FER).
- Remember that increasing the local budgeted revenue increases MOE.
- Application must be in approved status before you can begin the final expenditure report (FER).
- State Fund budgets should reflect the final amended budget as of June 30 from your general ledger.
- On the budget upload spreadsheet, use **BUD** in the report column.
- Final amended budgets must be entered into ePlan as a **Revision to State Fund** before the FER can be started.
- Final amended budgets may be uploaded or manually keyed.



Preparing for Year-End Close Federal Projects

Year-End Close- Federal Projects

- After all expenditures through June 30 have been recorded, including final payrolls, accounts payable, and indirect costs:
 - Account for all YTD expenditures for every grant.
 - For all federal grants in ePlan, accrue any current year reimbursement requests not received prior to June 30.
- May have more than one accrued reimbursement request:
 - Any current year request not received prior to June 30, and
 - Final reimbursement request that may generate as a result of your final expenditure report made in ePlan.
- Journal entry to accrue revenue:
 - Debit 11430 (Due from Other Govt)
 - Credit appropriate revenue account



Year-End Close- Federal Projects

- For federal grants, compare YTD expenditures to YTD revenues.
- For example: XYZ grant
 - \$150,000 = Budgeted revenue and expenditures
 - \$150,000 = YTD expenditures
 - \$125,000 = Revenue received as of June 30
 - \$ 25,000 = Revenue to accrue and request
- Journal entry to accrue revenue: debit 11430, credit appropriate revenue account.
- **Do this same analysis for all sub-funds in Federal Projects.**



Reimbursement Request FY23

- To avoid a negative cash situation at year-end, allow enough time for year-end reimbursement requests to process. (Every year we see audit findings around this issue.)
- Typically, allow five to seven business days from date of approval by Local Finance/Local Disbursements to receive funds. This may take seven to ten days at peak times.
- For reimbursements needed by **June 30, 2023**:
 - Requests that do require documentation – enter by **June 9**.
 - Requests that do not require documentation – enter by **June 16**.



Reimbursement Request FY23

- If you have submitted a reimbursement request for FY23 funds, you cannot begin the FER for that grant until the reimbursement request is marked “Paid” in ePlan.
- The Final Expenditure Report (FER) will automatically generate a reimbursement request for expenditures not requested prior to the completion of the FER.
- **Important**-Complete reimbursement requests for grants in the consolidated funding application (CFA) prior to beginning the FER.



Final Expenditure Report - Carryover

- Carryover (if applicable) will be loaded into FY24 ONLY after the FY23 FER is completed and approved. This is part of the FER process.
- Carryover will move into new grant application where it will need to be budgeted. This will automatically put the application in “Revision Started” status.





Carryover Limits

- Only final *original allocations* and *original transfers in* are included for carryover calculation. (The LEA would not include carryover funds from the preceding year.)

Title I, Part A & Part A-Neglected = **15%**

Title I, Part D = **15%**

Title II = **100%**

Title III = **25%**

Title IV = **100%**

Title V = **100%**

Title IX = **25%**



Final Expenditure Report- ESSER

- Final Expenditure Reports for **ESSER**
 - LEAs will not be able to request FY24 funds from ESSER 2.0 and ESSER 3.0 until the FY23 FERs are completed and the application is approved in FY24.
 - Local Finance and FPO will prioritize these FERs and carryover approvals.
 - Remaining carryover for ESSER 2.0 must be obligated by September 30th in FY24 funding application.
 - Do not include encumbrances as of June 30th for construction projects unless invoices will be available and paid in July.
 - [ESSER 2.0 Close-Out Overview \(tn.gov\)](#)



Special Considerations in preparation for Federal Grant FERs

- Complete reimbursements in the **Consolidated Funding Application before** submitting the FER.
- Prioritize Federal FERs:
 - That have an early due date
 - Example: ELC, ESSER 2
 - That have carryover amounts
 - Example: ESSER 3
- Recommended: Close all outstanding federal purchase orders on June 30.
 - Pull new PO in July and reference back to closed PO with prior approval.



Preparing for Year-End Close General Purpose

Year-End Close – General Purpose Fund

- **Revenue Accrual - Estimate Local Taxes**
- Accrue local taxes received through Trustee:
 - County systems - Accrue revenues that are on July's Trustee report.
 - Special school districts - Accrue revenues on June's Trustee report and accrue estimate of taxes for July.
 - City systems - You may need to accrue 1, 2, or 3 months of local taxes depending on what your auditor has required in the past.
- Bottom line - Analyze **Local Option Sales Tax** (40210) and accrue additional months so that you end up with 12 months of revenue on books.
- Journal entry for accruals - Debit 11430 (due from other governments) and credit appropriate revenue accounts.



Year-End Close – GP Fund

- If your final BEP payment was received in July, make sure to accrue this payment: debit 11430, credit 46511.
- **Revenue Accrual—General Purpose Grants**
- Compare YTD expenditures to YTD revenues in general purpose grants, including:
 - Voluntary Pre-K
 - Coordinated School Health
 - Family Resource Center
 - Any other grants in the General Purpose Fund



Year-End Close – GP Fund

- **Compare grant YTD grant revenues and expenditures**
- For example: State Pre-K
 - \$205,000 = Budgeted revenue and expenditures
 - \$205,000 = Actual YTD expenditures in 73400 category
 - \$190,000 = Current YTD revenue received as of June 30 in account 46515 (Early Childhood Education)
- **You cannot request more than grant allocation, which is \$205,000**
 - Revenue to accrue:
 - \$205,000 (YTD expenditures)
 - \$190,000 (revenue received as of June 30)
 - \$15,000 (revenue to accrue and request)
 - Journal entry to accrue revenue: debit 11430 (Due from Other Governments), credit 46515.
- **Do this same analysis for all grants in GP**



Year-End Close- Career Ladder

- In GP, you must adjust your **Career Ladder Reserve**.
 - From trial balance, get amount of beginning Career Ladder Reserve. In most systems this balance is in account **34560**-Restricted for Instruction. If a debit balance, treat as a negative. If a credit balance treat as a positive.
 - Get YTD revenue from account **46610**-Career Ladder Program.
 - Run a YTD expenditure report for object code **117**- Career Ladder Program.
 - Determine the total expenditures in 117 for regular full-time personnel and total expenditures in 117 for retired personnel.
 - Multiply the amount for full-time personnel by the full benefit rate of 16.34% (includes social security, Medicare, and retirement.)
 - Multiply the amount for retired personnel by the Medicare rate of 1.45%.
 - Perform reserve calculation.



Year-End Reserve-Career Ladder

- Example for calculating new Career Ladder Reserve:
- \$3,543 current debit balance in **34560**, \$80,000 in payments to full-time personnel in object code **117**, \$5,000 in payments to retired personnel in object code **117**.
 - (\$ 3,543.00) Because account has debit balance
 - + \$100,000.00 YTD revenue in **46610**
 - - \$ 93,072.00 (\$80,000 x 1.1634 benefit rate full-time personnel)
 - - \$ 5,072.50 (\$5,000 x 1.0145 Medicare rate part-time personnel)
 - **(\$ 1,687.50)** Ending reserve (debit balance)
- Journal entry to adjust reserve - calculate variance between beginning and ending reserve.
- $\$3,543.00 - \$1,687.50 = \$1,855.50$ (reduce debit balance)
- JE - debit **39000** \$1,855.50 and credit **34560** \$1,855.50



Year-End Reserve-GP Fund

- Perform same reserve calculation for **committed and assigned** reserves on balance sheet.
- Journal entries for reserves: Debit or credit the reserve account for amount of adjustment. The other side of the entry is a debit or credit to 39000 (Unassigned Fund Balance.)



Year-End Close-Other Journal Entries

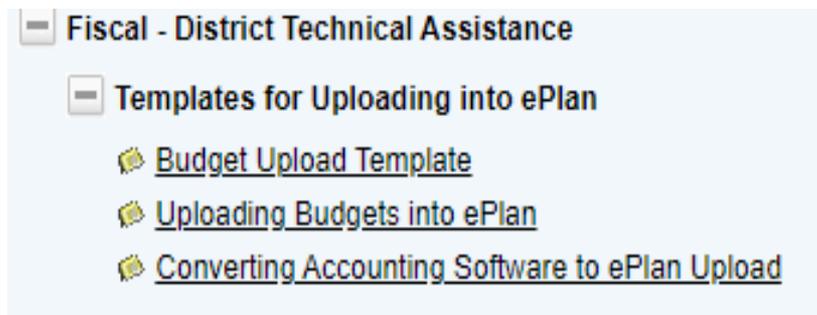
- School Nutrition:
 - If centralized, enter year to date value of **USDA commodities**.
 - Debit 73100-469 (USDA Commodities)
 - Credit 47112 (USDA Commodities)
 - Adjust value of food inventory **11200** and inventory reserve **34220**.
- If you have **investments**, adjust account to June 30 balance.



Completing the Final Expenditure Reports (FERs)

FER Upload

- If you plan to upload data, create file from your local accounting system.
- Directions to convert file to ePlan format are located in TDOE Resources.



- Use **AFR** in the report column for FERs.



Final Expenditure Reports

- All year-end financial reporting is in ePlan
- Actual Revenues
- Actual Expenditures
- Balance Sheet
 - Assets
 - Liabilities
 - Fund Balance/Reserves
- Items are available when in “FER Draft Started” status.
- **New-** LEA will be required to upload the trail balance, statement of revenue, and statement of expenditure as part of the FER process.



Final Expenditure Reports

- Reporting of revenues, expenditures and balance sheet is required for all grants, *except*:
- No balance sheet is required for:
 - Coordinated School Health
 - Family Resource Center
 - Voluntary Pre-K
- Final expenditures for federal funds and other state grants:
 - Will pre-load with the most recent reimbursement request data.
 - Manually key in any changes.



State Fund FER

- “State Fund” FER:
 - Final amended budget as of June 30 must be approved prior to beginning the FER.
 - Expenditures may be uploaded or manually keyed.
 - **Exception:** If there is an expenditure in a line item with nothing budgeted:
 - You may do a budget revision to put at least \$1 in that line item and then key in the expenditure.
 - **Otherwise,** you MUST upload expenditures so that a value can load into that line item; keying in expenditures will not be an option.



State Fund FER

- Examine your data before beginning upload for the final revised budgets to ensure the data is correct and in the proper format for ePlan.
- Include USDA commodities in Fund 143 revenue and expenditures. (This will already be included if you posted the year-end journal entry.)
- Revenue, expenditure, and balance sheet amounts should be entered including “cents”.
- If uploading, amounts may be rounded in the file from your accounting system. This is OK but may cause balancing issues. (Totals may be out of balance by a dollar or more. Adjust in ePlan to balance).



Don't forget-

- Summer Camp FERs due October 1st
 - Camp FERs must be split between state and federal revenues.
 - Fiscal consultants have the federal percentages available.
 - Federal percentages are also in ePlan>TDOE Resources>District-Fiscal Technical Assistance>Summer Learning Camp 2023 Economically Disadvantaged Percentages.
 - Summer learning transportation is state funded-no federal split.



Demonstration of FER

FER Procedure

- End of fiscal year
- All application revisions complete
- No intent to further revise budgets
- No pending reimbursement requests
- LEA changes status to “FER Draft Started”

Sections

Anderson County (010) Public District - FY 2016 - Consolidated - Rev 5

Application Status: LEA Authorized Representative Approved

Change Status To: [Revision Started](#)
or
[FER Draft Started](#)

[View TDOE History Log](#)

[View Change Log](#)

Description ([View Sections Only](#) [View All Pages](#))



FER Procedure

- LEA is now in the FER workflow
 - No more budget or application revisions allowed.
 - May not create any new reimbursement requests.
- Each grant section now contains:
 - Actual Revenue
 - Final Expenditures
 - Balance Sheet
 - FER Summary Report 1
 - FER Summary Report 2
- Grants will also have a Final Expenditure Report section including Carryover.



FER Procedure

<input type="checkbox"/>	CTE Perkins Basic
	Actual Revenue
	Final Expenditures
	Balance Sheet
	FER Summary Report 1
	FER Summary Report 2
	FER Related Documents
	Budget
	Budget Overview
	CTE Director Employment Standard and Matrix
	Program of Study
	Coordination
	Core Indicators of Performance
	Equipment
	Plan Relationships
	Related Documents
<input type="checkbox"/>	Final Expenditure Report
	Carryover



FER Procedure

- To upload revenues, click “Upload Revenue Data”.

Actual Revenue

Bradford (274) State Agency - FY 2016 - CTE Perkins Basic - Rev 2 - CTE Perkins Basic

Save And Go To 

Upload Revenue Data

Account - Account Description (Expand All Collapse All)
+ 44000 - Other Local Revenue
+ 47000 - Federal Revenues
+ 49000 - Other Sources

Tip- Upload all revenue in State Fund FER. Key revenue for other grants.



FER Procedure

- Click “Choose File”
- Once file is chosen, click “Create”

Create Revenue Upload

Bradford (274) State Agency - FY 2016 - CTE Perkins Basic - Rev 2 - CTE Perkins Basic

Please select a file to upload

Upload Data File: No file chosen

Create Revenue Upload

Bradford (274) State Agency - FY 2016 - CTE Perkins Basic - Rev 2 - CTE Perkins Basic

Please select a file to upload

Upload Data File: Bradford SDE.xlsx



FER Procedure

- Click “Process Revenue Upload”

Revenue Upload

Bradford (274) State Agency - FY 2016 - CTE Perkins Basic - Rev 2 - CTE Perkins Basic

[Process Revenue Upload](#)

[Delete Revenue Upload](#)

Revenue Upload Functions	Description
View Messages	View validation errors with the revenue upload file.
Preview Changes	View the changes that will be made to the grant revenue.
Upload Data File	Upload a new revenue file to replace the current one.
View Data File	View the current revenue file.



FER Procedure

- Actual revenue is now loaded into the FER
- Repeat process to upload expenditures and balance sheet data.

Actual Revenue

Bradford (274) State Agency - FY 2016 - CTE Perkins Basic - Rev 2 - CTE Perkins Basic

Save And Go To 

Upload Revenue Data

Account - Account Description (Expand All Collapse All)	Revenue Amount
+ 44000 - Other Local Revenue	\$0.00
+ 47000 - Federal Revenues	\$7,749.00
+ 49000 - Other Sources	\$0.00
Total:	\$7,749.00



FER Procedure- Consolidated

- Consolidated Admin Pool FER
 - Does not allow cash on hand/carryover
 - Revenues must include the breakdown by funding source

47100 - Federal Through State	\$2,702,590.55
47141 - Title I - Grants to Local Education Agencies	\$2,525,013.37
47146 - English Language Acquisition Grants (Title III)	\$20,451.84
47147 - Safe and Drug-Free Schools State Grants (Title IV)	\$0.00
47148 - Rural Education (Title VI)	\$40,646.58
47189 - Title II - Eisenhower Professional Development State Grants	\$116,478.76
47590 - Other Federal Through State	\$0.00



FER Procedure- Consolidated

- To find Consolidated Admin revenue
 - Go to Con Admin reimbursement request
 - Click on the hyperlink to see revenue per grant

Payment Details

Anderson County (010) - FY 2022 - Consolidated Admin Pool

[Return to Reimbursement Requests](#)

Grant	Eligible Allocation	Amount Paid	Remaining
Consolidated Admin Pool	\$0.00	\$0.00	\$0.00
Title I, Part A	\$147,660.57	\$147,660.57	\$0.00
Title I-A Neglected	\$6,072.60	\$6,072.60	\$0.00
Title II-A	\$49,073.28	\$43,357.27	\$5,716.01
Total	\$202,806.45	\$197,090.44	\$5,716.01



Balancing the FER

Balancing FER- Summary Report 1

- After keying or uploading FER and resolving any upload errors, ensure that the FER is balanced.
- FER Summary 1- Do Total Assets equal the sum of Liabilities Reserves and Fund Balance?
- If not in balance, correct errors on Balance Sheet so that FER Summary Report 1 balances.
- Otherwise, you will be unable to complete the FER.
- **Common error - If software upload is done before books are closed, the upload pulls the old reserve from the previous year, you must change this to the new end-of-year reserve amount.**



Balancing FER- Summary Report 1

- **If uploading prior to closing books:**
- Ensure that assets and liabilities in FER match ending balances on balance sheet. Then, the closing fund balance account in each fund needs to be adjusted to its new July 1 balance.
- **39000** (Unassigned Fund Balance) needs to be adjusted in Fund 141.
- **34555** (Restricted for Education) needs to be adjusted. In the State Fund, this should be the sum of the ending reserve of all your 142 sub funds.
 - Input individual ending reserve amounts within Consolidated Funding Application and in other separate federal funding applications.
- **34570** (Restricted for Operation of Non-Instructional services) needs to be adjusted in Fund 143.



Balancing FER- Summary Report 1

- **Adjusting End of Year Reserve - Example for 141.**
- If you upload prior to closing books, beginning balance in **39000** (Unassigned Fund Balance) will upload and must be changed to its new July 1 balance.
- Calculated new July 1 balance:
 - \$1,800,000—beginning balance 39000
 - + \$6,500,000—total revenues
 - + \$ 50,000—transfers in
 - - \$6,200,000—total expenditures (including encumbrances)
 - - \$ 150,000—transfers out
 - **\$2,000,000—July 1 balance in 39000**
- In FER, key in the calculated July 1 balance for reserve accounts in each fund and sub fund.



Balancing FER- Summary Report 2

- Summary Report 2 - Total funds must equal total expenditures—what does this mean?
- This calculation ensures that beginning reserves plus revenues = expenditures plus ending reserves.
- If total revenues, expenditures, and ending reserves match balances from your financial statements, then ensure **that beginning reserves match beginning reserve balances from balance sheet.**



Balancing FER- Summary Report 2

- The beginning reserves in the FER are the ending reserves from last year. You may need to adjust these reserves, because auditors made adjusting entries to these balances after you completed last year's FER.
- If not in balance, correct errors in report so that Summary Report 2 balances.
- If not, you will have an error message and not be able to complete the FER.



FER - Validation

- Once all data is in, check validation messages.
 - On Sections page
 - Errors will prevent you from completing the FER.
 - Warnings are for information.

Head Start
Actual Revenue
Final Expenditures
Balance Sheet
FER Summary Report 1
FER Summary Report 2
FER Related Documents
Budget

Validation
Messages



FER - Validation

- Click on “Messages” to see what the error/warning is.
- Warning - Need to review the issue but it will allow you to continue with the FER.
- Error - Without correcting the issue it 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



Tips

- Check totals against your general ledger as you go.
 - Revenue totals by category and overall total
 - Expenditures by category and overall total
 - Reserve
- Check validation messages on Sections page. Click on hyperlinks to take you to the problem.
 - You can have negative assets, negative liabilities and/or negative reserves.
 - You cannot have negative revenues or expenditures.



FER - Completion

- 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	
Application Status:	FER Draft Started
Change Status To:	<u>FER Draft Completed</u> or <u>FER Cancelled</u>



FER Approvals

- LEA Fiscal Representative will approve.
- LEA Regional Finance Consultant will approve.
 - State Fund Checklist
- LEA Authorized Representative will approve.
- State will approve.
- FER is completed.



State Fund Notes and Other Year-End Reports

State Fund

- The State Fund FER should reflect the revenues, expenditures, and balances from all funds on your ledger. Make sure you report all funds and that these funds are the sum of all ledger balances. (Ex: Fund 144 Transportation, Fund 145 Other Education Special Revenue)
- The financial data you report in the State Fund FER is used:
 - To calculate per pupil expenditures.
 - To determine costs of proposed legislation.
 - Reported to USDOE for use in nationwide statistics.
 - Reported in TDOE's annual statistical report.



State Fund

- Review object code 217 (Retirement-Hybrid Stabilization). Make sure stabilization reserve trust has been uploaded in the FER correctly and it is not rolled up in 299 (Other Fringe Benefits).
- Fund 142 reporting - used for FERs only.
- \$1 has been preloaded into the budget for each expenditure line item by ePlan.
- A “roll-up” for all grants in fund 142 is found in ePlan under the State Fund section.
 - All 142 grants are added together.
 - Facilitates state and federal reporting and ensures that all grants are captured, and none are double-counted.



State Fund

- Revenues
 - If uploading, clear out any reserve amounts that may have loaded into the Actual Revenues page in error.
 - There should **NOT** be amounts in the Reserves lines on the Actual Revenues page.

Actual Revenue

Anderson County (010) Public District - FY 2016 - State Funds - Rev 2 - 141 - General Purpose

Go To 

Account - Account Description ([Expand All](#) [Collapse All](#))

 31000 - End of Year Equity (Reserve)
 40400 - County Taxes
 40800 - City/SSD Taxes
 41000 - Licenses and Permits
 43000 - Charges for Current Services



State Fund

- Other Year-End Reports
 - Complete by entering data into reports.
 - State Fund FER will not be approved until ALL “Other Year-End Reports” that apply to the LEA have been completed.

<input type="checkbox"/>	Other Year-End Reports
	<u>Expenditures by Other Agencies</u>
	<u>Expenditures for School Indebtedness</u>
	<u>School Indebtedness</u>
	<u>Non Centralized Cafeteria</u>
	<u>Student Activity Funds</u>
	<u>Tuition</u>
	<u>Career Ladder</u>



Other Year-End Reports

▪ Expenditures by Other Agencies

- Record expenditures made by other government agencies for the benefit of the schools.
- Enter by function code (71100, 71200, etc.).
- Examples
 - School Resource Officers paid by county sheriff department or city police department (72130)
 - Capital projects paid by county general such as roof replacement, HVAC replacement, school bus purchase, etc. (91300)
- Please be thoughtful and fill this in if it is applicable to your district.
- Complete comments section to describe expenditure.



Other Year-End Reports

Expenditures by Other Agencies

Sumner County (830) Public District - FY 2022 - State Funds - Rev 5 - Other Year-End Reports

Go To ▶

	Amount
71100 - Regular Instruction Program	0.00
71150 - Alternative Instruction Program	0.00
71200 - Special Education Program	0.00
71300 - Vocational Education Program	0.00
71400 - Student Body Education Program	0.00
71600 - Adult Education Program	0.00
72100 - Students	3,635,094.75
72200 - Instructional Staff	0.00
72300 - General Administration	0.00
72410 - School Administration-Ofc of Principal	0.00
72510 - Business Administration	0.00
72520 - Human Services(Resources)Personnel	0.00
72600 - Operation & Maintenance of Plant	0.00
72710 - Student Transportation	0.00
72810 - Other Support Services - Central and Other	0.00
73100 - Food Service	0.00
73300 - Community Services	0.00
73400 - Early Childhood Education	0.00
76100 - Regular Capital Outlay	0.00
80000 - Education Debt Service	0.00
91300 - Education Capital Projects	68,500,174.13
99000 - Other Uses(Transfers)	0.00
Total	\$72,135,268.88



Other Year-End Reports

- **Expenditures for School Indebtedness**
 - Resembles a statement of expenditures for debt.
 - Enter total principal and interest paid on debt.
 - Enter total amount **paid by schools** directly to creditors.
 - Enter total amount **paid by schools** to local government agency.
 - Enter this information for all types of debt listed.
 - ePlan will total automatically.



Other Year-End Reports

Expenditures for School Indebtedness

Sumner County (830) Public District - FY 2016 - State Funds - Rev 2 - Other Year-End Reports

Go To

	BD - Bonded Debt	CL - Capitalized Leases	LP - Other Loans Payable	NP - Notes Payable	Total
51050 - School Principal Paid/Retired on Bonds/Notes	12,013,629.00	0.00	0.00	0.00	\$12,013,629.00
51060 - Interest Paid on School Bonds/Notes	7,107,367.50	0.00	0.00	0.00	\$7,107,367.50
51090 - Total Amount Paid from Schools to Creditors	0.00	0.00	0.00	0.00	\$0.00
510901 - Total Amount Paid from Schools to Primary Government	0.00	0.00	0.00	0.00	\$0.00
51000 - School Debt Expenditures Paid by Local Non-Educational Agencies	\$19,120,996.50	\$0.00	\$0.00	\$0.00	\$19,120,996.50



Other Year-End Reports

- **School Indebtedness**
 - Beginning balance of debt as of July 1, 2022
 - Principal paid down/retired during FY23
 - New bonds or notes issued in FY23
 - Ending balance of debt as of June 30, 2023
- Record debt held by the school district or by the local government on behalf of the school district.
- Principal paid on this report should equal the principal payments reported on the Expenditures for School Indebtedness Report.



Other Year-End Reports

School Indebtedness

Sumner County (830) Public District - FY 2016 - State Funds - Rev 2 - Other Year-End Reports

Go To

	BD - Bonded Debt	CL - Capitalized Leases	LP - Other Loans Payable	NP - Notes Payable	Total
51010 - School Debt Outstanding - 7/1	167,895,787.00	0.00	0.00	0.00	\$167,895,787.00
51020 - School Principal Paid/Retired on Bonds/Notes	12,013,629.00	0.00	0.00	0.00	(\$12,013,629.00)
51030 - New Bonds/Notes Issued	0.00	0.00	0.00	0.00	\$0.00
51040 - Net Indebtedness for Schools - 06/30	\$155,882,158.00	\$0.00	\$0.00	\$0.00	\$155,882,158.00



Other Year-End Reports

- **Non-Centralized Cafeteria**
 - Only for those systems without centralized cafeteria reporting.
 - Report:
 - Total cafeteria expenditures
 - Cafeteria equipment expenditures
 - Non-centralized commodities
 - All other systems will report school nutrition revenue and expenditures in Fund 143.



Other Year-End Reports

Non Centralized Cafeteria

Oneida (761) State Agency - FY 2016 - State Funds - Rev 4 - Other Year-End Reports

Go To

	Amount
81000 - Total Cafeteria Expenditures	600,413.01
82000 - Cafeteria Equipment Expenditures	15,676.30
84100 - USDA Non-Centralized Commodities	3,750.18
85000 - Net Cafeteria Expenditures	\$588,486.89



Other Year-End Reports

- **Student Activity Fund**

- Report General Fund revenue and expenditures.
- Report Restricted Fund revenue and expenditures.
- Report Board allocations to General and/or Restricted Funds.
 - These are funds transferred from the School General Purpose Fund to individual school activity fund accounts.
 - Example is the \$200 per teacher required by the BEP that many districts transfer to the schools.



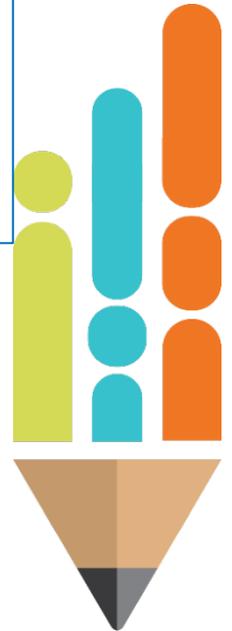
Other Year-End Reports

Student Activity Funds

Oneida (761) State Agency - FY 2016 - State Funds - Rev 4 - Other Year-End Reports

Go To

	Amount
87000 - General Fund Income Per School Books	61,280.88
87100 - General Fund Income BOE Allocations	70,200.00
88000 - General Fund Expenditures Per School Books	58,533.32
89000 - Restricted Fund Income Per School Books	548,853.58
89100 - Restricted Fund Income BOE Allocations	70,200.00
90000 - Restricted Fund Expenditures Per School Books	578,039.68



Other Year-End Reports

- **Tuition**
 - Report tuition paid to an out of state school district.
 - Only applies to one district in Tennessee in FY23.

Tuition	
Johnson County (460) Public District - FY 2016 - State Funds - Rev 2 - Other Year-End Reports	
<input type="text" value="Go To"/>	
	Amount
77000 - Tuition Paid to Out of State LEAs	<input type="text" value="37,368.00"/>



Other Year-End Reports

- **Career Ladder Report**

- Amounts should agree with #141 balance sheet on beginning and ending reserves
- Benefit rate for FY23 is 16.34%

Description	Amount		Total
34560 - Equity from Previous Year	\$22,368.14		
Adjustments	0.00		
Adjusted Reserve	\$22,368.14		
46610 - Revenue: Career Ladder Salary Supplement:	\$289,936.33		
ADJUSTED RESERVE PLUS REVENUE			\$312,304.47
Expenditures	Career Ladder Supplement	Benefit Rate	Career Ladder Supplement Plus Benefits
CEO Payments	1,000.00	18.11 %	\$1,181.10
Payments to Regular (Full Time) Personnel	183,534.86	18.11 %	\$216,773.02
Payments to Retired (120 day) Personnel	3,400.00	1.45 %	\$3,449.30
Total Payments	\$187,934.86		\$221,403.42
Object Code 117 (Source: FER)	\$187,934.86		
34560 - Career Ladder Supplement Equity (End of Year)			\$90,901.05

State Fund FER Completion Checklist

- Select the following steps to review completion checklist in ePlan:
 - Funding
 - Funding applications
 - State Fund
 - State Fund checklist
 - **Review all 18 items prior to submitting the State Fund FER.**
 - **Review all comment sections for modifications.**
 - Only the State Fund FER has a checklist



State Fund FER Completion Checklist

General Checklist Comment	
No comments have been made at this time	

Checklist Description [\(Collapse All\)](#) [\(Expand All\)](#)

<input type="checkbox"/>	1. Fund 141 - General Purpose	OK	Cindy Smith	7/31/2019 2:03:59 PM
1. No reserve amounts are reported on the Actual Revenue page.				
2. All necessary adjustments to Beginning Fund Balances have been made.				
3. Object code 217 reflects payments made to the Stabilization Reserve Trust on behalf of non-federal employees.				
<input type="checkbox"/>	2. Fund 142 - Federal Funds	OK	Cindy Smith	7/31/2019 2:03:59 PM
1. No reserve amounts are reported on the Actual Revenue page.				
2. Revenues for all federal funds are reported on the appropriate line items.				
3. Expenditures for all 142 sub-funds are included on the Final Expenditures page.				
4. Balance sheet items are reported.				
5. All necessary adjustments to Beginning Fund Balances have been made.				



Resources

Resources

- Regional Finance Consultants will provide technical assistance both onsite and virtually.
- PowerPoints and one-pagers
- Resources from workshops and other technical guides will be found in ePlan under TDOE resources, Fiscal-District Technical Assistance.



TDOE Resources in ePlan

- Fiscal - District Technical Assistance
 - 2023 Annual Fiscal Workshop
 - 2022 Spring Fiscal Workshop
 - Cross-Cutting Fiscal Materials
 - Templates for Uploading into ePlan
 - Year-end Close One Pagers
 - [!\[\]\(c3ac156d9f50529e3ad236d53f62a1e5_img.jpg\) Accounting for Education Technology Expenditures](#)
 - [!\[\]\(02149d77af4598b55497f11f94b1cdd6_img.jpg\) TN Comptroller of the Treasury: Chart of Accounts](#)
 - [!\[\]\(03044ecef5b7b87000d50be6e496cf6a_img.jpg\) CCEIS for Spring Fiscal Workshops](#)
 - [!\[\]\(ad8d26035944453c9aba2c9efb89aa5c_img.jpg\) Federal Revenue Codes and Sub-funds](#)
 - [!\[\]\(6b8c491c4c3052b5fedeca127abde014_img.jpg\) FY22 Daily Rates for Residential Mental Health Facilities](#)
 - [!\[\]\(cc899eebec377e6fea8da113c605e7bb_img.jpg\) Local Education Agencies 2021 Health Insurance Benefits](#)
 - [!\[\]\(c08488b05a97eef105c03d7b9e2f90ac_img.jpg\) Local Finance Office Hours Link](#)
 - [!\[\]\(6a79450812856a2d754d35495321e643_img.jpg\) Per Pupil Expenditure Reporting_FAQ FY20](#)
 - [!\[\]\(6aee5c7a3f703c3f712328092cf8834b_img.jpg\) Prior Period Expense Entries - Journal Entries](#)
 - [!\[\]\(cf5da82e46381f8fb176af28a93f4878_img.jpg\) Release of Funds Form](#)
 - [!\[\]\(31f8a292e97ae29c79096b5d56e2e278_img.jpg\) Resolution to Transfer to Federal Projects - Template](#)
 - [!\[\]\(3e97708b7ce6413f7c01e2b2c4f67203_img.jpg\) Returning Funds to the State](#)
 - [!\[\]\(65ee696907775e8af581afd1039f09a9_img.jpg\) SNS Methodology Monitoring 2020-21](#)
 - [!\[\]\(f1400dad053c4c278cd4fa679124ef8e_img.jpg\) State Minimum Salary Schedule FY2022-23](#)
 - [!\[\]\(470c8400574f94aea31822282d5dcbcb_img.jpg\) State Minimum Salary Schedule FY2021-22](#)
 - [!\[\]\(d02b1c642237762cf3cde5f90b752c92_img.jpg\) Summer Learning Camp 2023 Economically Disadvantaged Percentages](#)
 - [!\[\]\(4349ba308be412db240461bcf4e0aea0_img.jpg\) TN Compass December 1 Report](#)
 - [!\[\]\(db6fe032121d4686271c35f8914b72a6_img.jpg\) TISA Calculator](#)



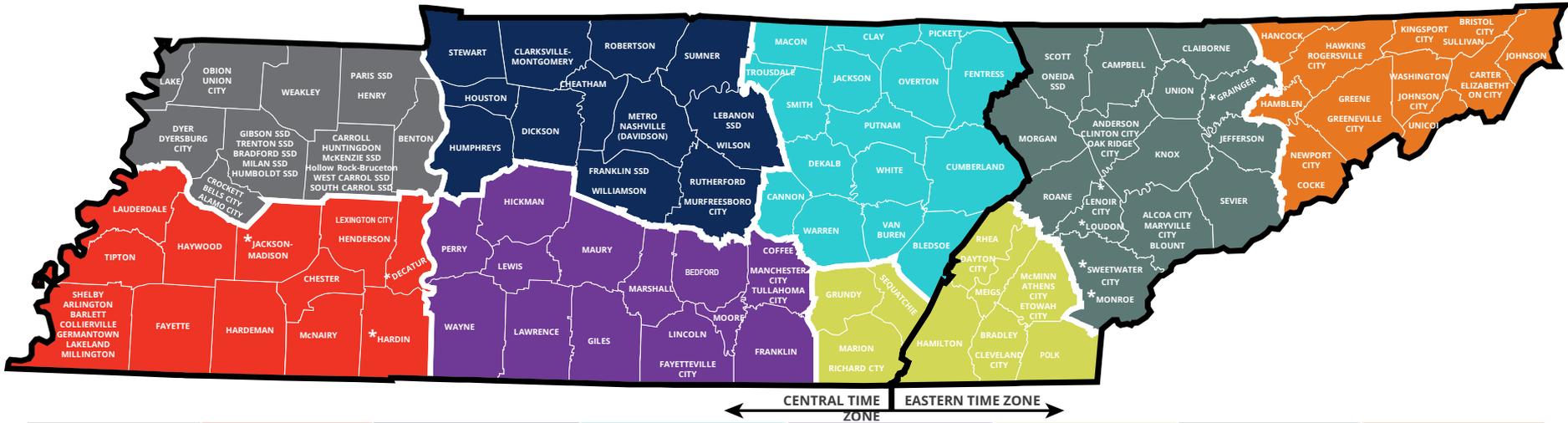
Local Finance Office Hours

- Each Tuesday morning at 10 -11 CT / 11-12 ET
- The link to the Microsoft Teams meeting may be found [here](#) and in ePlan TDOE Resources under Fiscal – District Technical Assistance.
- Local Finance Office Hours will include a demonstration of the FER including the new requirements for document uploads for FERs on June 20 and June 27.
[FER Instructions](#)



Regional Finance Consultant District Map

As of 5/1/2023



Northwest	Southwest	Mid Cumberland	Upper Cumberland	South Central	Southeast	East TN	First TN
Holly Kellar		Rob Mynhier		Taffe Bishop		Jill Lewis	
Holly.Kellar@tn.gov		Robert.Mynhier@tn.gov		Taffe.Bishop@tn.gov		Jill.Lewis@tn.gov	
*Districts that are assigned to a finance consultant in a different CORE region.							

Regional Finance Consultant District Assignment

As of 5/1/2023

Northwest	Southwest	Mid Cumberland	Upper Cumberland	South Central	Southeast	East TN	First TN
Holly Kellar		Rob Mynhier		Taffe Bishop		Jill Lewis	
Holly.Kellar@tn.gov		Robert.Mynhier@tn.gov		Taffe.Bishop@tn.gov		Jill.Lewis@tn.gov	
Districts: Alamo City Bells City Benton County Bradford SSD Carroll County Crockett County Dyer County Dyersburg City Gibson County SSD Henry County Hollow Rock-Bruceton SSD Humboldt SSD Huntingdon SSD Lake County McKenzie SSD Milan SSD Obion County Paris SSD South Carroll SSD Trenton SSD Union City Weakley County West Carroll SSD	Districts: Achievement Schools Arlington SSD Bartlett SSD Chester County Collierville SSD Fayette County Germantown SSD Hardeman County Haywood County Henderson County Lakeland SSD Lauderdale County Lexington City McNairy County Millington Shelby County Tipton County WTSD	Districts: Cheatham County Charter Schools Commission Dickson County Dept. of Children Services Dept. of Corrections Franklin SSD Houston County Humphreys County Lebanon SSD Metro-Nashville Montgomery County Murfreesboro City Robertson County Rutherford County Stewart County Sumner County TN School for Blind Williamson County Wilson County *Jackson-Madison County	Districts: Alvin York Institute Bledsoe County Cannon County Clay County Cumberland County DeKalb County Fentress County Jackson County Macon County Overton County Pickett County Putnam County Smith County Trousdale County Van Buren County Warren County White County	Districts: Bedford County Coffee County Fayetteville City Franklin County Giles County Hickman County Lawrence County Lewis County Lincoln County Manchester City Marshall County Maury County Moore County Perry County Tullahoma City Wayne County *Decatur County *Hardin County	Districts: Athens City Bradley County Cleveland City Dayton City Etowah City Grundy County Hamilton County Marion County McMinn County Meigs County Polk County Rhea County Richard City Sequatchie County *Lenoir City *Loudon County *Monroe County *Sweetwater City	Districts: Alcoa City Anderson County Blount County Campbell County Claiborne County Clinton City Jefferson County Knox County Maryville City Morgan County Oak Ridge Oneida SSD Roane County Scott County Sevier County TSDK Union County	Districts: Bristol City Carter County Cocke County Elizabethton City Greene County Greeneville City Hamblen County Hancock County Hawkins County Johnson City Johnson County Kingsport City Newport City Rogersville City Sullivan County Unicoi County Washington County *Grainger County
*Districts that are assigned to a finance consultant in a different CORE region.							

Finance Division Contacts

Chief Financial Officer

Maryanne.Durski@tn.gov

Director of Local Finance

Holly.Kellar@tn.gov

Fiscal Director/Director of Local Disbursements

Spencer.Yonce@tn.gov

LEA Data Support

Karen.Justice@tn.gov

Finance Data Analyst

Meribeth.B.Carpenter@tn.gov

Regional Finance Consultants

Robert.Mynhier@tn.gov (615) 238-1008

Jill.Lewis@tn.gov (629) 259-1645

Taffe.Bishop@tn.gov (423) 677-1405

Holly.Kellar@tn.gov (731) 991-4234

Federal Reporting/Nutrition

Andrew.Mccluskey@tn.gov





Resources

- Tennessee Department of Education [Education \(tn.gov\)](https://www.tn.gov/education)
- Tennessee State Board of Education [Rules, Policies and Guidance \(tn.gov\)](https://www.tn.gov/education/rules-policies)
- ePlan TDOE Resources <https://eplan.tn.gov/>
- Electronic Code of Federal Regulations [eCFR :: Home](https://www.ecfr.gov/)
- Tennessee Code Annotated [Tennessee Code Unannotated – Free Public Access | Main Page \(lexis.com\)](https://www.legis.tn.gov/)
- Tennessee Comptroller of the Treasury [Manuals \(tn.gov\)](https://www.tn.gov/treasury)
- Tennessee Consolidated Retirement System <https://treasury.tn.gov/Retirement/Information-and-Resources/TCRS-Overview-and-Self-Service>
- Tennessee General Assembly [Legislation - TN General Assembly](https://www.tn.gov/legislation)
- County Technical Assistance Service (CTAS) Record Retention <https://www.ctas.tennessee.edu/eli/departments-education-records>

Fraud, Waste or Abuse

Citizens and agencies are encouraged to report fraud, waste, or abuse in State and Local government.

NOTICE: This agency is a recipient of taxpayer funding. If you observe an agency director or employee engaging in any activity which you consider to be illegal, improper or wasteful, please call the state Comptroller's toll-free Hotline:

1-800-232-5454

Notifications can also be submitted electronically at:

comptroller.tn.gov/hotline



Thank You!