

# Instructions for completing your final expenditure report (FER)

## Step 1: Select your Funding Application

### Funding Applications

Extended Learning (001) - FY 2026

Entitlement Funding Application	Revision	Status	Status Date
<u>Consolidated</u>	5	FER Draft Started	7/9/2025
<u>Coordinated School Health</u>	2	Revision Started	7/20/2025
<u>CTE Perkins Basic</u>	2	FER LEA Authorized Representative Approved	7/20/2025
<u>Safe Schools</u>	1	TDOE Safe Schools Director Approved	7/20/2025
<u>State Funds</u>	1	Revision Started	2/12/2025
<u>Voluntary Pre-K</u>	5	FER Draft Started	7/21/2025

Competitive Funding Application	Revision	Status	Status Date
<u>21st CCLC Cohort 2024</u>	4	Not Started	7/23/2025
<u>21st CCLC Remaining Funds</u>	3	FER Draft Started	7/23/2025
<u>CTE Perkins Reserve Consolidated</u>	0	Not Started	4/18/2025
<u>IDEA Discretionary (Ages 6-21)</u>	0	Not Started	7/30/2025
<u>IDEA Discretionary Supplemental Funds</u>	0	Not Started	11/16/2025
<u>IDEA Preschool Discretionary Grant (Ages 3-5)</u>	2	FER Draft Started	7/9/2025
<u>IDEA Technology Partnership</u>	2	FER Draft Started	7/20/2025
<u>School Resource Officer Grant</u>	0	Not Started	6/28/2025
<u>Student Support and Academic Enrichment</u>	0	Not Started	5/21/2025
<u>Title IX McKinney-Vento</u>	0	Not Started	7/23/2025

## Step 2: Select the link of the FER that you are trying to complete.

Competitive Funding Application	Revision	Status	Status Date
<a href="#">CTE Perkins Reserve</a>	0	Not Started	4/24/2025
<a href="#">IDEA Innovation</a>	0	Not Started	6/12/2025
<a href="#">IDEA Partnership for Systemic Change (K-12)</a>	0	Not Started	3/7/2025
<a href="#">IDEA Partnership for Systemic Change (Preschool)</a>	0	Not Started	3/7/2025
<a href="#">21st CCLC Cohort 2024</a>	0	Not Started	3/13/2025
<a href="#">School Resource Officer Grant</a>	0	Not Started	6/1/2025

Click on the link **FER Draft Started** to begin your FER.

Extended Learning (001) - FY 2026

Application Status: FER Draft Not Started

Change Status To: ~~Revision Started\*~~  
or  
**FER Draft Started**

\*If you accidentally click on revision started, email [Extended.Learning@tn.gov](mailto:Extended.Learning@tn.gov) to have your revision returned.

### Step 3: Click the link for Actual Revenue.

Messages	Print		
		<a href="#">Cover Page</a>	<a href="#">Print</a>
		<a href="#">Prior Grantees / New Applicants</a>	<a href="#">Print</a>
		<b><a href="#">Actual Revenue</a></b>	<a href="#">Print</a>
		<a href="#">Final Expenditures</a>	<a href="#">Print</a>
		<a href="#">Balance Sheet</a>	<a href="#">Messages</a> <a href="#">Print</a>
		<a href="#">FER Summary Report 1</a>	<a href="#">Print</a>
		<a href="#">FER Summary Report 2</a>	<a href="#">Messages</a> <a href="#">Print</a>
		<a href="#">FER Related Documents</a>	<a href="#">Messages</a> <a href="#">Print</a>
		<a href="#">Budget</a>	<a href="#">Print</a>
		<a href="#">Budget Overview</a>	<a href="#">Print</a>
		<a href="#">Program Logistics - 21st CCLC</a>	<a href="#">Print</a>
		<a href="#">Project Design - 21st CCLC</a>	<a href="#">Print</a>
		<a href="#">Related Documents</a>	<a href="#">Print</a>
		<a href="#">Assurances</a>	

Select the plus sign beside 47000 – Federal Through State

Account - Account Description ( Expand All Collapse All )	Revenue Amount
<input type="checkbox"/> 31000 - End of Year Equity (Reserve)	
<input type="checkbox"/> 44000 - Other Local Revenue	
<input type="checkbox"/> 47000 - Federal Revenues	
<input checked="" type="checkbox"/> 47100 - Federal Through State	
<input type="checkbox"/> 49000 - Other Sources	
<b>Total:</b>	

**Copy the amount of your reimbursements received, not your total allocation,** in the from the Federal through State box down to the total box. Once completed, go to your sections page at the top of the screen to return home. You can find this total on the Project Summary tab located to the left of your screen.

## Step 4: Click the link for Final Expenditures.

<a href="#">21st CCLC Cohort 2022</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Cover Page</a>		<a href="#">Print</a>
<a href="#">Prior Grantees / New Applicants</a>		<a href="#">Print</a>
<a href="#">Actual Revenue</a>		<a href="#">Print</a>
<a href="#">Final Expenditures</a>		<a href="#">Print</a>
<a href="#">Balance Sheet</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">FER Summary Report 1</a>		<a href="#">Print</a>
<a href="#">FER Summary Report 2</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">FER Related Documents</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Budget</a>		<a href="#">Print</a>
<a href="#">Budget Overview</a>		<a href="#">Print</a>
<a href="#">Program Logistics - 21st CCLC</a>		<a href="#">Print</a>
<a href="#">Project Design - 21st CCLC</a>		<a href="#">Print</a>
<a href="#">Related Documents</a>		<a href="#">Print</a>
<a href="#">Assurances</a>		

If you have no additional expenditures between your last reimbursement request and June 30, copy the amount from the community services column into the total column for each row. Once completed, go to your sections page at the top of the screen to return home.

Line Item Number	Account Number	73300 - Community Services	Total
Supervisor / Director 105		10,372.75	10,372.75
Teachers 116		24,977.18	24,977.18
Clerical Personnel 162		3,000.00	3,000.00
Social Security 201		2,377.50	2,377.50
State Retirement 204		3,269.12	3,269.12
Employer Medicare 212		556.05	556.05
Travel 355		0.00	0.00
Food Supplies 422		0.00	0.00
Instructional Supplies & Materials 429		5,312.66	5,312.66
Software 471		0.00	0.00
Other Supplies and Materials 499		0.00	0.00
In-Service / Staff Development 524		786.86	786.86
Other Charges 599		0.00	0.00
<b>Total</b>		<b>50,652.12</b>	<b>50,652.12</b>

**Step 5: Click the [FER Related Documents](#) link to upload the required documents for your final expenditure report.**

**CBOS Only – upload a blank document for both links below. This requirement does not apply to you, but you will receive an error message that will prevent you from submitting your FER if you do not upload a blank page.**

Required Documents		
Type	Document Template	Document/Link
(FER) Statement of Revenues - June 30 [Upload at least 1 document(s)]	N/A	<a href="#">Upload New</a>
(FER) Statement of Expenditures - June 30 [Upload at least 1 document(s)]	N/A	<a href="#">Upload New</a>

**Step 6: Click the [FER Draft Completed](#) link to begin the approval process of your final expenditure report.**

Extended Learning (001) - FY 2026

Application Status: FER Draft Started

Change Status To: [FER Draft Completed](#)  
or  
[FER Cancelled](#)