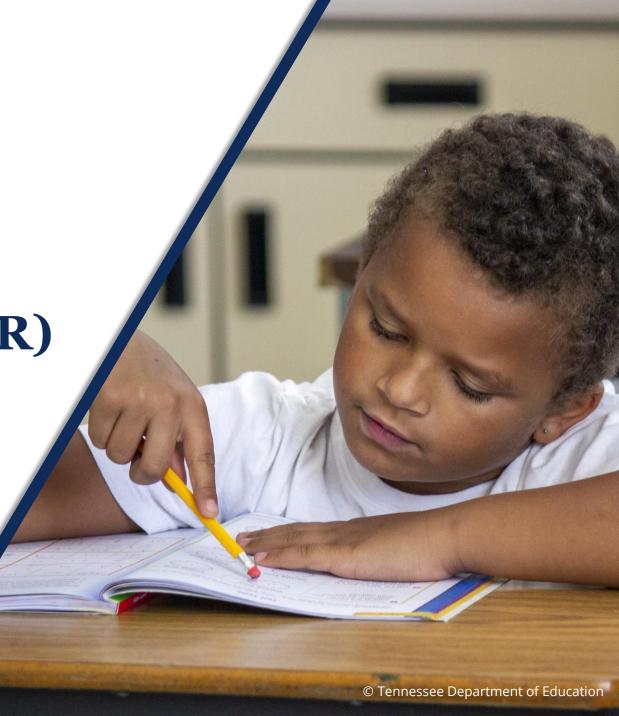
FY24 Non-Public School Security Grant Final Expenditure Report (FER)

Taffe Bishop

Regional Finance Consultant | Local Finance





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- Application Status
- Completing the FER
- Carryover Funds

Application Status



Application Status

- Application status must be in TDOE Non-Public School Security
 Grant Director Approved prior to beginning the FER.
- The status and who can perform a status change are found on the Sections page.

Application Status: TDOE Non-Public School Security Grant Director Approved

Change Status To: Revision Started

OF

FER Draft Started

View TDOE History Log View Change Log

Description (View Sections Only View All Pages)

Application Status

 Hover over FER Draft Started to see who can perform the status change.

Application Status: TDOE Non-Public School Security Grant Director Approved

Change Status To: Revision Started or FER Draft Started

View TDOE History Log
View Change Log

Description (View Sections Only View All Pages)

Role(s) that can perform this status change: LEA Fiscal Representative

User(s) that can perform this status change: Alicia



Click FER Draft Started

Application Status: TDOE Non-Public School Security Grant Director Approved

Change Status To: Revision Started

Or FER Draft Started

View TDOE History Log
View Change Log

Description (View Sections Only View All Pages)

Role(s) that can perform this status change:
LEA Fiscal Representative

User(s) that can perform this status change:
Richard

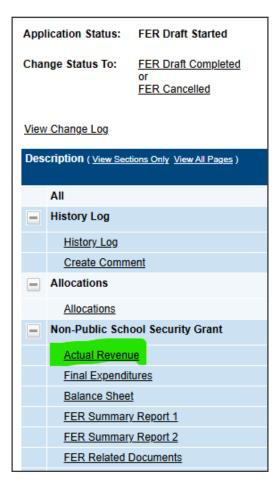
Confirm you are starting the FER

Once the applicant starts the Final Expenditure Report, no more revisions may be made to this Funding Application. Furthermore, the applicant may not create any additional Reimbursement Requests for the grants in this Funding Application. By completing this status change, the applicant acknowledges and agrees to be bound by these terms.

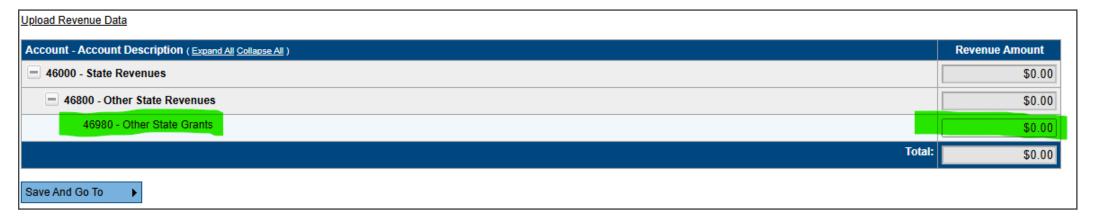
You are about to change the status to FER Draft Started. Check the box and Click Confirm to change the status.



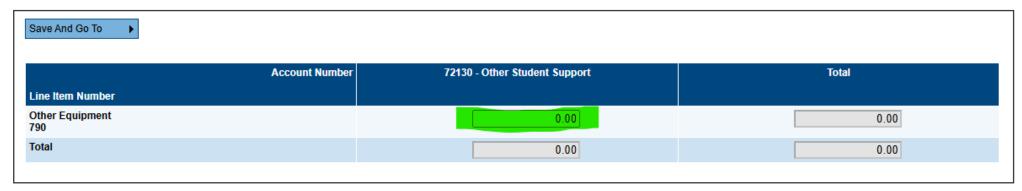
Click Actual Revenue



- Enter the revenue
 - The reimbursement amount you have already received or expect to receive for FY24 (July 1, 2023- June 30, 2024)



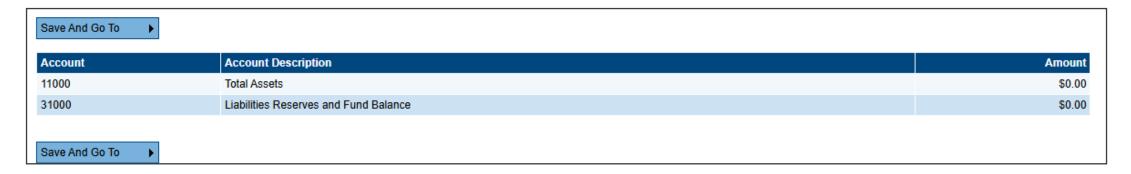
- Enter the expenditures
 - If you <u>received a reimbursement</u>, this will prepopulate the expenditure amount(s) from the reimbursement request.
 - If this is not the correct/total expenditure amount, enter the correct amount.
 - If you have not received a reimbursement and had expenditures in FY24 (July 1, 2023-June 30, 2024), enter the total expenditure amount(s).
 - Expenditures should equal the revenue reported in the previous section.



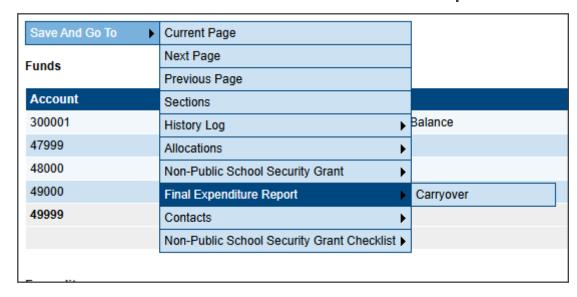
■ Do not complete the Balance Sheet. Leave all zeroes (\$0.00).

Assets		
Account	Account Description	Amount
11120	Cash on Hand	0.00
11130	Cash in Bank	0.00
11140	Cash with Trustee	0.00
11150	Cash with Paying Agents	0.00
11180	Cash with Clerks, Register & Sheriff	0.00
11200	Inventories	0.00
11300	Investments	0.00
11410	Accounts Receivable	0.00

■ FER Summary Report 1 will be zero (\$0.00)



- FER Summary Report 2 must be balanced. Funds (revenues) must equal Expenditures.
- See the screenshot on the next page.
- Click Save and Go To>Final Expenditure Report>Carryover



• FER Summary Report 2

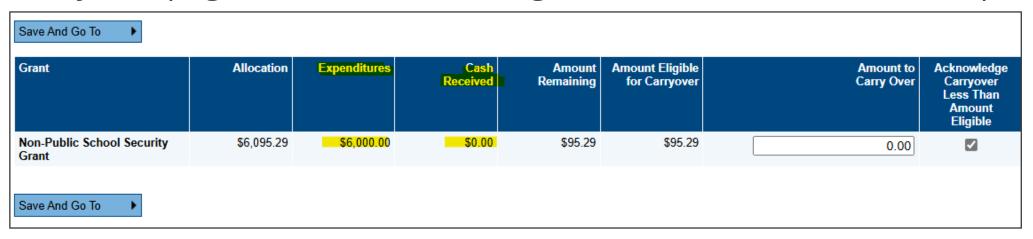
Funds		
Account	Account Description	Amount
300001	Beginning of Year Reserves and Fund Balance	\$0.00
47999	Total Operating Revenues	\$6,000.00
48000	Total Other Revenue	\$0.00
49000	Total Other Sources	\$0.00
49999	Total Revenues	\$6,000.00
	Grand Total A	vailable Funds: \$6,000.00
Account	Account Description	Amount
	Account Description Total Operating Expenditures	Amount \$6,000.00
70000		
70000 73300	Total Operating Expenditures	\$6,000.00
Account 70000 73300 73400 76100	Total Operating Expenditures Total Community Services	\$6,000.00 \$0.00
70000 73300 73400 76100	Total Operating Expenditures Total Community Services Total Childhood Education	\$6,000.00 \$0.00 \$0.00
70000 73300 73400	Total Operating Expenditures Total Community Services Total Childhood Education Total Regular Capital Outlay	\$6,000.00 \$0.00 \$0.00 \$0.00
70000 73300 73400 76100 80000	Total Operating Expenditures Total Community Services Total Childhood Education Total Regular Capital Outlay Total Debt Service	\$6,000.00 \$0.00 \$0.00 \$0.00
70000 73300 73400 76100 80000 91300 99100	Total Operating Expenditures Total Community Services Total Childhood Education Total Regular Capital Outlay Total Debt Service Total Education Capital Projects	\$6,000.00 \$0.00 \$0.00 \$0.00 \$0.00
70000 73300 73400 76100 80000 91300	Total Operating Expenditures Total Community Services Total Childhood Education Total Regular Capital Outlay Total Debt Service Total Education Capital Projects Total Transfers / Other Uses	\$6,000.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00

- The Carryover page will show if any funds are eligible for carryover.
 - <u>If the school wants to carry the funds into FY26</u>, type in the amount of carryover.
 - If the school would like to release the carryover amount, type \$0.00 and click the checkbox as indicated below.



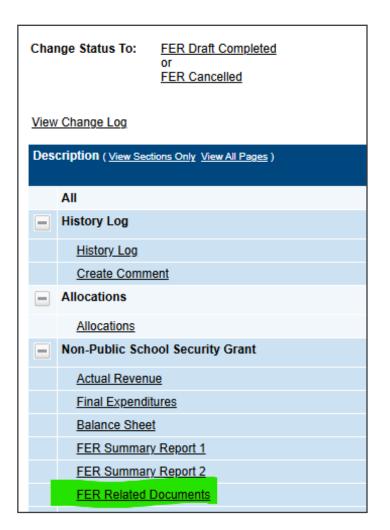
Click Save and Go To>Sections

 If Expenditures are more than the prior Cash Received, as shown on the Carryover page below, the FER will generate a reimbursement request.

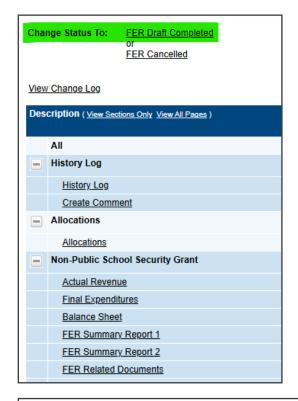


- Reimbursement requests require supporting documentation.
 - See the next slide for how to submit supporting documentation.
- Click Save and Go To>Sections

- Click FER Related Documents to upload documentation (requisition, purchase order, invoice, and payment information) to support the reimbursement request.
- If the FER does not generate a reimbursement, skip this step.



To complete the FER, Click FER
 Draft Completed and confirm the status change.



No validation errors were found, but one or more warnings exist.

You are about to change the status to FER Draft Completed. Click Confirm to change the status.

Confirm Cancel

 Click FER LEA Fiscal Representative Approved and confirm the status change.

Application Status: FER Draft Completed

Change Status To: FER LEA Fiscal Representative Approved or FER LEA Fiscal Representative Returned Not Approved

No validation errors were found, but one or more warnings exist.

You are about to change the status to FER LEA Fiscal Representative Approved. Click Confirm to change the status.

Confirm Cancel

 Click FER LEA Authorized Representative Approved and confirm the status change.

Application Status: FER LEA Fiscal Representative Approved

Change Status To: FER LEA Authorized Representative Approved

or

FER LEA Authorized Representative Returned Not Approved

No validation errors were found, but one or more warnings exist.

You are about to change the status to FER LEA Authorized Representative Approved. Click Confirm to change the status

Confirm

The FER has now been submitted for TDOE review and approval.

Carryover Funds



Carryover Funds

- If the LEA chooses to carry over remaining FY24 funds, the department will bypass the FY25 funding period and roll those funds to FY26.
 - Do not access and/or make changes to the FY25 application in ePlan.
- When funds are available in FY26, complete the application process promptly and request reimbursement for the expenditures.
- The FY26 Non-Public School Security Grant can only be used for expenditures approved in the FY26 budget.
 - Grant funds may only be obligated after the budget is approved.
 - Obligation deadline is June 30, 2026.





Thank You!

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