

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

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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:	<u>Revision Started</u> or <u>FER Draft Started</u>
<u><a href="#">View TDOE History Log</a></u> <u><a href="#">View Change Log</a></u>	
Description ( <u><a href="#">View Sections Only</a></u> <u><a href="#">View All Pages</a></u> )	



# 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 [REDACTED]



# Completing the FER

# Completing the FER

- Click FER Draft Started

<b>Application Status:</b> TDOE Non-Public School Security Grant Director Approved	
<b>Change Status To:</b>	<u>Revision Started</u> or FER Draft Started
<a href="#">View TDOE History Log</a> <a href="#">View Change Log</a>	
<b>Description</b> ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	

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

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





# Completing the FER

- 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.

# Completing the FER

- Click Actual Revenue

Application Status: FER Draft Started

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

[View Change Log](#)

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

All

History Log

[History Log](#)

[Create Comment](#)

Allocations

[Allocations](#)

Non-Public School Security Grant

[Actual Revenue](#)

[Final Expenditures](#)

[Balance Sheet](#)

[FER Summary Report 1](#)

[FER Summary Report 2](#)

[FER Related Documents](#)

# Completing the FER

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

[Upload Revenue Data](#)

Account - Account Description ( <a href="#">Expand All</a> <a href="#">Collapse All</a> )	Revenue Amount
<input type="checkbox"/> 46000 - State Revenues	<input type="text" value="\$0.00"/>
<input type="checkbox"/> 46800 - Other State Revenues	<input type="text" value="\$0.00"/>
<input checked="" type="checkbox"/> 46980 - Other State Grants	<input checked="" type="text" value="\$0.00"/>
Total:	<input type="text" value="\$0.00"/>

Save And Go To ▶

- Click Save and Go To>Next Page

# Completing the FER

- Enter the expenditures
  - If you received a reimbursement, 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.

Save And Go To ▶

Line Item Number	Account Number	72130 - Other Student Support	Total
Other Equipment 790		<div>0.00</div>	<div>0.00</div>
Total		<div>0.00</div>	<div>0.00</div>

- Click Save and Go To>Next Page

# Completing the FER

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

Assets		
Account	Account Description	Amount
11120	Cash on Hand	<input type="text" value="0.00"/>
11130	Cash in Bank	<input type="text" value="0.00"/>
11140	Cash with Trustee	<input type="text" value="0.00"/>
11150	Cash with Paying Agents	<input type="text" value="0.00"/>
11180	Cash with Clerks, Register & Sheriff	<input type="text" value="0.00"/>
11200	Inventories	<input type="text" value="0.00"/>
11300	Investments	<input type="text" value="0.00"/>
11410	Accounts Receivable	<input type="text" value="0.00"/>

- Click Save and Go To>Next Page

# Completing the FER

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

Save And Go To ▶

Account	Account Description	Amount
11000	Total Assets	\$0.00
31000	Liabilities Reserves and Fund Balance	\$0.00

Save And Go To ▶

- Click Save and Go To>Next Page

# Completing the FER

- 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

Save And Go To	Current Page	
Funds	Next Page	
	Previous Page	
	Sections	
Account	History Log	Balance
300001	Allocations	
47999	Non-Public School Security Grant	
48000	Final Expenditure Report	Carryover
49000	Contacts	
49999	Non-Public School Security Grant Checklist	

# Completing the FER

- 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 Available Funds:		\$6,000.00

Expenditures		
Account	Account Description	Amount
70000	Total Operating Expenditures	\$6,000.00
73300	Total Community Services	\$0.00
73400	Total Childhood Education	\$0.00
76100	Total Regular Capital Outlay	\$0.00
80000	Total Debt Service	\$0.00
91300	Total Education Capital Projects	\$0.00
99100	Total Transfers / Other Uses	\$0.00
99999	Grand Total Expenditures	\$6,000.00
30000	End of Year Reserves and Fund Balance	\$0.00
Total Expense / End of Year Reserve / Fund Balance:		\$6,000.00



# Completing the FER

- The Carryover page will show if any funds are eligible for carryover.
  - If the school wants to carry the funds into FY26, 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.

Save And Go To ▶

Grant	Allocation	Expenditures	Cash Received	Amount Remaining	Amount Eligible for Carryover	Amount to Carry Over	Acknowledge Carryover Less Than Amount Eligible
Non-Public School Security Grant	\$6,095.29	\$6,000.00	\$0.00	\$95.29	\$95.29	<input type="text" value="0.00"/>	<input checked="" type="checkbox"/>

Save And Go To ▶

- Click Save and Go To>Sections

# Completing the FER

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

Save And Go To ▶

Grant	Allocation	Expenditures	Cash Received	Amount Remaining	Amount Eligible for Carryover	Amount to Carry Over	Acknowledge Carryover Less Than Amount Eligible
Non-Public School Security Grant	\$6,095.29	\$6,000.00	\$0.00	\$95.29	\$95.29	<input type="text" value="0.00"/>	<input checked="" type="checkbox"/>

Save And Go To ▶

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

# Completing the FER

- 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.

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

[View Change Log](#)

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

All

History Log

[History Log](#)

[Create Comment](#)

Allocations

[Allocations](#)

Non-Public School Security Grant

[Actual Revenue](#)

[Final Expenditures](#)

[Balance Sheet](#)

[FER Summary Report 1](#)

[FER Summary Report 2](#)

[FER Related Documents](#)

# Completing the FER

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

Change Status To: FER Draft Completed

or

FER Cancelled

[View Change Log](#)

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

All

History Log

[History Log](#)

[Create Comment](#)

Allocations

[Allocations](#)

Non-Public School Security Grant

[Actual Revenue](#)

[Final Expenditures](#)

[Balance Sheet](#)

[FER Summary Report 1](#)

[FER Summary Report 2](#)

[FER Related Documents](#)

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

# Completing the FER

- 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

# Completing the FER

- 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

Cancel

- 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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