FY25 Non-Public School Security Grant FER

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Regional Finance Consultant | Local Finance



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- Application Status
- Completing the FER
- Carryover Funds

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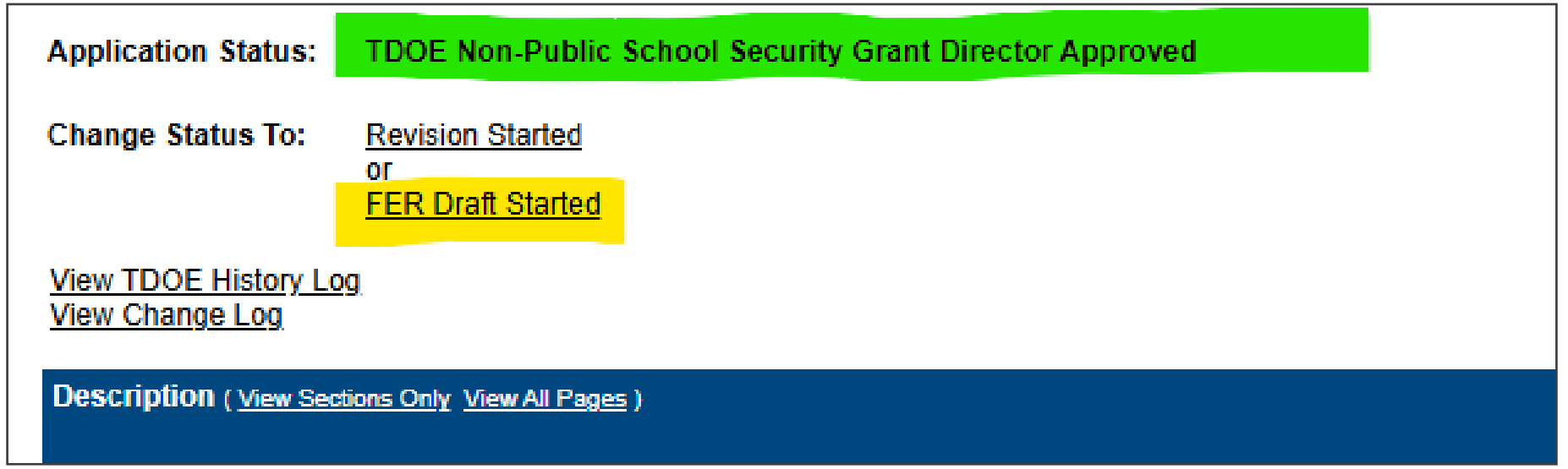
Application Status

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Application Status

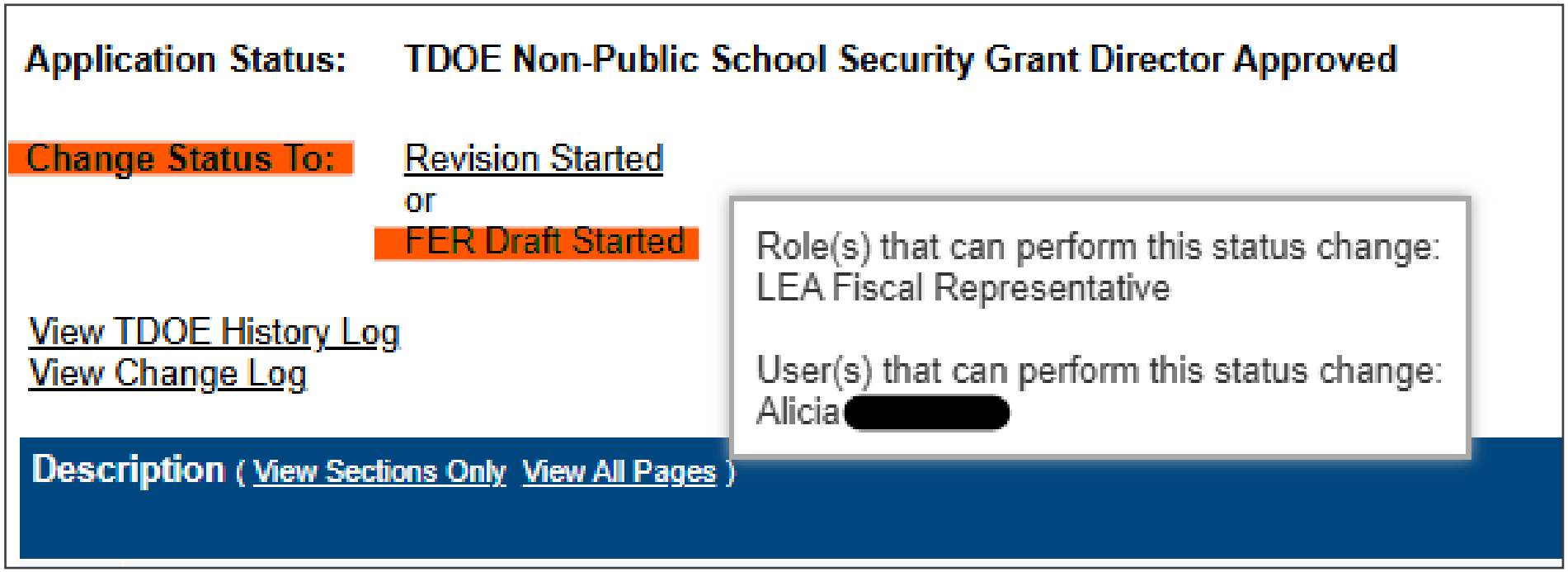
- Application status must be in **TDOE Non-Public School Security Grant Director Approved** prior to beginning the FER.
- The status and who can perform a status change are found on the Sections page.



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Application Status

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



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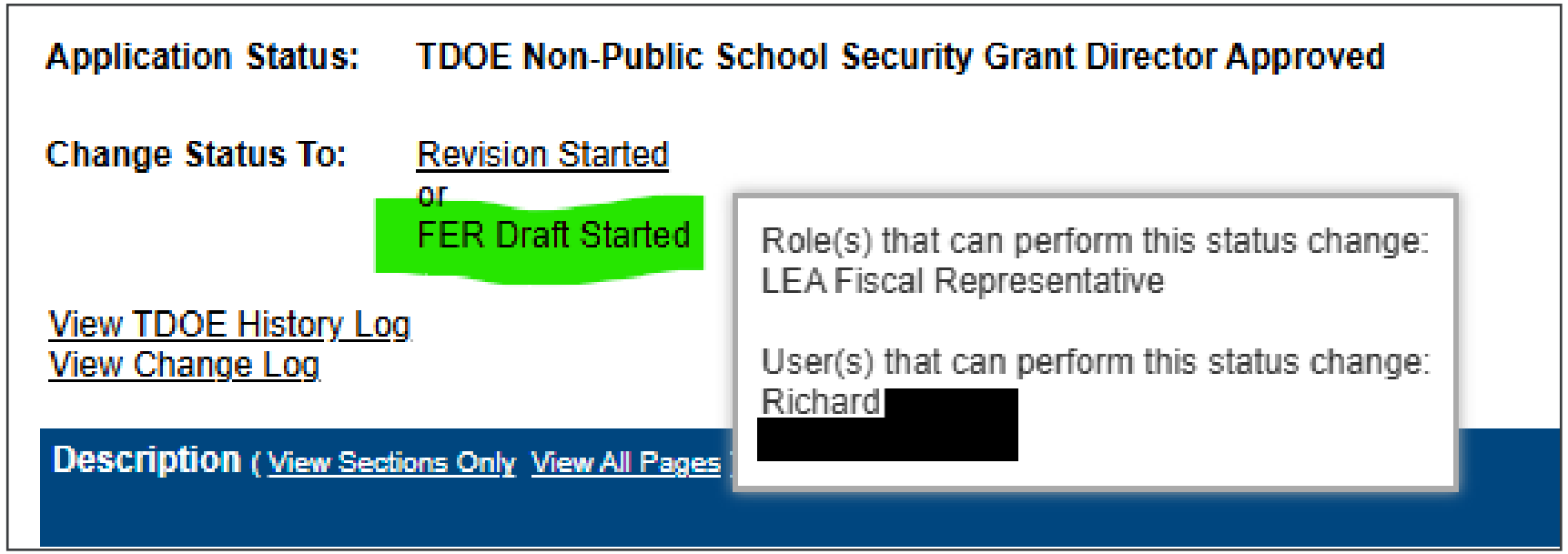
Completing the FER

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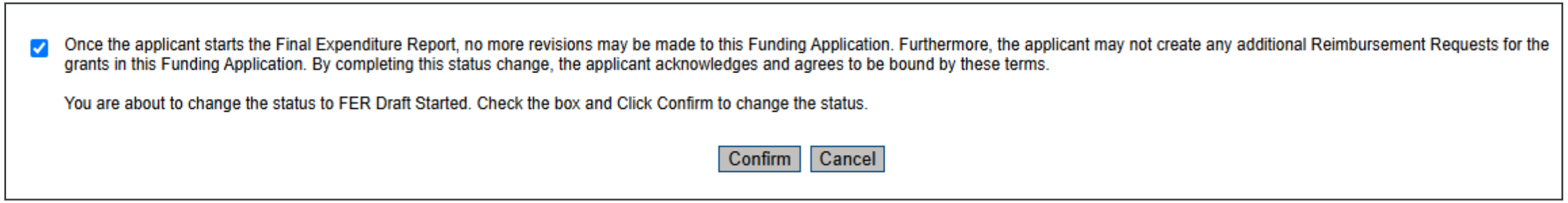
- Click FER Draft Started



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Completing the FER

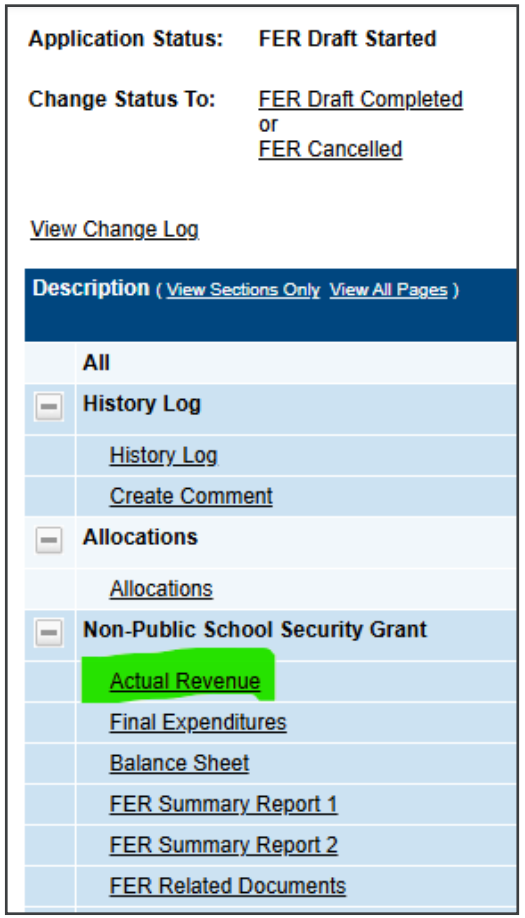
- Confirm you are starting the FER



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Completing the FER

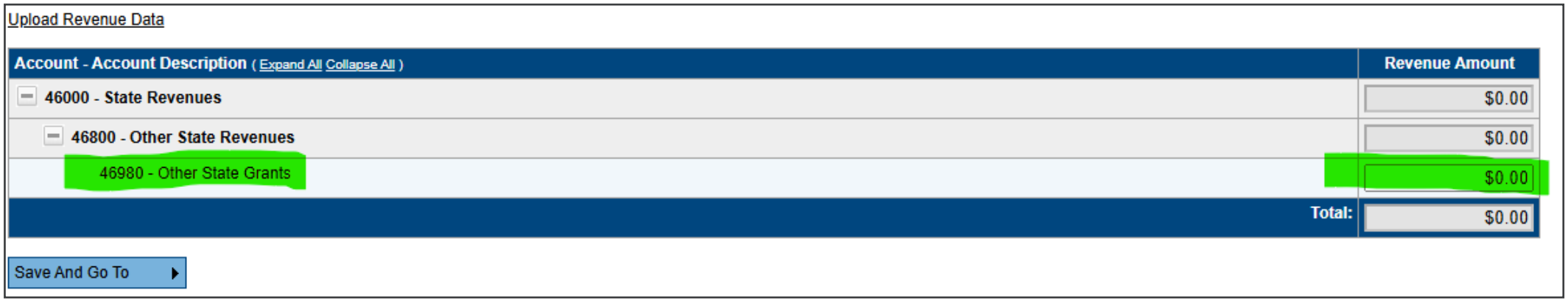
- Click Actual Revenue



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Completing the FER

- Enter the revenue
  - The reimbursement amount you have already received or expect to receive for FY25 (July 1, 2024- June 30, 2025)

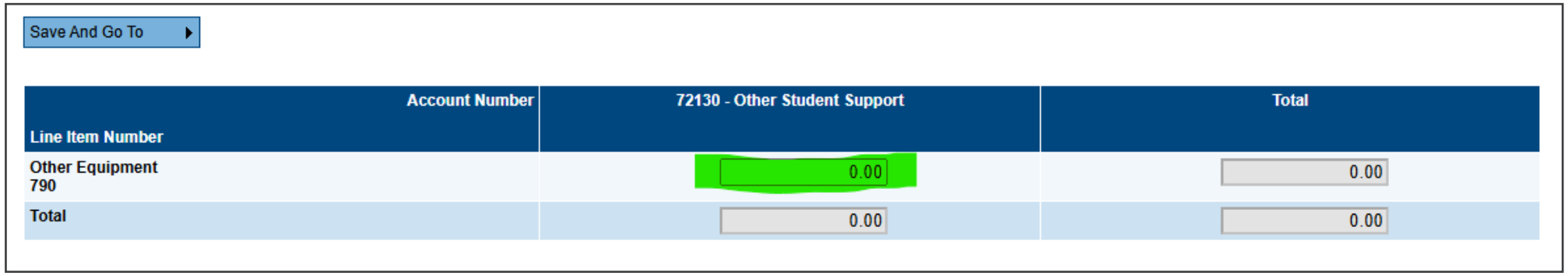


- Click Save and Go To>Next Page

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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 FY25 (July 1, 2024-June 30, 2025), enter the total expenditure amount(s).
  - Expenditures should equal the revenue reported in the previous section.

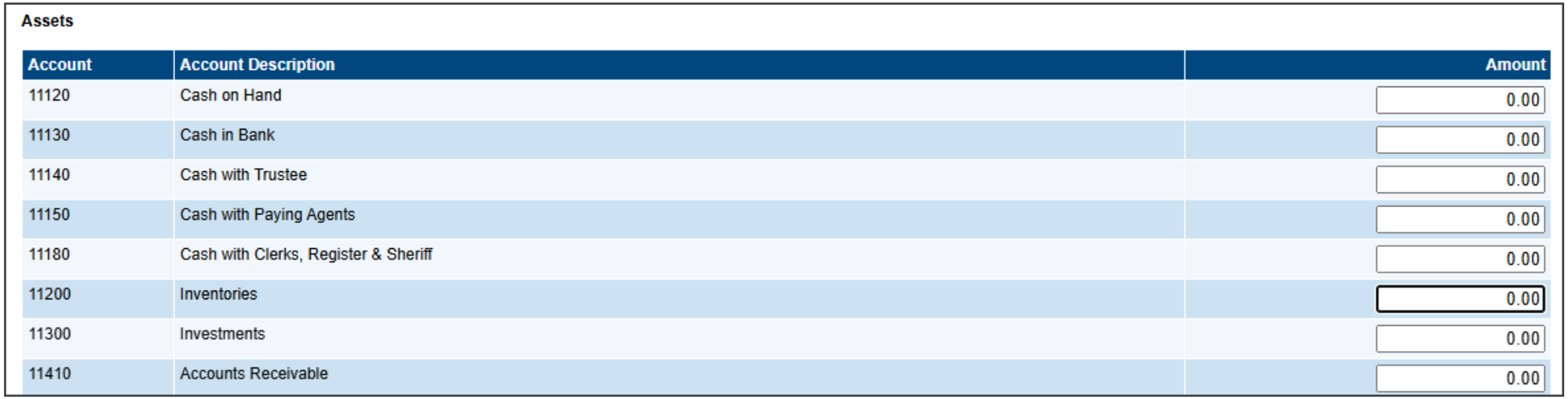


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Completing the FER

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



Assets

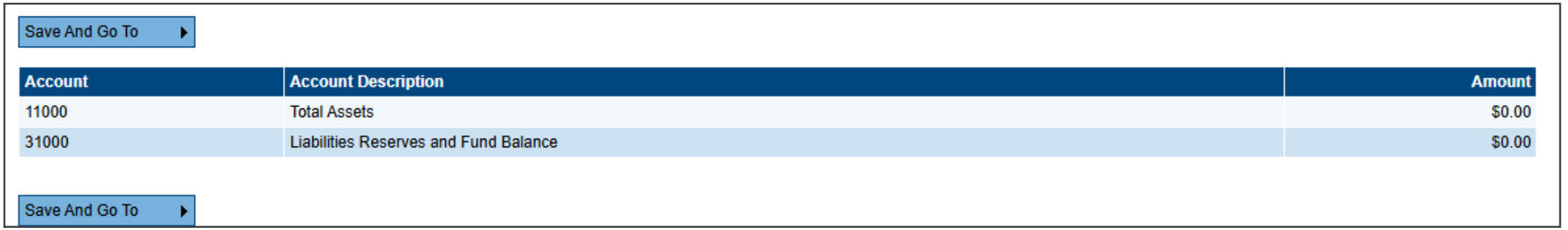
Account	Account Description	Amount
11120	Cash on Hand	0.00
11130	Cash in Bank	0.00
11140	Cash with Trustee	0.00
11150	Cash with Paying Agents	0.00
11180	Cash with Clerks, Register & Sheriff	0.00
11200	Inventories	0.00
11300	Investments	0.00
11410	Accounts Receivable	0.00

- Click Save and Go To>Next Page

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Completing the FER

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

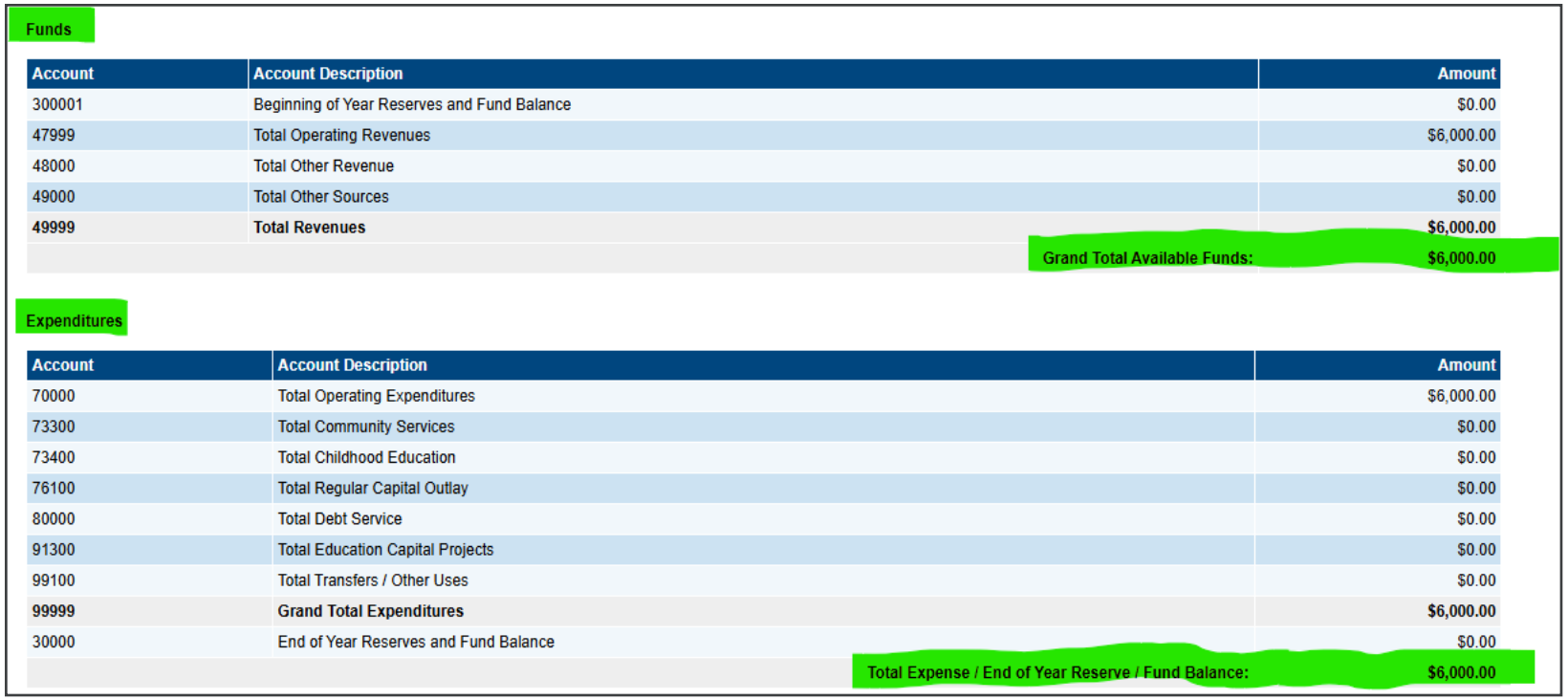


- Click Save and Go To>Next Page

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Completing the FER

- FER Summary Report 2 must be balanced. Funds (revenues) must equal Expenditures.



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

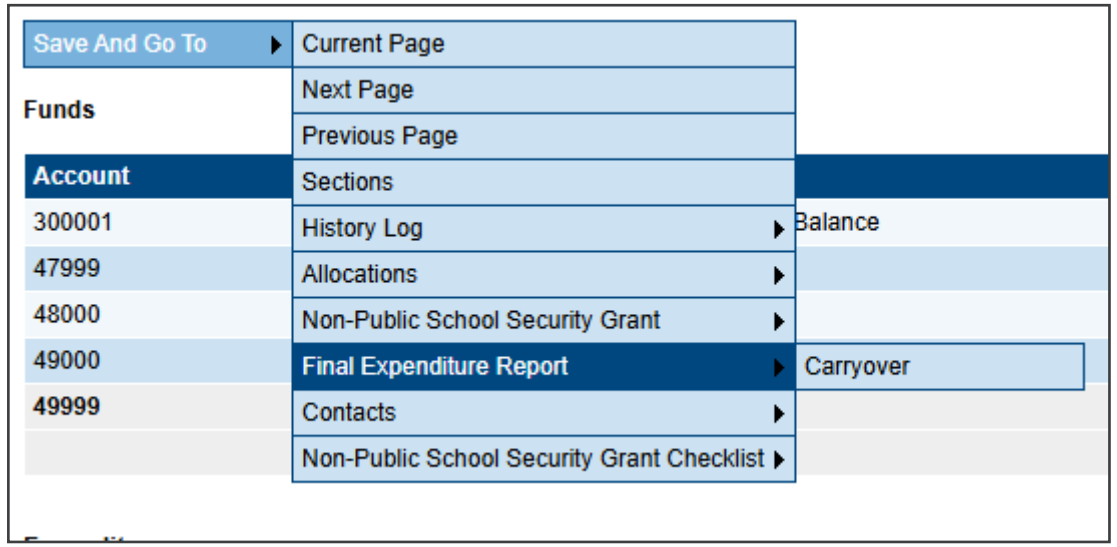
Expenditures

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

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Completing the FER

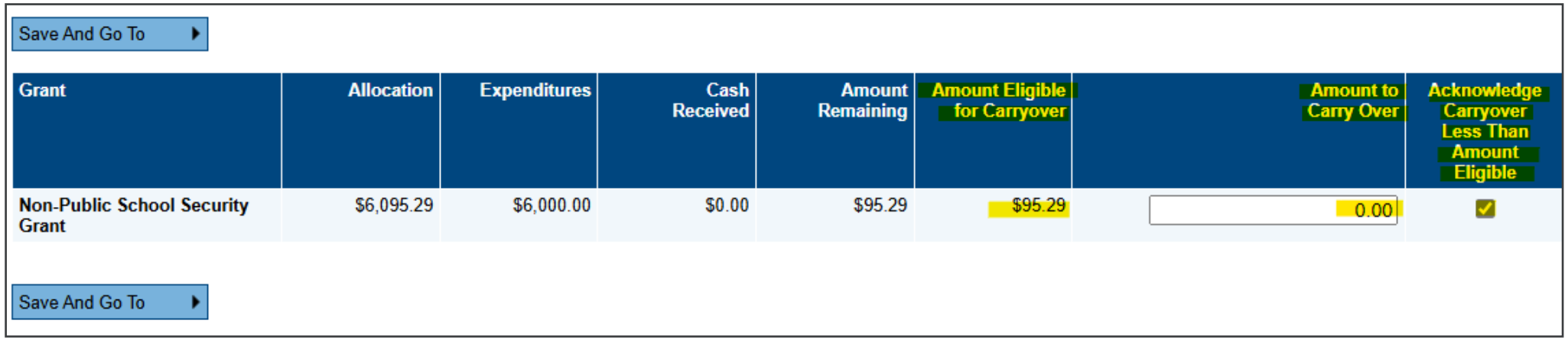
- Click Save and Go To>Final Expenditure Report>Carryover



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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 to Carry Over.
  - If the school wants to release the carryover funds, type $0.00 and click the checkbox as shown below.

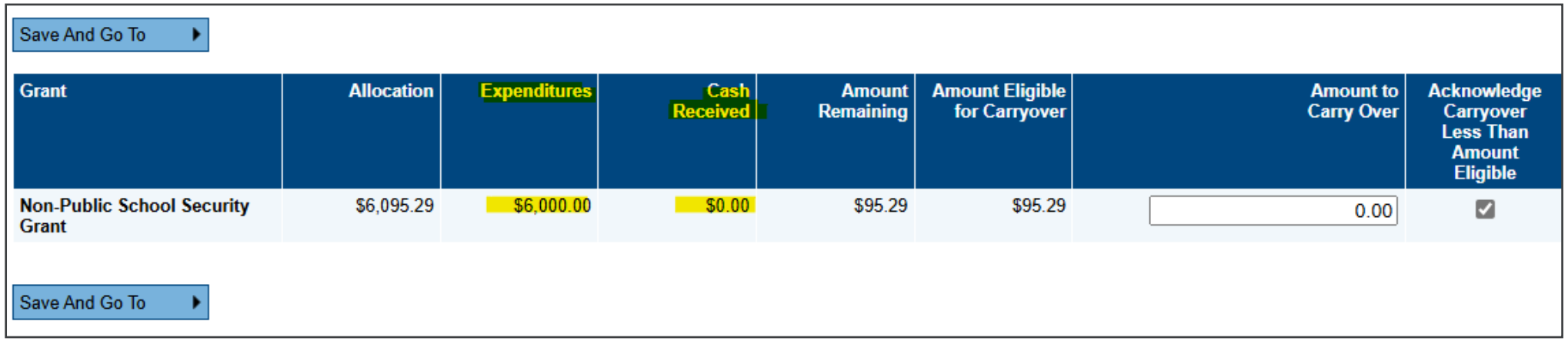


- Click Save and Go To>Sections

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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	0.00	☑

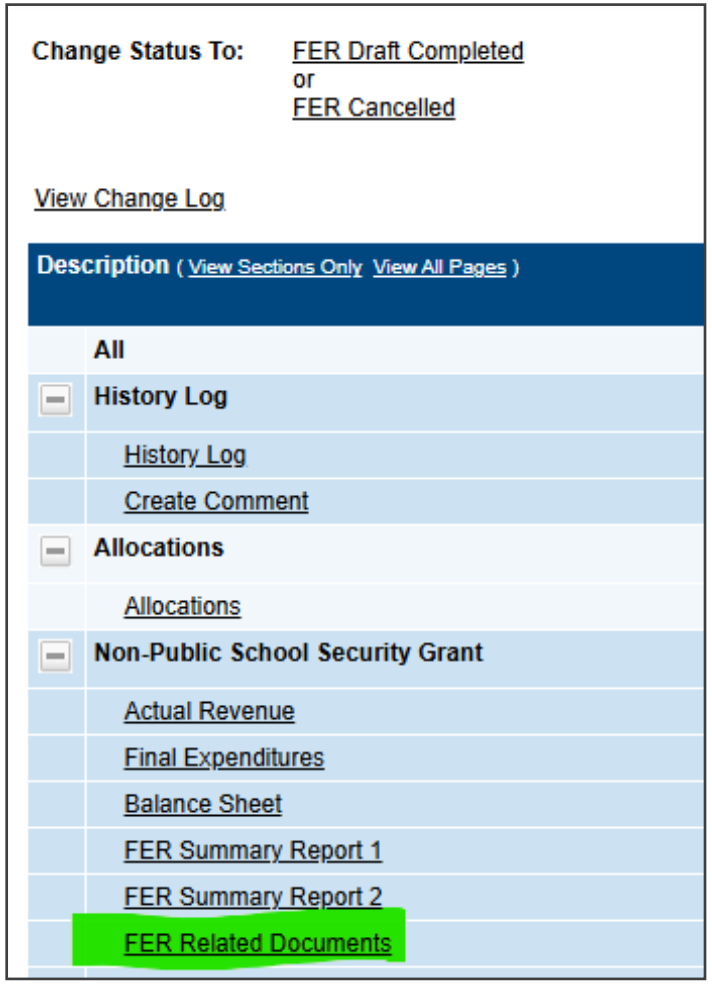
Save And Go To

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

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Completing the FER

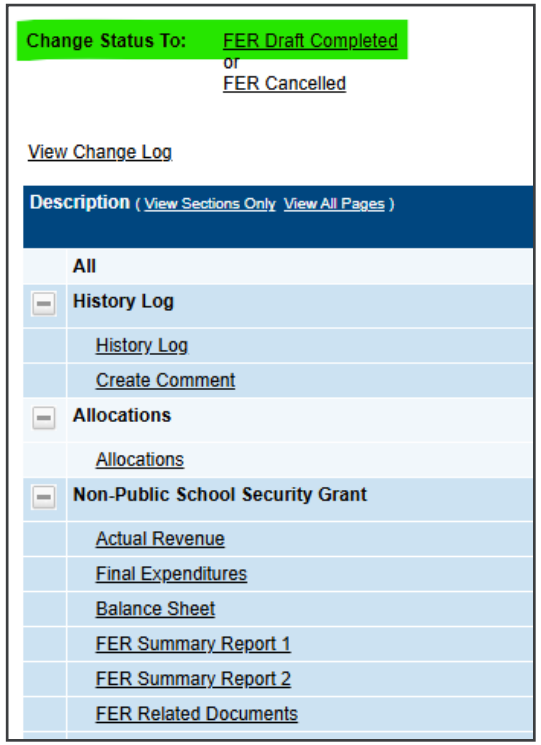
- Click FER Related Documents to upload documentation (requisition, purchase order, invoice, and payment information) to support the reimbursement request.
- If the FER does not generate a reimbursement request, skip this step.

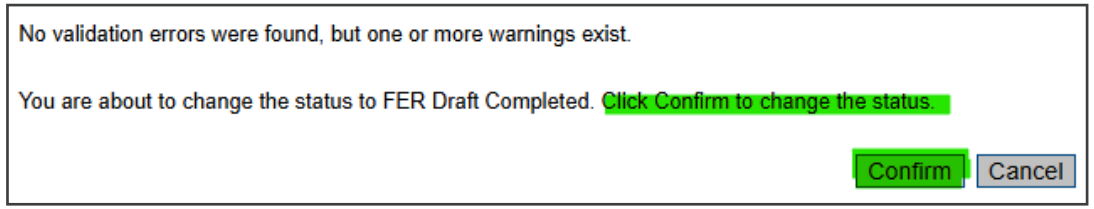


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Completing the FER

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

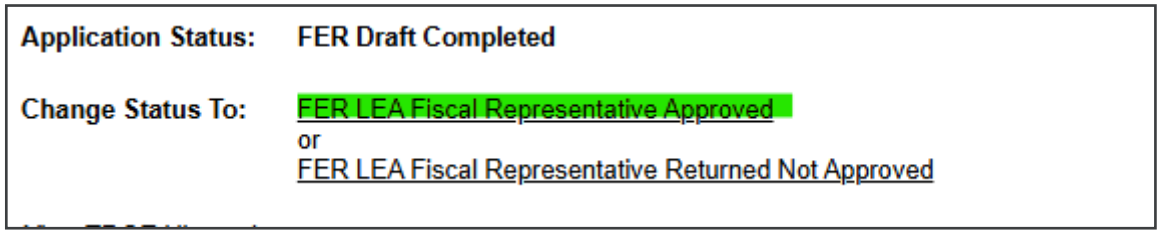


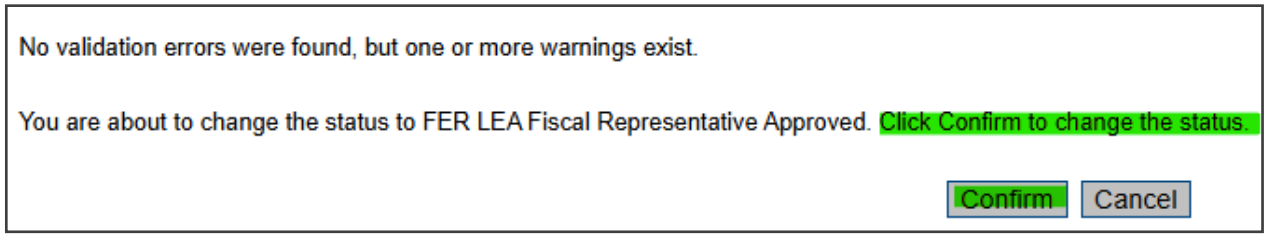


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Completing the FER

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

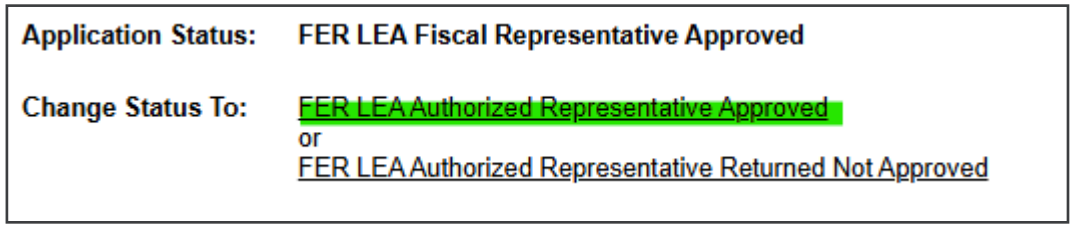


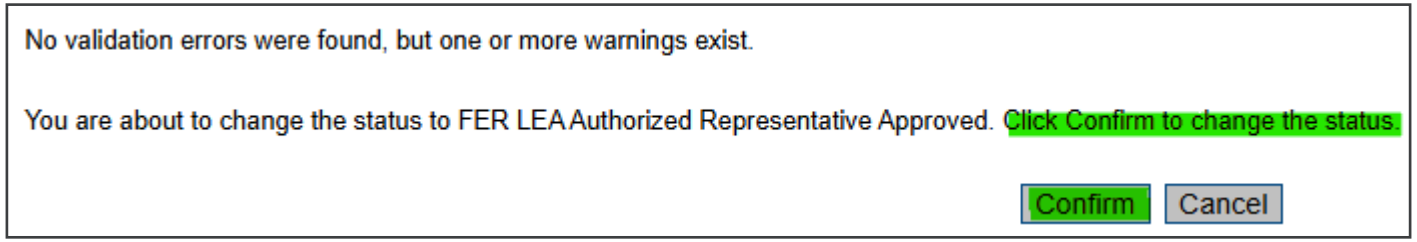


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Completing the FER

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





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

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Carryover Funds

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Carryover Funds

- 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.

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