#### **FY25 Non-Public School Security Grant FER**

**Taffe Bishop** 

*Regional Finance Consultant* | *Local Finance* 





#### **DISCLAIMER – Generative AI Tools**

The State of Tennessee does not currently permit the use of Generative Al tools, such as Otter, in meetings hosted on state resources. Meetings with contractors, vendors, and subrecipients are not public meetings and may involve discussion of protected state data. Generative AI tools are not adequately regulated and are designed to train on data that is collected and may misrepresent data or release protected data to the general public. While the State supports your desire to maintain documentation of the meeting and what you learn, please respect our decision to safeguard information and do not attempt to use tools such as these. If you choose to use a tool such as this, the State will block that tool from the meeting.



- Application Status
- Completing the FER
- Carryover Funds



# **Application Status**



© Tennessee Department of Education

#### **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><br>or<br><u>FER Draft Started</u> |
| <u>View TDOE History Lo</u><br><u>View Change Log</u> | <u>99</u> .   |
| Description ( <u>View Sec</u>                         | tions Only <u>View All Pages</u> )                        |
|   |   |

#### **Application Status**

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

| Application Status: TDOE Non-P                            | TDOE Non-Public School Security Grant Director Approved  |  |  |
|---|--|--|--|
| Change Status To: Revision Star                           | ted  |  |  |
| FER Draft Sta<br>View TDOE History Log<br>View Change Log | arted Role(s) that can perform this status change:   LEA Fiscal Representative   User(s) that can perform this status change:   Alicia |  |  |
| Description ( <u>View Sections Only</u> <u>View Al</u>    | I Pages )  |  |  |



© Tennessee Department of Education

#### Click FER Draft Started



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.

Confirm Cancel

Click Actual Revenue

| Арр  | lication Status:           | FER Draft Started                          |  |  |  |
|------|----------------------------|--|--|--|--|
| Cha  | nge Status To:             | FER Draft Completed<br>or<br>FER Cancelled |  |  |  |
| View | <u>/ Change Log</u>        |  |  |  |  |
| Des  | cription ( <u>View Sec</u> | tions Only <u>View All Pages</u> )         |  |  |  |
|      | All                        |  |  |  |  |
|      | History Log                |  |  |  |  |
|      | History Log                |  |  |  |  |
|      | Create Comment             |  |  |  |  |
| -    | Allocations                |  |  |  |  |
|      | Allocations                |  |  |  |  |
| -    | Non-Public Sch             | ool Security Grant                         |  |  |  |
|      | Actual Reven               | ue   |  |  |  |
|      | Final Expendi              | <u>tures</u>                               |  |  |  |
|      | Balance Sheet              |  |  |  |  |
|      | FER Summary Report 1       |  |  |  |  |
|      | FER Summary Report 2       |  |  |  |  |
|      | FER Related                | Documents                                  |  |  |  |

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

| Upload Revenue Data                                       |                |
|---|----------------|
| Account - Account Description ( Expand All Collapse All ) | Revenue Amount |
| 46000 - State Revenues                                    | \$0.00         |
| 46800 - Other State Revenues                              | \$0.00         |
| 46980 - Other State Grants                                | \$0.00         |
| Total:  | \$0.00         |
| Save And Go To  |                |

- 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 <u>have not received a reimbursement</u> 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.

| Save And Go To         |                |                               |       |
|------------------------|----------------|-------------------------------|-------|
|                        | Account Number | 72130 - Other Student Support | Total |
| Line Item Number       |                |                               |       |
| Other Equipment<br>790 |                | 0.00                          | 0.00  |
| Total                  |                | 0.00                          | 0.00  |
|                        |                |                               |       |

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)

| 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 |                                       |        |  |  |

 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<br>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 |

Click Save and Go To>Final Expenditure Report>Carryover

| Save And Go To | Current Page                               |           |
|----------------|--|-----------|
| Funde          | Next Page                                  |           |
| runus          | Previous Page                              |           |
| Account        | Sections                                   |           |
| 300001         | History Log                                | Balance   |
| 47999          | Allocations                                |           |
| 48000          | Non-Public School Security Grant           |           |
| 49000          | Final Expenditure Report                   | Carryover |
| 49999          | Contacts •                                 |           |
|                | Non-Public School Security Grant Checklist |           |
|                |  | 1         |

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

| Save And Go To                      |            |              |                  |                     |                                  |                         |   |
|-------------------------------------|------------|--------------|------------------|---------------------|----------------------------------|-------------------------|---|
| Grant                               | Allocation | Expenditures | Cash<br>Received | Amount<br>Remaining | Amount Eligible<br>for Carryover | Amount to<br>Carry Over | Acknowledge<br>Carryover<br>Less Than<br>Amount<br>Eligible |
| Non-Public School Security<br>Grant | \$6,095.29 | \$6,000.00   | \$0.00           | \$95.29             | <mark>\$95.29 \$</mark>          | 0.00                    | 2   |
| Save And Go To                      |            |              |                  |                     |                                  |                         |   |

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.

| Save And Go To                      |            |              |                  |                     |                                  |                         |   |
|-------------------------------------|------------|--------------|------------------|---------------------|----------------------------------|-------------------------|---|
| Grant                               | Allocation | Expenditures | Cash<br>Received | Amount<br>Remaining | Amount Eligible<br>for Carryover | Amount to<br>Carry Over | Acknowledge<br>Carryover<br>Less Than<br>Amount<br>Eligible |
| Non-Public School Security<br>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

- 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.

| Change Status To: <u>F</u><br>C<br>F | ER Draft Completed<br>or<br>ER Cancelled |  |  |  |
|--------------------------------------|--|--|--|--|
| View Change Log                      |  |  |  |  |
| Description (View Section            | ns Only <u>View All Pages</u> )          |  |  |  |
| All                                  |  |  |  |  |
| - History Log                        |  |  |  |  |
| History Log                          |  |  |  |  |
| Create Commen                        | <u>t</u>                                 |  |  |  |
| Allocations                          |  |  |  |  |
| Allocations                          |  |  |  |  |
| Non-Public Schoo                     | I Security Grant                         |  |  |  |
| Actual Revenue                       |  |  |  |  |
| Final Expenditur                     | es                                       |  |  |  |
| Balance Sheet                        | Balance Sheet                            |  |  |  |
| FER Summary F                        | Report 1                                 |  |  |  |
| FER Summary F                        | FER Summary Report 2                     |  |  |  |
| FER Related Do                       | <u>cuments</u>                           |  |  |  |

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

| Cha   | nge Status To: FER Draft Completed                                    | No validation errors were found, but one or more warnings exist.                               |
|---|---|--|
|   | FER Cancelled   | You are about to change the status to FER Draft Completed. Click Confirm to change the status. |
| View Change Log   |   | Confirm  |
| Description ( <u>View Sections Only</u> <u>View All Pages</u> ) |   |  |
|   | 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   |  |
|   | FER Summary Report 1<br>FER Summary Report 2<br>FER Related Documents |  |

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

| r completed                    |
|--------------------------------|
| Fiscal Representative 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. |
| 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<br>or<br>FER LEA Authorized Representative Returned Not Approved |               |  |  |
| No validation errors were found, but one or more warnings exist. |                        |   |               |  |  |
|  | You are about to chang | Confirm to change the statu   |               |  |  |
|  |                        | Co  | onfirm Cancel |  |  |

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

## **Carryover Funds**



© Tennessee Department of Education

#### **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.



#### **Thank You!**

Permission is granted to use and copy these materials for non-commercial educational purposes with attribution credit to the "Tennessee Department of Education". If you wish to use these materials for reasons other than non-commercial educational purposes, please contact the Office of General Counsel at (615) 741-2921 or Joanna Collins (Joanna.Collins@tn.gov).

TN Department of Education

© Tennessee Department of Education