



ePlan Update and Year-end 2015 Spring Fiscal Workshops

Office of the Chief Financial Officer
Office of Local Finance

April and May, 2015

Final Expenditure Report



Reimbursement Requests FY15

- Reimbursement Requests for FY15
 - ePlan will remain open for reimbursement requests for FY15 indefinitely
 - Expenditures prior to June 30 should be requested from FY15 funds in ePlan prior to completing the Final Expenditure Report
 - Be sure to use the “Fiscal Information as of” date on the reimbursement request to clearly state the date through which the expenditures were made
 - Revisions can still be made to FY15 if necessary – plan ahead!

Reimbursement Requests FY15

ePlan Home	Request		
Administer	Summer County (830) - FY 2015 - Title I-A		
Search			
Reports			
Inbox	Go To		
Planning	Payment Details		
Funding	General Information		
Reimbursement Requests	Project Number		15-572-830000
LEA Document Library	C.F.D.A. Number		84.010A
Address Book	Voucher Number		
TDOE Resources	Fiscal Summary		
Help for Current Page	Allocation		\$5,366,734.20
Contact TDOE	Available Budget		\$5,366,734.20
ePlan Sign Out	Fiscal Information As Of	4/20/2015	
Durski, Maryanne	Cash Received		\$3,255,560.30
Production	Total Cash Basis Expenditures		\$3,529,191.08
Session Timeout	Cash Balance On Hand		(\$273,630.78)
00:59:40	Cash Available		\$2,111,173.90
	Total Amount Requested		\$273,630.78



Reimbursement Requests FY16

- Reimbursement Requests for FY15-16
 - Expenditures July 1, 2015 and later should be requested from FY16 funds in ePlan
 - FY16 application must be in “LEA Authorized Representative Approved” status in order for reimbursements to process

Final Expenditure Report

- Final Expenditure Report (FER)
 - Covers expenditures incurred between July 1, 2014 to June 30, 2015
 - Due as soon as possible, no later than August 31, 2015 in ePlan (for consolidated application grants – other grants may establish different due dates)

Final Expenditure Report

- Carryover (if applicable) is loaded ONLY after FER is completed – part of the FER process
- Final consolidated application budgets, including carryover, due October 1, 2015
- Timely completion of FER will facilitate approval of final budget

Final Expenditure Report

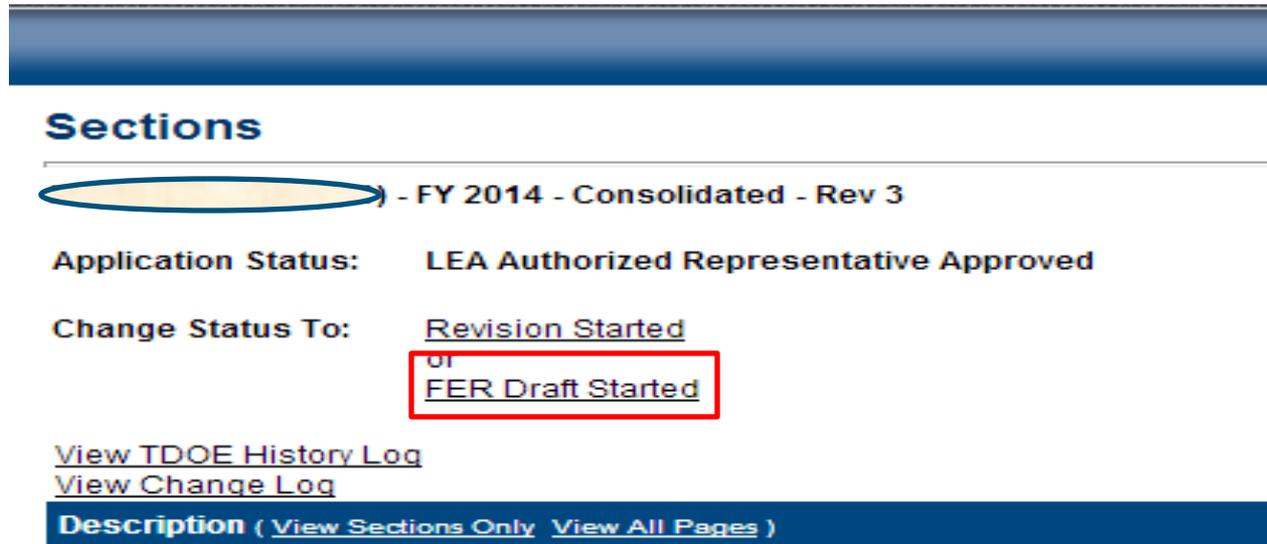
- Funding Application must be in Approved status.
- All reimbursement requests must be paid.
 - If a reimbursement request has been started for FY15:
 - It may be deleted prior to beginning the FER; reimbursement will be made as part of the FER process
 - OR wait until reimbursement is received and then start the FER.

Final Expenditure Report

- If there is a reimbursement request for a negative amount:
 - This means you have received more in reimbursements than you have reported in expenditures
 - If carryover is allowed, delete the request. “Excess” funds will be moved to FY15 as cash on hand
 - If no carryover is allowed, funds will have to be returned to the state

Final Expenditure Report

- End of Fiscal Year – after July 1
- All application revisions complete
- No intent to further revise
- No pending Reimbursement Requests
- LEA changes status to “FER Draft Started”



The screenshot displays a web application interface with a blue header bar. Below the header, the word "Sections" is written in bold blue text. A horizontal line separates this from the content below. A yellow oval highlights the text "- FY 2014 - Consolidated - Rev 3". Below this, the "Application Status" is "LEA Authorized Representative Approved". The "Change Status To:" field has two options: "Revision Started" and "FER Draft Started", with the latter highlighted by a red rectangular box. At the bottom of the content area, there are two links: "View TDOE History Log" and "View Change Log". A dark blue footer bar contains the text "Description (View Sections Only View All Pages)".

Sections

- FY 2014 - Consolidated - Rev 3

Application Status: LEA Authorized Representative Approved

Change Status To: [Revision Started](#)
or
[FER Draft Started](#)

[View TDOE History Log](#)
[View Change Log](#)

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

Final Expenditure Report

- LEA is now in the FER workflow
 - No more budget or application revisions allowed
 - May not create any new Reimbursement Requests
- Each grant section now contains a Final Expenditure Report page
- New FER Adjustments section

The screenshot displays the FER workflow interface. At the top, the title "Sections" is followed by a blue oval highlighting the application title: "FY 2014 - Consolidated - Rev 4". Below this, the "Application Status" is "FER Draft Started". A red box highlights the "Change Status To:" dropdown menu, which lists "FER Draft Completed" and "FER Cancelled". Below the status information are links for "View TDOE History Log" and "View Change Log". A "Description" section is visible, with a blue header and a list of sections: "All", "History Log", "Allocations", "Contacts", "ESEA Requirements", and "Title I-A". The "Expenditures" link under "Title I-A" is highlighted with a red box.

The screenshot displays the "Related Documents" section of the FER workflow interface. A red box highlights the "Final Expenditure Report" link, which is the first item in the list. Other items in the list include "Carryover", "Private Schools", "Assurances", "Consolidated Checklist", and "All".

Reporting Expenditures

- Report YTD expenditures by account and line item
- Only displays accounts and line items that contain approved budget
- Can only enter expenditures for cells with approved budget
- Hover on cell to see approved budget amount
- Complete for each grant

Account Number	Special Education Program	Special Education Program Staff	Indirect Cost
Line Item Number			
Other Salaries & Wages 189		<input type="text" value="60,021.31"/>	
Social Security 201		<input type="text" value="3,510.11"/>	
State Retirement 204		<input type="text" value="5,329.86"/>	
Life Insurance 206		<input type="text" value="103.36"/>	
Medical Insurance 207		<input type="text" value="10,036.30"/>	
Dental Insurance 208		<input type="text" value="347.51"/>	
Employer Medicare 212		<input type="text" value="820.94"/>	
Instructional Supplies & Materials 429	<input type="text" value="11,805.41"/>		
Other Supplies & Materials 499	<input type="text" value="4,309.67"/>	<input type="text" value="435.27"/>	

Approved Budget: 79,055.00

Final Expenditure Report

- After all expenditures for all grants have been entered, go to Sections page, Final Expenditure Report

Sections

0) - FY 2014 - Consolidated - Rev 4

	Plan Relationships
	Related Documents
<input type="checkbox"/>	Final Expenditure Report
	Carryover
<input type="checkbox"/>	Private Schools

FER Adjustments

- Summarizes Allocation, Expenditures, Cash Received and Remaining Amounts
- LEA fills in amount to carry over and/or acknowledges intent to not carry over remaining funds, if applicable

Carryover

FY 2014 - Consolidated - Rev 4 - Final Expenditure Report

Save And Go To ▶

Grant	Allocation	Expenditures	Cash Received	Amount Remaining	Amount to Carry Over	Acknowledge Carryover Less Than Amount Remaining
Title I-A	\$5,531,974.29	\$4,349,545.76	\$4,049,545.76	\$1,182,428.53	0.00	<input type="checkbox"/>
Title I-D LEA	\$0.00	\$0.00	\$0.00	\$0.00	0.00	<input type="checkbox"/>
Title I-D State Agency	\$0.00	\$0.00	\$0.00	\$0.00	0.00	<input type="checkbox"/>
Title II-A	\$1,450,065.29	\$684,644.93	\$694,644.93	\$765,420.36	0.00	<input type="checkbox"/>
Title III-ELL	\$108,462.24	\$65,512.73	\$65,112.73	\$42,949.51	0.00	<input type="checkbox"/>
Title VI	\$0.00	\$0.00	\$0.00	\$0.00	0.00	<input type="checkbox"/>
Consolidated Admin Pool	\$0.00	\$0.00	\$0.00	\$0.00		
IDEA, Part B	\$7,455,511.26	\$6,030,252.66	\$6,050,252.66	\$1,425,258.60	0.00	<input type="checkbox"/>
IDEA Preschool	\$133,460.42	\$110,563.70	\$100,563.70	\$22,896.72	0.00	<input type="checkbox"/>

FER Approval

- Decreases this year's allocations by carryover amount
- Increases next year's allocations by carryover amount
 - The addition of carryover will put application into Revision Started status
- Moves excess Cash on Hand from this year's application to next year
- Generates Reimbursement Request(s) for LEA to pay them any outstanding deficits in each grant

FER Approval

- Decreases this year's allocations by carryover amount

Allocations

FY 2014 - Consolidated - Rev 4 - Allocations

Go To

	(1) Title I-A CFDA: 84.010A	(2) Title I-D LEA CFDA: 84.013A	(3) Title I-D SA CFDA: 84.010A	(4) Title II-A CFDA: 84.367A	(5) Title III-ELL CFDA: 84.365A	(6) Title VI CFDA: 84.358A	(7) Con. Admin	(8) IDEA, Part B CFDA: 84.027A	(9) IDEA Preschool CFDA: 84.173A	Total
Original	3,957,559.00	0.00	0.00	655,953.00	64,752.86	0.00	0.00	5,438,085.00	89,023.00	10,205,372.86
Incoming Carryover	1,574,415.29	0.00	0.00	794,112.29	43,709.38	0.00	0.00	2,017,426.26	44,437.42	4,474,100.64
Outgoing Carryover	-1,182,428.53	0.00	0.00	-765,420.36	-42,949.51	0.00	0.00	-1,425,258.60	-22,896.72	-3,438,953.72
Reallocated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Additional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Released	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Consortium	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Forfeited	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FFR Released	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	4,349,545.76	0.00	0.00	684,644.93	65,512.73	0.00	0.00	6,030,252.66	110,563.70	11,240,519.78

FER Approval

- Increases next year's allocations by carryover amount

Allocations

- FY 2015 Consolidated - Rev 0 - Allocations

Save And Go To ▶

	(1) Title I-A CFDA: 84.010A	(2) Title I-D LEA CFDA: 84.013A	(3) Title I-D SA CFDA: 84.010A	(4) Title II-A CFDA: 84.367A	(5) Title III-ELL CFDA: 84.365A	(6) Title VI CFDA: 84.358A	(7) Con. Admin	(8) IDEA, Part B CFDA: 84.027A	(9) IDEA Preschool CFDA: 84.173A	Total
Original	3,907,726.00	14,238.00	0.00	653,397.00	57,087.00	0.00	0.00	5,485,176.00	84,346.00	10,201,970.00
Incoming Carryover	1,182,428.53	0.00	0.00	765,420.36	42,949.51	0.00	0.00	1,425,258.60	22,896.72	3,438,953.72
Outgoing Carryover	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reallocated	0.00	0.00	0.00	-93.00	0.00	0.00	0.00	0.00	0.00	-93.00
Additional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Released	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Consortium	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Forfeited	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FFR Released	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	5,090,154.53	14,238.00	0.00	1,418,724.36	100,036.51	0.00	0.00	6,910,434.60	107,242.72	13,640,830.72

FER Approval

- Moves excess Cash on Hand from this year's application to next year, if applicable

Project Summary

 - FY 2015 - Title II-A

Project Information	
Project Number	15--830000
C.F.D.A. Number	84.367A
Initial Substantially Approved Date	Not Yet Substantially Approved
Project End Date	6/30/2015
Allocation	\$0.00
Available Budget	\$0.00
Project Status	Normal [Hold]

[Create New Reimbursement Request](#)

Reimbursement Requests				
Amount	Request Period	Status	Status Date	Voucher #

There are no matching Reimbursement Requests for this grant.

[Create New Adjustment](#)

Adjustments			
Amount	Type	Creator	Date
\$10,000.00	Carrover Cash on Hand	Durski, Maryanne	7/14/2014 7:25:18 PM

FER Approval

- Generates Reimbursement Request(s) for LEA to pay any outstanding deficits in each grant

Project Summary

 **FY 2014** Title I-A

Project Information

Project Number	14-572-830000
C.F.D.A. Number	84.010A
Initial Substantially Approved Date	7/1/2013 12:00:00 AM
Project End Date	6/30/2014
Allocation	\$5,531,974.29
Available Budget	\$5,531,974.29
Project Status	Normal <u>[Hold]</u>

Reimbursement Requests

Amount	Request Period	Status	Status Date
\$300,000.00	<u>July 1, 2014</u>	Negative Balance Payment Auto Generated	July 14, 2014
\$32,211.89	<u>June 26, 2014</u>	State Accounting System Paid	July 10, 2014

FER Adjustments

- Additional columns if transfers to Consolidated Administration



Grant	Allocation After Transfers	Expenditures	Cash Received	Amount Remaining	Allocation Before Transfers	Adjusted Cash Received	Adjusted Amount Remaining	Amount to Carry Over	Acknowledge Carryover Less Than Amount Remaining
Title I-A	\$516,706.80	\$435,560.80	\$434,560.80	\$81,146.00	\$536,113.80	\$434,560.80	\$83,587.80	83,587.80	<input type="checkbox"/>
Title I-D LEA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	<input type="checkbox"/>
Title I-D State Agency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	<input type="checkbox"/>
Title II-A	\$98,388.23	\$67,152.70	\$68,052.70	\$0.00	\$117,794.48	\$68,052.70	\$31,235.53	31,235.53	<input type="checkbox"/>
Title III-ELL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	<input type="checkbox"/>
Title VI	\$52,805.06	\$45,731.48	\$45,731.48	\$7,073.58	\$65,742.56	\$45,731.48	\$7,073.58	7,073.58	<input type="checkbox"/>
Consolidated Admin Pool	\$51,750.00	\$49,308.20	\$48,908.20	\$2,441.80	\$0.00	\$48,908.20	\$0.00		
IDEA, Part B	\$486,401.10	\$439,233.97	\$439,933.97	\$47,167.13	\$486,401.10	\$439,933.97	\$47,167.13	47,167.13	<input type="checkbox"/>
IDEA Preschool	\$19,394.36	\$13,692.29	\$13,592.29	\$5,702.07	\$19,394.36	\$13,592.29	\$5,702.07	5,702.07	<input type="checkbox"/>

FER Adjustments

- For most LEAs, any unspent Consolidated Administration funds will be moved to Title I as carryover
- If a refund is necessary, we will advise the LEA on an individual basis; unlikely that refunds will be made to State from the consolidated funding applicaton

FER Webinars

- FER webinars will be scheduled for grants new to ePlan this year
- FER “refresher” webinar will be scheduled for consolidated application users
- PowerPoints will be located on ePlan under TDOE Resources after the webinars

Live Look at FER



Questions



FRAUD, WASTE or ABUSE

Citizens and agencies are encouraged to report fraud, waste or abuse in State and Local government.

NOTICE: This agency is a recipient of taxpayer funding. If you observe an agency director or employee engaging in any activity which you consider to be illegal, improper or wasteful, please call the state Comptroller's toll-free Hotline:

1-800-232-5454

Notifications can also be submitted electronically at:

<http://www.comptroller.tn.gov/hotline>





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