![Pennsylvania Department of Education logo]

Final Expenditure Reports

Once all funds are fully expended for a project a
Final Expenditure Report (FER) **must** be submitted
within 30 days.

**NOTE: ANY change to Nonpublic share must be
preapproved by your Regional Coordinator at DFP.**

FERs are completed and submitted in eGrants.

1. Choose year.
2. Choose Project/Grant.
   Note: If the project is part of the Consolidated Application, you must select the sub-project, i.e. Title I, II, III, IV, ID. If you completed a funding adjustment or amendment you will want to choose that project.

LEA	AUN	Grant Title	Project No	Project Type	Project Status	Workflow Step	
Aliquippa SD	127040503	Consolidated Application	FA-999-18-0004	Original Application	Closed	DFP Approval Complete	✎
Aliquippa SD	127040503	Consolidated Application	FA-999-18-0004 A	Funding Adjustment	Completed	DFP Review Complete (FA)	✎

Click on the subgrant for which you want to create an FER.

The project status of the Consolidated and the Sub Grant must be Completed for you to create the FER.

Sub Grant Applications

Grant Title	Project No.	Status	Workflow Step	Allocation	
Title I, Part A - Improving Basic Programs	FA-013-18-0001 A	Completed	Receipt / Verification	$636,427.00	✎
Title II, Part A - Supporting Effective Instruction	FA-020-18-0001 A	Completed	Receipt / Verification	$173,192.00	✎
Title III, Language Instruction for English Learners	FA-010-18-0001 A	Closed	Receipt / Verification	$34,607.00	✎
Title IV, Part A – Student Support and Academic Enrichment Grants	FA-144-18-0001 A	Closed	Receipt / Verification	$14,363.00	✎

3. Click **Supporting Grants.**

4. Choose the FER from the dropdown and then click **Create**.

5. You will see your FER is now created and **In Process**.

6. Click **Final Report Details**.

7. Enter the Total Receipts - **with the Paid to Date information from FAI** *(in the first field)* and Total Expenditures from the total on Budget Summary *(in second field)*. Then click **Mark Complete**.

Section: Final Report Details			Status: In Process
Final Report Payment Details			❓
	Completed by LEA		Completed by PDE
Total Receipts	# Enter value		# Enter value
Total Expenditures	# Enter value		# Enter value
Funds Due LEA	▦ 0		# Enter value
Funds Due PDE	▦ 0		# Enter value

NOTE – If you received an overpayment on this project – the FER cannot be processed until DFP receives the check for the Funds due PDE.

8. What if the Function Code I want is not listed? Find the code that most closely matches the expenditure. For example, and this is a completely arbitrary number pulled out of the air, say you are looking for 3339 but that one is not part of the list in the application, select either 3300 if that is available or 3000. Then provide a detailed description so it is clear how it applies to your application.

9. Click on each section, complete the information, and then click **Mark Complete**.

10. Review the Budget Summary and Budget/Expenditures Comparison for accuracy.

A Budget Revision is required when the expenditures in a Function Code show an increase of 20% (or greater) than the amount in the current budget.

In the Budget/Expenditures Comparison section, make sure that NO **Function Code** total shows an increase of 20% or more   **If any does, this will require a budget revision.**

***NOTE: Object code 700 Equipment must be within $1.00. Other Object Code changes may be disregarded.

Spending by Object Code Total

Object Codes	Budget Total ($)	Actual Total ($)	Change Amount ($)	Change %
100 - Salaries	$406,505.00	$401,793.99	($4,711.01)	-1.16%
200 - Benefits	$212,581.00	$220,171.61	$7,590.61	3.57%
300 - Purchased Professional and Technical Service	$11,776.00	$10,795.00	($981.00)	-8.33%
500 - Other Purchased Services	$1,500.00	$2,027.00	$527.00	35.13%
600 - Supplies	$4,065.00	$1,639.40	($2,425.60)	-59.67%

Spending by Function Code Total

Function Codes	Budget Total ($)	Actual Total ($)	Change Amount ($)	Change %
1190 - FEDERALLY FUNDED REGULAR PROGRAMS	$618,286.00	$620,401.40	$2,115.40	0.34%
1500 - * NONPUBLIC SCHOOL PROGRAMS (For IU and school district use only)	$11,776.00	$10,795.00	($981.00)	-8.33%
3300 - Community Services	$6,365.00	$5,230.60	($1,134.40)	-17.82%

TITLE I FER NP Assurances

Assurances of Non-Public Consultation must be answered when there is a difference between budgeted amount and amount reported in FER

NEW IN 2019-20 TI FER

ESSA requires that funds for Nonpublic Programs and Equitable Participation be obligated in the fiscal year for which the funds are received by the LEA. (ESEA sections 1117(a)(4)(B) and 8501(a)(4)(B)). The ESEA, however, does not prohibit carryover of funds for equitable services and, in most cases, requires it.

To process the FER and close out your program, if there is a difference of more than 10% or $500.00 in Function Code 1500 or 2280 for the non-public equitable share, check the appropriate assurance to indicate the appropriate steps and consultation has occurred with the nonpublic official(s) prior to making the decision to not carry over remaining funds.

Assurances: (please check all that apply to your LEA)

◈ The LEA has consulted with the appropriate nonpublic school officials regarding the use of non-public funds remaining at the end of the fiscal year reported in this FER.

◈ The LEA has made the unused funds available to other nonpublic school programs. (Title I)

◈ The LEA has documentation available from the nonpublic school official(s) verifying that they declined the use of the remaining current year nonpublic funds.

◈ The LEA will maintain documentation of consultation with the nonpublic school official(s) on the remaining funds for monitoring purposes.

Unless you have documentation of all eligible nonpublic officials declining services with carryover funds, you should review your nonpublic expenditures in this FER for accuracy and adjust accordingly.

If there is a need for carryover, STOP and contact DFP fiscal technician.

🔍 🔍 🔍 🔍 🔍 🔍 🔍 🔍 🔍 🔍

11. Once all sections are accurate and marked complete (checkmark next to each section), click **Next Step**.

But First - -

- Does this FER include all expenditures – up to, but **not greater than** the Total Allocation Amount of this project?
- Does FINAL REPORT DETAILS section correctly reflect FAI AND Budget Summary?
- Do you need to do a Budget Revision?

Grant Title: Title IV, Part A Final Expenditure Report [Final Expenditure Report]	**Total Allocation Amount:** $14,363.00
Agency: Abington SD	**Award Amount:** $0.00
Project No: FA-144-18- 0001	**Awarded Date:**
Type: Final Expenditure Report	**Awarded Status:**

Status: In Process

Workflow Step: Data Entry

Actions...

Instructions

Enter information to complete FER.

Content

Budget
- ✔ Final Report Details
- ✔ Actual Well Rounded Educational Opportunity Expenditures
- ✔ Actual Safe and Healthy Students Expenditures
- ✔ Actual Effective Use of Technology Expenditures
- ✔ Actual Administration and Indirect Cost Expenditures
- ✔ Budget Summary
- ✔ Budget/ Expenditures Comparison
- ✔ Certification of Expenditures

Authorized Signoff

Final Expenditure Signoff

Reporting/Document

Reporting

Administrative Functions

Contact Information

Grant Funding Worksheet

Routing/Workflow

Related Grant Applications

Next Step

12. After clicking the Complete step button, go to the **Final Expenditure Signoff** and follow prompts to complete signoff. (A signoff can be completed by **anyone** with the signoff role in eGrants. For an FER, It does **not** have to be your Authorized Representative (Executive Director, CEO, or Superintendent.).

13. After completing sign off section click **Submit**.

14. Once the FER is submitted to PDE for review and approval, the status is Submitted, and the Workflow Step is DFP Technical FER Review. There is no need to print and mail in to PDE.

Note: If you need to do a budget revision, it must be completed and approved **before** the FER is created, otherwise the FER will need to be deleted by DFP staff. Contact your Fiscal Technician in DFP for assistance.