

GAINS Training and System Navigation

# Final Expenditure Report (FER) for Site Level Applications

## This training will assist LEA Fiscal Representatives in starting and completing, and LEA Authorized Representatives in approving and submitting the Final Expenditure Reports (FER) for a site-level Funding Application in GAINS.

Start on Sections Page of the Funding Application

1. Click on **FER Draft Started** to open the FER
2. Click the assurance acknowledging no further revisions may be submitted and confirm selection. If something has changed and the funds expended no longer align to the budget, the applicant will want to submit a revision **before** starting the FER. The FER will only show the approved object code and function code combinations from the budget.
3. New pages will appear on the sections page: **Final Expenditure Report**
   1. Final Expenditure Report
      1. This is a system generated report based on user input in the Final Expenditures page. This page cannot be edited but will auto-populate as changes are made to the various sites in the FER. Depending on the grant, there may be no further action for the applicant on this page. If the grant allows carryover, applicants will need to enter the amount to carryover and check a box to acknowledge carryover less than amount eligible.
      2. **Note: Depending on the specific grant requirements, unspent amounts may need to be returned to CDE or may be eligible for carryover**.
4. New pages will appear within the site level pages: **Program Closeout, Final Expenditures,** and **FER Related Documents**
   1. Program Closeout (some but not all programs)
      1. Answer questions about the program closeout on this page. All fields marked with an “\*” must be completed to submit
      2. Upload any fiscal documents as required
   2. Final Expenditures
      1. Input final expenditures by object code and function code.
      2. Hover over the open cells to see original budgeted amount, previous fund expended, total funds expended and amount remaining in function/object code pair.
      3. Note: This page will appear when the site “LEA Level” is selected but will not be editable. It will populate as expenditures are input at the various site levels.
   3. FER Related Documents
      1. Upload any required or optional documents.
      2. Hover over the “i” icon for more information on document requirements
5. Submit the FER
   1. Clear any validation messages in the validation column. Please be aware of the following:
      1. The FER can’t be submitted if the amount reported for the object code/function code combination exceeds the budgeted amount by more than 10%. In this case, the applicant will need to cancel the FER and start a revision.
      2. The FER can’t be submitted if the amount expended exceeds the allocation amount.
   2. Move the application to **FER Draft Completed** 
      1. LEA All Funding Application Director, LEA [Specific Grant] Director, LEA Fiscal Representative, or LEA Authorized Representative may make this status change
   3. LEA Fiscal Representative moves to **FER LEA Fiscal Representative Approved**
   4. LEA Authorized Representative moves to **FER LEA Authorized Representative Approved**
      1. The FER is officially submitted once it is in FER LEA Authorized Representative Approved

**What if I started my Final Expenditure Report and noticed that I need to make a change to the budget?**

* Notify CDE staff that FER needs to be cancelled. CDE staff will change the status to **FER Cancelled**. Once cancelled, the option to start a Revision will appear.
* Click on the **Revision Started** link and make changes to the budget.
  + *All budget revisions must go through the approval process before the changes will show up in the Final Expenditure Report.*
  + Once the revisions have been approved, applicants can then start the FER.

# Related GAINS Training and Navigation Topics

* Final Expenditure Report (FER)