

Steps to Completing the Federal Programs Final Expenditure Report (FER)

Note: The District/LEA will be paid based on the FER. No payment request can be submitted once the FER is created. The District/LEA must report all expenditures to date, DESE will calculate and pay the remaining balance.

Step 1:

Log into ePeGS; then select the
“Funding Application Menu”

ePeGS: Homepage



- ▶ [ePeGS Homepage](#)
- ▶ [Planning Tool](#)
- ▶ [Funding Application Menu](#)
- ▶ [Report Menu](#)
- ▶ [Core Assurances](#)
- ▶ [Maintenance](#)
- ▶ [Help Documents](#)
- ▶ [DESE Web Application Menu](#)
- ▶ [Logon/Logoff](#)

Welcome to ePeGS

Press [here](#) to go to Planning Tool.

Press [here](#) to go to Funding Application Menu.

Step 2:

Click on “Show” next to
School Improvement to view the grants

Career Education [Show](#)

School Improvement [Show](#)

Special Education [Show](#)

Teacher Quality & Urban Education [Show](#)

Step 3:

Select the grant you wish to complete

School Improvement [Hide](#)

- [Homeless Education](#)
- [Homeless Education](#) - ARRA
- [NCLB Consolidated](#)
- [Reading First](#)
- [Refugee Children](#)
- [Safe Schools - ARRA](#)
- [Title I - School Improvement \(q\)](#)
- [Title I School Improvement \(a\)](#)
- [Title I School Improvement \(a\) - ARRA](#)
- [Title I School Improvement \(q\) - ARRA](#)
- [Title II.D eMINTS - ARRA](#)

Step 4:

Click on “Show” next to Final Expenditure Report;
then click on “Create FER”

Budget Application [Show](#)

Payment Request [Show](#)

9/30 Report [Show](#)

Final Expenditure Report [Show](#)

Final Expenditure Report [Hide](#)

There are no Final Expenditure Reports at this time. [Create FER](#)

Step 5:

Choose a program by clicking on the program name.

Note: If you are already in a program, you can select another program by clicking the program name in the left hand column.

Funding Application: NCLB Consolidated - FER Submittal and Approval Version: Initial Status: Created

▶ ePeGS Homepage
▶ Planning Tool
▼ Funding Application Menu
▶ Current Funds Available
▶ Career Education
▼ School Improvement
▼ NCLB Consolidated
▶ Budget Application
▶ Payment Request
▶ 9/30 Report
▼ FER
▼ Initial
▶ Title I
▶ Schoolwide Pool
▶ Title I.C
▶ Title I.D - LEA
▶ TITLE II.A
▶ TITLE II.D
▶ Title III Immigrant
▶ Title III - LEP
▶ TITLE IV.A
▶ TITLE VI.B
▶ **Submittal and Approval**

Final Expenditure Summary

Program	Budgeted Amount	Total Expended
Title I	\$880,597.00	\$0.00
Schoolwide Pool	\$0.00	\$0.00
Title I.C	\$0.00	\$0.00
Title I.D - LEA	\$0.00	\$0.00
TITLE II.A	\$162,234.00	\$0.00
TITLE II.D	\$14,415.00	\$0.00
Title III Immigrant	\$0.00	\$0.00
Title III - LEP	\$0.00	\$0.00
TITLE IV.A	\$10,818.00	\$0.00
TITLE VI.B	\$0.00	\$0.00
TOTAL	\$1,068,064.00	\$0.00

[Distribution of Expenditures by Funding Source](#)

DESE Comment:

Step 6:

The grid will show the last approved budgeted amounts from the budget application.

Enter the actual expenditure amounts in the white box below the budgeted amount. These amounts must be categorized based on the function and object codes.

	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other
1100 Regular Programs	0.00 <input type="text" value="0.00"/>	0.00 <input type="text" value="0.00"/>	0.00 <input type="text" value="0.00"/>	0.00 <input type="text" value="0.00"/>	0.00 <input type="text" value="0.00"/>	0.00 <input type="text" value="0.00"/>	<input type="text" value="0.00"/>
1100-ARRA Regular Programs	0.00 <input type="text" value="0.00"/>	0.00 <input type="text" value="0.00"/>	0.00 <input type="text" value="0.00"/>	0.00 <input type="text" value="0.00"/>	0.00 <input type="text" value="0.00"/>	0.00 <input type="text" value="0.00"/>	<input type="text" value="0.00"/>
1251 Culturally Different	883000.00 <input type="text" value="0.00"/>	83000.00 <input type="text" value="0.00"/>	277620.00 <input type="text" value="0.00"/>	325884.00 <input type="text" value="0.00"/>	8000.00 <input type="text" value="0.00"/>	120000.00 <input type="text" value="0.00"/>	<input type="text" value="0.00"/>
1251-ARRA Culturally Different	312605.00 <input type="text" value="0.00"/>	42521.00 <input type="text" value="0.00"/>	130806.00 <input type="text" value="0.00"/>	200000.00 <input type="text" value="0.00"/>	416294.00 <input type="text" value="0.00"/>	132739.00 <input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Step 7:

After entering the total expenditure amounts, click the “Save” button at the bottom of the page.

Program Costs Subtotal	2212001.00	0.00	987999.00	816420.00	0.00	0.00	0.00	4016420.00
	2212001.00	0.00	987999.00	816420.00	0.00	0.00	0.00	4016420.00
Administration Costs								
Administration Pool								0.00
								0.00
Indirect Costs	<input type="button" value="Calculate Indirect Costs"/> 0.00							0.00
								0.00
Administration Costs Subtotal								0.00
								0.00
GRAND TOTAL	2212001.00	0.00	987999.00	816420.00	0.00	0.00	0.00	4016420.00
	2212001.00	0.00	987999.00	816420.00	0.00	0.00	0.00	4016420.00
	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total

District/LEA Comment :

DESE Comment :

Step 8:

Once all of the expenditure amounts have been entered and saved, click on the “Submittal and Approval” button in the left hand column.

Note: If there is an Payment Request that has not been completely processed, submitting the FER will give a pop-up message stating if the FER is submitted the Payment Request will be deleted. Pushing the OK button will change the status of this Payment Request to Disapproved/Closed.

- ▶ ePeGS Homepage
- ▶ Planning Tool
- ▼ Funding Application Menu
 - ▶ Current Funds Available
 - ▶ Career Education
 - ▼ School Improvement
 - ▼ NCLB Consolidated
 - ▶ Budget Application
 - ▶ Payment Request
 - ▶ 9/30 Report
 - ▼ FER
 - ▼ Initial
 - ▼ Title I
 - ▶ **FER**
 - ▶ Schoolwide Pool
 - ▶ Title I.C
 - ▶ Title I.D - LEA
 - ▶ TITLE II.A
 - ▶ TITLE II.D
 - ▶ Title III Immigrant
 - ▶ Title III - LEP
 - ▶ TITLE IV.A
 - ▶ TITLE VI.B
 - ▶ Submittal and Approval

Step 9:

Check the amounts in the Total Expended column and click the “Submit” button.

Note: This screen shows the Budgeted Amount and the Distribution of Expenditures by Funding Source. This summary page is only available for the NCLB Consolidated Application. Submittal of this FER will submit for all NCLB Consolidated programs.

Funding Application: NCLB Consolidated - FER Submittal and Approval **Version:** Initial **Status:** Disapproved/Open

Final Expenditure Summary

Program	Budgeted Amount	Total Expended
Title I	\$31,650,866.00	\$10,804,738.00
Schoolwide Pool	\$0.00	\$0.00
Title I.C	\$0.00	\$0.00
Title I.D - LEA	\$296,561.00	\$0.00
TITLE II.A	\$4,016,420.00	\$4,016,420.00
TITLE II.D	\$155,783.00	\$75,783.00
Title III Immigrant	\$0.00	\$0.00
Title III - LEP	\$412,196.00	\$392,196.00
TITLE IV.A	\$352,659.00	\$240,846.00
TITLE VI.B	\$0.00	\$0.00
TOTAL	\$36,884,485.00	\$15,529,983.00

[Distribution of Expenditures by Funding Source](#)

Submit

This is the “Distribution of Expenditures by Funding Source” screen.

Funding Application: NCLB Consolidated - FER Summary Version: Initial Status: Disapproved/Open

[Print](#) | [Close](#)

Distribution of Expenditures by Funding Source

	TI.A	T1-ARRA	TI.C	TI.D-LEA	TID-LEA-ARRA	TII.A	TII.D	T2D-ARRA	TIII-Imm	TIII-LEP	TIV.A	TVI.B	Other Schoolwide Pool	FER Program Totals
TI.A	\$6,423,503.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,423,503.00
TI.A-ARRA	\$0.00	\$4,381,235.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,381,235.00
SW Pool	\$0.00 0.000000%	\$0.00 0.000000%	\$0.00 0.000000%	\$0.00 0.000000%	\$0.00 0.000000%	\$0.00 0.000000%	\$0.00 0.000000%	\$0.00 0.000000%	\$0.00 0.000000%	\$0.00 0.000000%	\$0.00 0.000000%	\$0.00 0.000000%	\$0.00 0.000000%	\$0.00 0.000000%
TI.C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TI.D-LEA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TID-LEA-ARRA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TII.A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,016,420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,016,420.00
TII.D	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,783.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,783.00
TII.D-ARRA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TIII-Imm	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TIII-LEP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$392,196.00	\$0.00	\$0.00	\$0.00	\$392,196.00
TIV.A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$240,846.00	\$0.00	\$0.00	\$240,846.00
TVI.B	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total by Fund Source	\$6,423,503.00	\$4,381,235.00	\$0.00	\$0.00	\$0.00	\$4,016,420.00	\$75,783.00	\$0.00	\$0.00	\$392,196.00	\$240,846.00	\$0.00	\$0.00	\$15,529,983.00

The Status will show the date, time, and who submitted the FER.

Note: You can view activity details by clicking “View” under the Activity Log.

Final Expenditure Report [Hide](#)

Version	Status	Activity Log
Initial	SUBMITTED on 4/15/2010 10:05:23 AM by JFRANK	view

Funding Application: NCLB Consolidated - FER Activity Log **Version:** Initial

Status	Date	User Id
CREATED	4/15/2010 8:47:43 AM	JFRANK
SUBMITTED	4/15/2010 8:54:17 AM	JFRANK
DISAPPROVED/OPEN	4/15/2010 8:54:59 AM	JFRANK
SUBMITTED	4/15/2010 10:05:23 AM	JFRANK

Current User: JFRANK

"Making a Positive Difference Through Education and Service"

If the FER is disapproved by DESE, an email will be sent to the District/LEA contact letting them know.

To make changes; click on the version, make the necessary changes to the programs, and resubmit.

Funding Application: NCLB Consolidated - Grant Summary

Budget Application [Show](#)

Payment Request [Show](#)

9/30 Report [Show](#)

Final Expenditure Report [Hide](#)

[Revise FER](#)

Version	Status	Activity Log
Initial	DISAPPROVED/OPEN on 4/15/2010 10:10:16 AM by JFRANK	view

Once the FER is approved, it will show with the date, time, and who approved it in the Status box.

unding Application: NCLB Consolidated - Grant Summary

Budget Application [Show](#)

Payment Request [Show](#)

9/30 Report [Show](#)

Final Expenditure Report [Hide](#)

[Create Revision](#)

Version	Status	Activity Log
Initial	APPROVED on 4/15/2010 10:14:03 AM by JFRANK	view

To revise the FER, click on “Create Revision” located above the Activity Log.

unding Application: NCLB Consolidated - Grant Summary

Budget Application [Show](#)

Payment Request [Show](#)

9/30 Report [Show](#)

Final Expenditure Report [Hide](#)

[Create Revision](#)

Version	Status	Activity Log
Initial	APPROVED on 4/15/2010 10:14:03 AM by JFRANK	view

If the FER is has not been fully processed when it is revised, you will receive a message letting you know that the payment will be deleted from the system. You will need to make sure to resubmit the revision before DESE can approve and process the payment.

Funding Application: NCLB Consolidated - Grant Summary

Budget Application [Show](#)

Payment Request [Show](#)

9/30 Report [Show](#)

Final Expenditure Report [Hide](#)

Message from webpage

 The payment for the current approved FER will be deleted. The new FER will need to be submitted and approved before a payment can be made. Do you want to continue?

[Create Revision](#)

Version	Status	Activity Log
Initial	APPROVED on 4/15/2010 10:14:03 AM by JFRANK	view

Additional Information

- Buttons
- Edits
- Errors
- Warnings

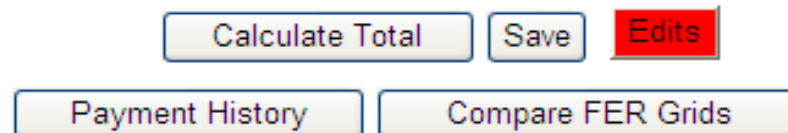
Calculate Total – This button will calculate the totals for all data entered at this point. **This button will not save the data.**

Edits – When there are errors or warnings on the FER, an “EDIT” button will display in RED. These errors and/or warnings will not prevent the data from being saved, however, errors will prevent the FER from being submitted.

Payment History – This button will display a pop-up window with a report reflecting the payment history for the grant. It will reflect each month’s payment, transfers, and refunds.

Compare FER Grids – This button will display a pop-up window with a report that shows what the current FER has entered vs. a previously approved FER. It will show the most recent and the last approved FER.

(In the initial FER, this button will not appear.)



Errors and Warnings

Errors – will stop the FER from being submitted to DESE.

Warnings – will give the user caution of the actions being taken. A warning will still allow the district to submit.

Once the Edit button is selected and the pop-up screen appears; Error and Warning numbers will be displayed under the “Reason Code”

Funding Application: Title I - FER Edits Version: Revision 1 Status: Created

Return to Prior Page

	Edit Message	Return Code	Reason Code
1	E Grand Total for the FER cannot exceed the Grand Total of the last approved budget.	-10	915
2	E Maximum variance between Budget Grand Total to FER Grand Total exceeded. Variance = 10.0 Obj. Code=6100	-10	921
3	E The amount expended against ARRA Function Codes cannot be greater than the total ARRA-Adjustment. TI.A FER	90	901
4	E The amount expended against non-ARRA Function Codes cannot be greater than the total funds available minus the ARRA-Adjustment. TI.A FER	90	902
5	E Grand Total cannot exceed total Funds Available.	-10	906

Here is a list of Errors and Warnings along with additional information.

Error # 305 - Indirect Cost amount exceeds amount allowed.

(Amount entered on FER is more than the maximum amount calculated for Indirect Costs.)

Error # 901 - The amount expended against ARRA Function Codes cannot be greater than the total ARRA-Adjustment.

(The amount entered on the FER under ARRA funds exceeds the amount available.)

Error # 902 - The amount expended against non-ARRA Function Codes cannot be greater than the total funds available minus the ARRA-Adjustment.

(The regular Title funds is more than the amount available.)

Error # 904 - Total Administration Cost (Direct Cost + Indirect Costs) exceeds the percentage allowed.

(The accumulated total of the Direct Administration and Indirect Cost fields cannot exceed the amount determined by taking the rate percentage for Administration Costs multiplied by the Funds Available.)

Error # 906 - Grand Total cannot exceed total Funds Available.

(The amounts entered on the FER grid cannot total more than the Funds Available for the grant.)

Error # 907 - An expenditure amount is not allowed in a category where money has not been budgeted.

(There is an amount on the FER where there has not been any money budgeted.)

Error # 909 - If money is flexed into a program, the expenditure for the program cannot be less than the amount flexed in from the other funding sources plus carryover for the previous year.

(All carryover and flexed funds must be expended or the flexed funds will have to be put back in the original program before the FER can be submitted.)

Error # 910 - Total Administration Costs cannot be greater than the total budgeted for Administration Costs.

(The subtotal for Administration Costs on the FER cannot be more than the subtotal for Administration Costs on the Budget Application.)

Error # 915 - Grand Total for the FER cannot exceed the Grand Total of the last approved budget.

(The amount entered on the FER is more than the budgeted amount.)

Error # 918 - Direct Administration Costs exceeds the percentage allowed for Administration Costs.

(The amount entered for the Direct Costs is more than the percentage times the Funds Available.)

Error # 920 - Maximum variance between Budget to FER exceeded.

(FER amount is more than the budgeted amount plus the additional percentage allowed.)

Error # 921 - Maximum variance between Budget Grand Total to FER Grand Total exceeded.

(FER Grand Total column is more than the budgeted amount for that column plus the additional percentage allowed.)

Warning # 901 - The FER Grand Total equals zero and the Budget Grand Total is greater than zero.

(There are no amounts saved in the FER.)