CCIP Final Expenditure Report- Completion Steps

Issue Date:	June 10, 2004		November 5, 2004
		Revised:	January 20, 2010
Sources:	Office of Grants Management		
Key Words:	CCIP Final Expenditure Report (FER)		
Summary:	Online Final Expenditure Reports (FERs) may be started in the CCIP after the end of the fiscal year, which is June 30th. They must be submitted to ODE with Superintendent Approval no later than September 30. Each CCIP Funding Application has its own separate FER.		

All CCIP Final Expenditure Reports (FERs) must be completed online and may be started after June 30th, the end of the fiscal year. In addition, each Funding Application within the CCIP has its own separate final expenditure report. Each Local Education Agency (LEA) must ensure each FER(s) is submitted to ODE with Superintendent Approval no later than September 30.

To complete and submit an FER the following steps must be completed,

1. Users must sign into their SAFE Account using their Account Name and Password, click on CCIP.

2. Place the cursor or "Hover" over Funding, and click on Funding Application from the left menu.

3. On the Funding Application page, select the Funding Application in which you plan to complete an FER. Note: the proper fiscal year and correct Application must be selected from the dropdown menus.

4. Once the Funding Application is selected the "Sections" page will open. To start the FER, the application must be one of the following statuses,

   - **Final approved** for Consolidated and The American Recovery and Reinvestment Act (ARRA) applications,

   OR

   - **ODE Reviewed** for Competitive

   OR

   - **Director Final Approval** for Career-Technical and Adult Education

If the FER is not in any of these statuses, the report cannot be started. If the status is obtained, click the FER Draft Started link next to the "Change Status To" header on the "Sections" page.

Once the LEA changes the status to FER Draft Started, no more program or budget revisions of the application are allowed, nor is the LEA able to create or submit any new Project Cash Requests (PCRs) for all grants included in the specified Funding Application. Additionally, all PCRs must be in a status of Released for Payment to proceed. Both of these status changes are crucial to providing automated data validations for LEAs and the Ohio Department of Education (ODE).

5. On the Funding Application Sections page, click the Final Expenditure Report link located near the bottom of the page.

6. When the Final Expenditure Report page opens, enter the amount of cash expenditures using the information from the LEA's accounting system. If the LEA **transferred funds between grants** (Consolidated Funding Application only), cash expenditures should be reported against the grant to which they were transferred. For the School Wide Pool & Transferability, the system will automatically pro-rate the expenditures to point to their original funding sources as necessary on the following page.

7. When all cash expenditures have been entered, click the right arrow key at the bottom of the FER grid. On the resulting page, carefully review reported cash expenditures. If the LEA transferred funds between grants (Consolidated Funding Application only for transferability or School-wide pool), the movement of reported cash expenditures back to their original funding source will be indicated here. If there is an amount remaining, enter the amount the LEA wishes to carry over in the Amount to Carry Over cell (Consolidated and Competitive Funding Applications only). Enter the specific amount to carry over in order for it to be available in the next year's funding application. If a district chooses not to have the Carryover amount, then it must check the box acknowledging that it does not want to carry over the total amount. If a district does not do this, the FER will fail the validation. (Note: Remember to budget the Carryover funds and submit the next year's CCIP application as Superintendent Approved in order to expend Carryover funds.)

8. When the FER is completed, click the right arrow button. On the next page, click the Validate link. If the Messages link comes up, click the link to see the validation message. Correct any errors and warnings as necessary before changing the status to FER Draft Completed. The

Treasurer needs to log in and approve the FER. Once the Treasurer has approved the FER, the Superintendent needs to log in and also approve the FER. The FER is then automatically forwarded to ODE Grants Management for review and approval.