

FINAL EXPENDITURE REPORT INSTRUCTIONS FOR ASPIRE CORRECTIONS EDUCATION FUNDS

IMPORTANT:

1. A Final Expenditure Report (FER) shall be submitted for each project NOT LATER THAN SIXTY (60) DAYS AFTER THE PROJECT ENDING DATE for projects applied for and funded using a paper application. If uncertain of the project ending date, review the approved application; call the appropriate Ohio Department of Higher Education (ODHE) program office.
2. Obligations must be liquidated by the report date without exception. Encumbrances shall not to be included on the FER. All reported amounts should be presented on a cash basis.
3. All parts of the FER form must be completed even if no funds were expended.
4. Under authority of 34 CFR 80.43, failure to submit an FER or correct FER discrepancies in a timely manner may result in a temporary suspension of cash payments for the project, a suspension of program operations, or termination and repayment of any or all of the grant award until said project is closed.
5. ODHE will not be able to make payments for grants that have been de-obligated (closed) by the federal funding agency. FERs not submitted by the due date will jeopardize unpaid project funds. Call the awarding ODHE program office for de-obligation dates.
6. The FER for a previous project must have been submitted and approved before an FER for a current project may be approved.
7. All revisions and questions regarding an approved budget must be directed to the appropriate ODHE program office. **THE ODHE FISCAL OPERATIONS UNIT DOES NOT APPROVE BUDGETS. THE ODHE ASPIRE OFFICE DOES.**
8. An FER for a project must be submitted and approved before approval can be given to use unexpended funds of the allocation as carryover, if applicable. Carryover budget forms may be obtained from the Aspire website.
9. **10% RULE** – Entities may expend up to **10%** more than approved in the budget for an **OBJECT CODE TOTAL** without submitting a budget revision (*e.g., the total amount approved for salaries, object code 100, is \$1,000.00 – entities may spend up to \$1,100.00*). This authority does not permit unauthorized expenditures. (34 CFR 80.30)
10. Other:
 - FERs not submitted on the standard form developed by ODHE will not be accepted.
 - ODHE will not honor fax copies of the FER.
 - Failure to complete the FER form in the prescribed manner may result in significant delays to approval or rejection of the submitted FER.
 - All amounts reported on the FER must reconcile to the district's or agency's accounting system used to prepare annual financial statements.
 - **Submit the completed document with signatures to: aspiregrants@highered.ohio.gov**

GUIDLELINES:

1. GENERAL INFORMATION:

- School District/Agency – Enter the **COMPLETE** name of the school district or agency submitting the report.
- County – Enter the county where the administrative office or fiscal agent is located, (enter one county only).
- Project No. – Enter the **COMPLETE** number, IRN plus project identifier (e.g., 123456 + AB-SL-2016).
- C.F.D.A. Fund No. – “Catalog of Federal Domestic Assistance”, check the list of federal projects on the ODE Grants Management website (e.g., 84.010 = Title I).

2. AMOUNTS EXPENDED:

- Check one: **Initial FER** – First FER submitted for this project.
Corrected FER – FER resubmitted with corrections for discrepancies in the initial FER. Corrected FERs will only be accepted for a period of six months from the original submission date.
Revised FER – FER submitted after the initial FER or corrected FER was approved. Revised FERs will only be accepted for a period of six months from the original submission date.
- Expenditures – Report by object and function codes the amount actually expended based upon the most currently approved project budget. Report each project separately.
- All encumbrances must be liquidated by the report submission date.

3. FISCAL SUMMARY:

- A. Final Allocation – These are the **CORRECTIONS EDUCATION COMPONENT funds** approved/allocated to a district or agency to develop the program for the project period reported. In most cases the final allocation on the grant cover page and the amount approved will be the same.
- B. Amount Approved – This is the amount of project funds approved by ODHE for expenditure. The amount must be the same as the approved budget total.
- C. Project Cash Received – This is the amount of project cash received from ODHE.
- D. Amount Expended – This is the total amount of project funds expended for this project on the **CORRECTIONS EDUCATION COMPONENT**. Expenditures cannot exceed the approved amount and this amount **MUST** agree with the expenditure Grand Total, located in the lower right portion of the FER grid.
- E. Cash Balance on Hand – This is project cash received but not expended, (3C minus 3D). If this amount is negative, submit a Project Cash Request (PCR) with the FER for the negative amount only.
- F. Allocated but Not Expended – This is project money allocated but not expended, (3A minus 3D). If carryover is allowed, please submit a carryover budget with the FER.

4. PROJECT STATUS:

Check appropriate box:

- Closed – All funds approved and received have been expended according to the grant agreement and/or program regulations.
- Closed with Cash Request – All the expended funds have not been received resulting in a negative cash balance. A PCR must be included with the FER to recover the unpaid funds. The ODHE is not permitted by state payment rules to make payments of \$2.00 or less.
- Closed with Refund Due – All the approved project funds were received but not expended and the spending authority has ended. There is also no carryover option. The cash balance on hand will be noted on 3E and must be returned to the ODHE. The ODHE will send a formal request for the refund. **Do not submit the refund with the FER. Refunds of \$1.00 or less are optional. Refunds not submitted by the designated date will result in the suspension of funds for the current project, suspension of operations for the current project, termination of the current project or debarment from receiving future funding.**

5. ADMINISTRATIVE APPROVAL: Complete as directed. Completing the approval indicates that the final expenditure report is being submitted in accordance with the approved application and any applicable laws and regulations

6. FISCAL APPROVAL: Complete as directed. Completing the approval indicates that the final expenditure report is being submitted in accordance with the approved application and any applicable laws and regulations.