

# Cash Management System (CMS) Submitting a Final Expenditure Report (FER)

## Final Expenditures Reports (FERs)

A final expenditure report (FER) reflects how you spent your funds vs. your budgeted amount in the MEGS+. To complete a FER you will need your function codes and the totals of the function codes from your most current budget that was submitted in MEGS+ as your approved grant. FERs are due 60 after the grant end date.

**Important information:** FERs not completed within 60 days of the grant end date will result in CMS automatically generating a \$0 FER which will create an overpayment for all funds drawn on that grant and this will affect your future draws.

1. Login to CMS by entering the URL into your web browser.

<https://mdoe.state.mi.us/CMS/default.aspx?ReturnUrl=%2fcms%2f>

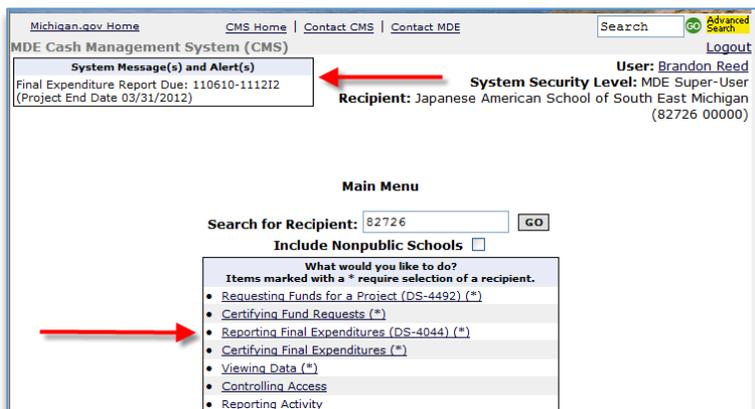
- Your username and password for CMS is the same as your MEIS and MEGS+ account.



2. Enter your district code in **the Search for Recipients** field and click **GO**.

3. From the main menu box click **Reporting Final Expenditures**

- When the project end date passes or expenditures equal project approved amount you will receive a message at the top left corner of the screen when you login into CMS.



# Cash Management System (CMS) Submitting a Final Expenditure Report (FER)

- Click **Select** for the line item reflecting the **Grant Number** and **Project Number** of the grant to process the FER.

User: [brandon.ree](#)  
System Security Level: MDE Super-User  
Recipient: Japanese American School of South East Michigan (82726 00000)

Reporting Final Expenditures

Select	Grant Number	Grant Name	Project Number	Project Start Date	Project End Date	Project Due Date	Project Approved Amount	Final Expenditure Report Total	Final Expenditure Report Status
Select	110610	Charter Schools	111212	11/16/2011	3/31/2012	5/30/2012	\$200,000.00		

- There is helpful information listed at the top of the screen.

Reporting Final Expenditures

- Enter or change Final Expenditure data, and click **SAVE**.
- When data is correct and complete, click **POST**.
- After **POST** a person with "Recipient Certify" authority can use the Main Menu "Certifying Final Expenditures" option to Certify.
- If needed, **RESTART** will clear your entries so that the report can be started again.
- Any FER submitted where the Paid amount is less than the Expend. Total a system generated Payment Request will be created.
- The maximum allowable indirect cost amount is based upon the Subtotal, minus Outgoing Transfers and Capital Outlay, times the Indirect Cost Maximum Percent.

- Enter the contact information of the person filing the FER as the Business Office **Contact**. and the contact information of the SIG Coordinator as the **Project Contact**.
- Enter the appropriate phone amounts in each column for the function code. Repeat this step for each function code used in the grant.

REPORTING FINAL EXPENDITURES

• Warning: Non-Local Total is \$0.00  
• Warning: Items in RED deviate by +/- 10% of the Approved Budget  
• Warning: Cumulative Expenditures are less than the Project Paid Amount; an overpayment has occurred

Grant Number 131761      Approved Amount \$7,689,873.00  
 Grant Name Formula School Improvement      Paid \$3,062,733.96  
 CFDA 84.377      Balance \$4,627,139.04  
 Project Number 14-15  
 Revenue Code 8438864515      Status  
 Project Start Date 7/1/2014  
 Project End Date 9/30/2015

Business Office Contact       Project Contact   
 Business Office Phone  Ext.       Project Phone  Ext.

Function Code	Approved Budget	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total Expend	(Under)/Over Budget	% Var
111 Basic Programs - Elementary	\$1,158,537.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	(\$1,158,537.00)	-100.00 %
113 Basic Programs - High School	\$856,289.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	(\$856,289.00)	-100.00 %
211 Support Services - Pupil - Truancy/Absenteeism Services	\$143,824.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	(\$143,824.00)	-100.00 %
212 Support Services -	\$43,232.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	(\$43,232.00)	-100.00 %
220 Support Services -	\$18,186.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	(\$18,186.00)	-100.00 %
331 Community Activities	\$208,815.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	(\$208,815.00)	-100.00 %
<b>Subtotal</b>	<b>\$7,582,570.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$7,582,570.00)</b>	<b>-100.00 %</b>

Budget Indirect Cost (max 4.47%) \$0.00      Expend. Indirect Cost (2014: 4.47%; 2015: 5.46%) \$0.00  
 Budget Total \$7,582,570.00      Expend. Total \$0.00

Add Function Code(s)

- 112: Basic Programs - Middle/Junior High
- 119: Basic Program - Summer School
- 125: Added Needs - Compensatory Education
- 222: Educational Media Services

Created: Brandon Reed on 11/3/2015 8:34:56 AM

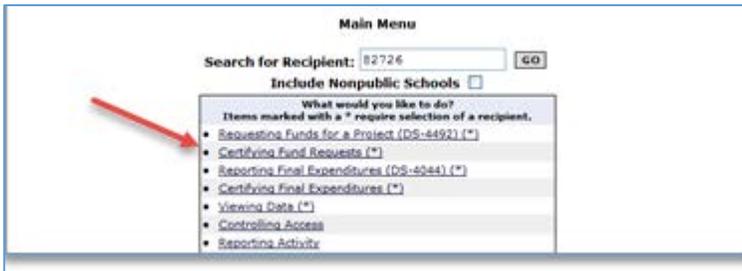
- After all entries have been completed click **SAVE** and then click **POST**.

# Cash Management System (CMS) Submitting a Final Expenditure Report (FER)

9. To submit the FER, you must return to the **Main Menu**



10. Click **Certifying Final Expenditures**



11. Click the **Select** link for the grant to be certified.

**Certifying Final Expenditures**

CERTIFYING FINAL EXPENDITURES									
Select	Grant Number	Grant Name	Project Number	Project Start Date	Project End Date	Project Due Date	Project Approved Amount	Final Expenditure Report Total	Final Expenditure Report Status
Select	131761	Formula School Improvement	14-15	7/1/2014	9/30/2015	11/29/2015	\$7,689,873.00	\$1,630,002.80	Posted

12. Click the **I AGREE TO THE ABOVE** button.

# Cash Management System (CMS) Submitting a Final Expenditure Report (FER)

**Certifying Final Expenditures**

Any FER submitted where the Paid amount is less than the Expend. Total a system generated Payment Request will be created.

[View/Hide Checklist](#)

**CERTIFYING FINAL EXPENDITURES**

• Warning: Items in RED deviate by +/- 10% of the Approved Budget  
• Warning: Cumulative Expenditures are less than the Project Paid Amount; an overpayment has occurred

Grant Number 131761	Approved Amount \$7,689,873.00
Grant Name Formula School Improvement	Paid \$2,420,748.36
CFDA 84.377	Balance \$5,269,124.64
Project Number 14-15	Status Posted
Revenue Code 8438864515	
Project Start Date 7/1/2014	
Project End Date 9/30/2015	
Business Office Contact William Aldridge	Project Contact Linda Blanton
Business Office Phone (313) 873-4147 Ext.	Project Phone (313) 873-7671 Ext.

Function Code	Approved Budget	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total Expend.	(Under)/Over Budget	% Var
<b>111</b> Basic Programs - Elementary	\$1,339,507.00	\$957,253.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$957,253.15	(\$382,253.85)	-28.53 %
<b>113</b> Basic Programs - High School	\$766,412.00	\$501,324.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$501,324.63	(\$265,087.37)	-34.58 %
<b>119</b> Basic Program - Summer School	\$33,861.00	\$15,863.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,863.15	(\$17,997.85)	-53.15 %
<b>211</b>	\$228,069.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$228,069.00)	-100.00 %
Staff/Personnel Services	\$69,721.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$69,721.00)	-100.00 %
331 Community Activities	\$233,109.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$233,109.00)	-100.00 %
<b>Subtotal</b>	<b>\$7,739,357.00</b>	<b>\$1,624,675.80</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,327.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,630,002.80</b>	<b>(\$6,109,354.20)</b>	<b>-78.94 %</b>

**Budget Indirect Cost (max 4.47%) \$0.00**      **Expend. Indirect Cost (2014: 4.47%; 2015: 5.46%) \$0.00**  
**Budget Total \$7,739,357.00**      **Expend. Total \$1,630,002.80**

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

(U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

I AGREE TO THE ABOVE.   
    
    
    

Created: Brandon Reed on 11/3/2015 8:47:13 AM      Modified: Brandon Reed on 11/3/2015 8:47:51 AM