

FY2024 Final Expenditure Report

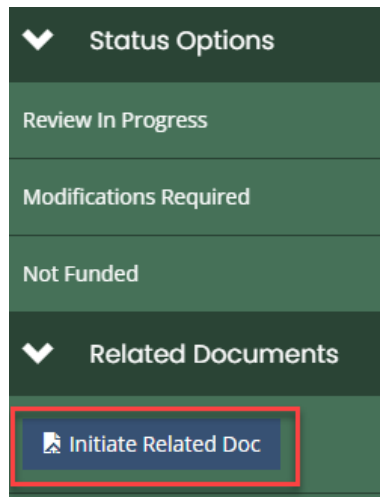
Due date: November 13, 2024

IMPORTANT: This report in NexSys does NOT include the Carryover Budget. The Carryover Budget will be completed within the FY2025 GSRP Implementation Plan (PIP) in NexSys. The PIP will be made available in late September and will be due on November 20, 2024.

Initiating the Final Expenditure Report

Only a Level 5 NexSys user can initiate the FER.

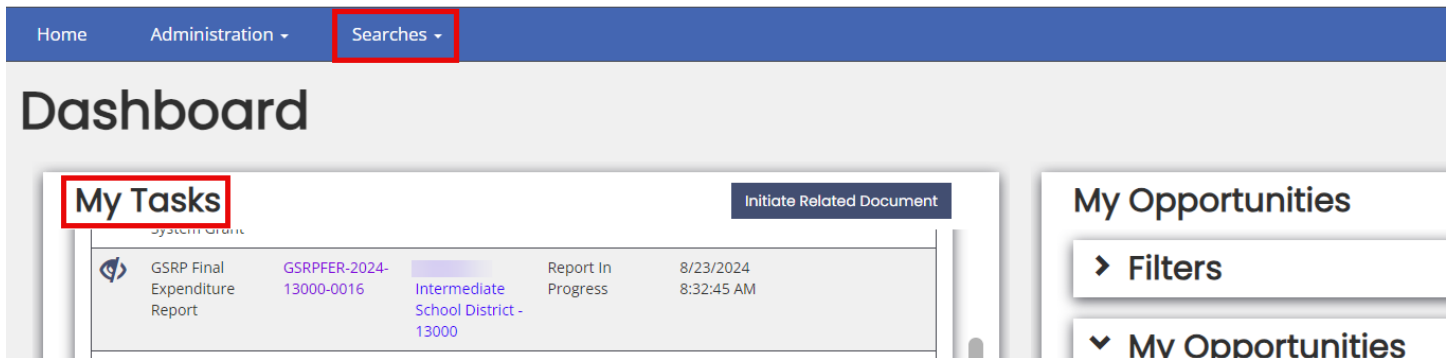
Open your FY2024 PIP and scroll to the bottom of the Left Navigation Menu to reach 'Related Documents.' Click the arrow and you will see an option to **Initiate Related Doc.**



Once the FER is initiated, you will locate it in the future from your Home page under My Tasks, or by performing a Search.

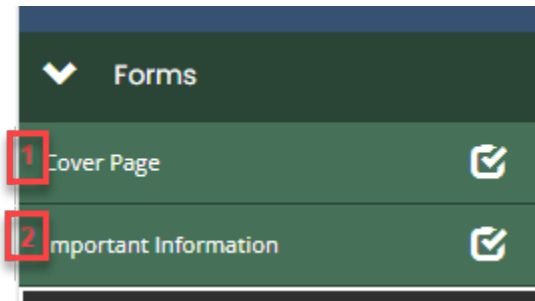


Grant, Application and Cash Management System



Beginning the Report: Complete 2 Steps

Open the FER. You will see up to four pages under Forms in Left Navigation Menu.



Step 1: Select the **Cover Page**. Review the page information for accuracy and select a Main Contact Person from the dropdown box. You may also select an optional Secondary Contact Person. The dropdown box is preloaded with level 4 and level 5 NexSys users for the ISD. **SAVE**.

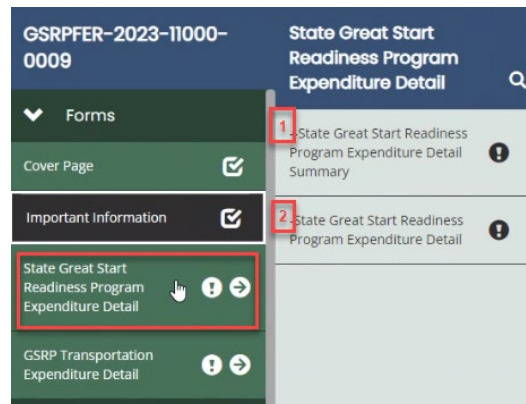
**If the dropdown does not include the correct name(s), the user is not assigned to the report. An ISD level 5 NexSys user must ADD unassigned users to the report as needed.*

Step 2: Select **Important Information**. Review the page and **SAVE**.

You will now see checkboxes indicating the pages have been completed and saved.

Prepare to Enter Expenditures: Complete 3 Steps

Return to the Left Navigation Menu and click on the next page, the **State Great Start Readiness Program Expenditure Detail**. A secondary menu will appear to the right displaying both the *Detail Summary* and the *Detail* pages.



Step 1: Select the Detail Summary page (#1 in the screenshot above). This page will display the data entered into the Detail page. Scroll to the bottom of this page and complete the Business Office Representative and the Project Contact Person information. **SAVE**.

Step 2: If the ISD utilized Transportation funding in FY2024, repeat Step 1 selecting the **GSRP Transportation Expenditure Detail** on the Left Navigation Menu and completing the rest of the step.

Step 3: Click on **State Great Start Readiness Expenditure Detail** page name in the Left Navigation Menu again. Select the Detail page (#2 in the screenshot above) to begin entering expenditures.

Entering Expenditures

Fiscal reporting within NexSys requires aggregated reporting by Function Code. All budget line items from each Function Code within the Program Implementation Plan Budget will display in a single aggregated line with the total budgeted displayed in the (Under)/Over Budgets column at the right (yellow highlight below).

Function Code	Approved Budget	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total Expenditures	(Under)/Over Budgets	% Variance
118: Basic Programs - Pre-School	\$2,495,471	\$	\$	\$	\$	\$	\$	\$0	\$(2495471.00)	-100.00%
212: Support Services - Pupil - Guidance Services	\$93,578	\$	\$	\$	\$	\$	\$	\$0	\$(93578.00)	-100.00%
213: Health Services	\$3,740	\$	\$	\$	\$	\$	\$	\$0	\$(3740.00)	-100.00%
215: Support Services - Pupil - Speech Pathology and Audiology Services	\$825	\$	\$	\$	\$	\$	\$	\$0	\$(825.00)	-100.00%
216: Support Services - Pupil - Social Work Services	\$198,249	\$	\$	\$	\$	\$	\$	\$0	\$(198249.00)	-100.00%
221: Improvement of Instruction	\$924,977	\$	\$	\$	\$	\$	\$	\$0	\$(924977.00)	-100.00%

Expenditures for each Function Code must be aggregated by Object Code and entered on this page **in the applicable Function Code line under the correct Object Code column.**

PLEASE NOTE: Every space on the Expenditure Detail page must be completed. If there were no expenses within an Object Code, you must enter 0 (zero).

In the sample below, the Budget included multiple line items for each Function Code. The total expenditures have been aggregated and entered in the applicable Function Code line under the appropriate Object Code column. Note that funds may be entered in multiple Object Code columns as needed to fully report all expenditures for each Function Code. Funds remaining in the (Under)/Over Budgets column will be available for carryover.

Function Code	Approved Budget	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total Expenditures	(Under)/Over Budgets	% Variance
118: Basic Programs - Pre-School	\$17,500	\$ 10,000	\$ 700	\$ 500	\$ 0	\$ 0	\$ 0	\$11,200	\$(6300.00)	-36.00%
212: Support Services - Pupil - Guidance Services	\$20,000	\$ 0	\$ 0	\$ 20,000	\$ 0	\$ 0	\$ 0	\$20,000	\$0.00	0.00%
221: Improvement of Instruction	\$500,220	\$ 500,000	\$ 220	\$ 0	\$ 0	\$ 0	\$ 0	\$500,220	\$0.00	0.00%
226: Supervision and Direction of Instructional Staff	\$138,040	\$ 100,000	\$ 38,000	\$ 40	\$ 0	\$ 0	\$ 0	\$138,040	\$0.00	0.00%
227: Academic Student Assessments	\$6,500	\$ 0	\$ 0	\$ 6,000	\$ 0	\$ 0	\$ 500	\$6,500	\$0.00	0.00%

When you SAVE the page, the Budget Total, Expenditure Total, and Remaining Balance will be calculated and displayed at the bottom of the page. When all expenditures have been entered, the Remaining Balance will be equal to the carryover amount for the funding source (program or transportation).

Complete the Expenditure Detail page for the GSRP Transportation funding if the ISD utilized transportation funding in FY2024.

PLEASE NOTE: Carryover is now allowed for transportation funding.

Submitting the Report

Once each Expenditure Detail page has been completed and all pages have been saved successfully, submit the report by scrolling to the bottom of the Left Navigation Menu and selecting Submit Report.

