

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
 Grants Finance, Rm. 510W EB
 Albany, New York 12234

**FINAL EXPENDITURE REPORT FOR A
 FEDERAL OR STATE PROJECT
 FS-10-F Long Form (03/15)**

= Required Field

Local Agency Information			
Funding Source:	Coronavirus Response and Relief Supplemental Appropriations - GEER		
Report Prepared By:	Lisa Parris		
Agency Name:	William Floyd School District		
Mailing Address:	240 Mastic Beach Road		
	Street		
	Mastic Beach	NY	11951
	City	State	Zip Code
Telephone # of Report Preparer:	(631) 874-1723	County: Suffolk	
E-mail Address:	lparris@wfsd.k12.ny.us		

INSTRUCTIONS

- For State grants, final expenditure reports are generally due within 30 days after the grant's end date. Reports for federal projects are generally due within 90 days after the grant's end date. See the Grant Award Notice to verify the due date. However, the Department program office may impose an earlier due date.
- Agencies should use only the FS-10-F Long Form to report actual project expenditures.
- Agencies must maintain complete and accurate records and may be requested to provide additional detail to support reported expenditures.
- All encumbrances must have taken place within the grant's approved funding dates, which can be found on the FS-10 or FS-20 budget form and on the Grant Award Notice.
- The Chief Administrator's Certification on the Final Summary page must be signed by the agency's Chief Administrative Officer or properly authorized designee.
- Submit one report with original signature and one copy directly to Grants Finance, New York State Education Department, Room 510W EB, Albany, NY 12234.
- For special legislative projects, submit one report with original signature and two copies, along with a final program narrative report.
- For additional information, please refer to Fiscal Guidelines for Federal and State Grants at <http://www.oms.nysed.gov/cafe/guidance/>.



SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$295,807
Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended
8/21/2020	Amazon Capital Services	119777	\$207
8/31/2020	American Environmental	120859	\$6,269
8/31/2020	American Environmental	120944	\$1,351
8/31/2020	American Environmental	121074	\$2,946
8/31/2020	American Environmental	121259	\$3,996
8/31/2020	American Environmental	121366	\$485
8/31/2020	American Environmental	121583	\$4,736
8/31/2020	American Environmental	121877	\$14,190
10/9/2020	East End Sign Design	120226	\$237,183
7/6/2020	Grainger	119718	\$210
7/6/2020	Grainger	119814	\$130
7/6/2020	Grainger	120005	\$133
7/6/2020	Grainger	120125	\$1,073
7/6/2020	Grainger	120237	\$865

7/6/2020	Grainger	120346	\$647
7/6/2020	Grainger	120585	\$377
7/6/2020	Grainger	120694	\$105
7/6/2020	Grainger	120799	\$518
7/6/2020	Grainger	120979	\$244
7/6/2020	Grainger	121630	\$495
8/6/2020	Office Depot	119735	\$4,250
8/12/2020	Office Depot	120032	\$5,996
7/17/2020	Tri-Dim	120184	\$3,526
7/17/2020	Tri-Dim	120291	\$5,877

CF121
 ENTRY DATE 09/20/23
 PROJECT 5896213025
 SED CODE 580232030000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 CRRSA-GEER 2
 WILLIAM FLOYD UFSD

RUN DATE 09/20/23

BUDGET DETAIL INFORMATION

PROF SALARY	15	0.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	0.00	END DATE	09/30/23
PURCH SERVICES	40	0.00	AMENDMENT #	
SUPP & MATERIAL	45	295,807.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	0.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	10.8
BOCES SERVICES	49	0.00	INT ELIG	N
REMODELING	30	0.00		
EQUIPMENT	20	0.00		

BUDGET SUMMARY INFORMATION

FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
589621	295,807.00	295,807.00	0.00
589620	0.00	0.00	0.00
589619	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	295,807.00	295,807.00	0.00

LOG AND CONTRACT DATES

	RECEIVED	ENTERED	CONTRACT	APPROVED
BUDGET	08/26/21	09/08/21		
INTERIM				
FINAL	09/18/23	09/20/23		

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
091421	547812F	INIT	000	09/21	01	59,161.00	589621	091421		PAID
022422	564130F	PAY	000	01/22	02	207,065.00	589621	021122		PAID
092023	615382F	FINAL	000	09/23	03	29,581.00	589621	091823		ENT

THIS FINAL EXPENDITURE REPORT HAS BEEN PROCESSED BY THE NEW YORK STATE EDUCATION DEPARTMENT. THIS SUMMARY REPLACES THE SIGNED COPY.



Grants Finance
Room 510W, Education Building
Tel. (518) 474-4815

Reminder: Record Keeping and Retention

This document is intended as a reminder to local agencies on proper record keeping and retention.

Generally, local agencies must have a proper financial management system in place, along with strong internal controls and written procedures, to properly account for funds received through a grant/grant-contract awarded by NYSED. Additionally, program as well as financial records, including supporting and source documentation, must be maintained and available for review by State and federal representatives or their duly authorized representatives.

In order to meet the requirements of both State and federally funded programs, these records must be kept for a period of six years after the last payment was made unless specified by program requirements or otherwise stated in the grant agreement.¹ Audit or litigation will “freeze the clock” for records retention purposes until the issue is resolved.

Information on records retention may be found in:

- 2 CFR 200.333-337 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards for awards made on/after 12/26/14.
- Parts 74 & 80 of the Education Department General Administrative Regulations (EDGAR), specifically 34 CFR 74.53 & 34 CFR 80.42, for federal awards made prior to 12/26/14.
- Part 76 of the Education Department General Administrative Regulations (EDGAR), specifically 34 CFR 76.730-731.
- Records Retention and Disposition Schedules published by the New York State Archives (http://www.archives.nysed.gov/records/mr_retention.shtml)

Local agencies must retain records² that show the amount of funds by grant, including total cost, how the awardee used the funds, authorizations, obligations, share of costs provided from other sources, as well as compliance with program requirements. In addition, source documents are required to support all transactions entered into the grantee's record keeping system. Source documents that authorize the disbursement of grant funds may consist of purchase orders, contracts, time & effort records, delivery receipts, vendor invoices, travel documentation, and payment documents, including check stubs. More information and examples of the types of documents used to support payment for other types of costs (such as goods, services, travel, utilities, and property leases) may be found in Chapter XII, Section 3 and Section 4.B.1 of the Guide to Financial Operations published by the NYS Office of the Comptroller (<https://www.osc.state.ny.us/agencies/guide/MyWebHelp/>).

¹ For projects awarded under a multi-year grant-contract, all project and contract-related documents (including the contract itself as well as the annual budgets) need to be retained for 6 years following the end of the contract.

² Please refer to 2 CFR 200.302 for a discussion of how federal awards are to be identified and accounted for in the financial management system. Proper accounting of federal funds will help ensure that appropriate and accurate documentation from this system can be provided if/when needed.

Invoice and Payment inquiry

Review Supplier Payments

Review Payments

Payment Details

WILLIAM FLOYD SCHOOL DISTRICT

8165976

Business Unit: SED01

Invoice Number

FA5896213025 615382F

Payment Date

09/27/2023

Method ACH

Pay Status Paid

Amount \$29,581.00

Currency USD

Paid To WILLIAM FLOYD SCHOOL DISTRICT

Country USA United States

Address 1 240 MASTIC BEACH RD

Address 2

Address 3

City MASTIC BEACH

County

Postal 11951-1099

State NY New York

From Key Bank

Payment Advice



Business Unit	Invoice	Invoice Date	Gross Amount	Discount	Discount Taken	Interest Amt	Paid Amount
SED01	FA5896213025 615382F	09/18/2023	29,581.00 USD	0.00 USD	0.00 USD	0.00	29,581.00 USD

CRRSA GEAR 5-2