

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: | Cares Act - ESSER | |
| Report Prepared By: | Nicole Kuss | |
| Agency Name: | Sweet Home CSD | |
| Mailing Address: | 1901 Sweet Home Rd | |
| | Street | |
| | Amherst | NY |
| | City | State |
| | | 14228 |
| | | Zip Code |
| Telephone # of Report Preparer: | 716-250-1401 | County: Erie |
| E-mail Address: | nkuss@sweethomeschools.org | |

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/>.



| SALARIES FOR PROFESSIONAL STAFF | | | |
|---------------------------------|-------------------------|---------------------------------|-------------|
| Subtotal - Code 15 | | | \$576,279 |
| Name | Position Title | Beginning and End Dates of Work | Salary Paid |
| Rebecca Haley | Elementary Teacher | 9/1/20-6/30/21 | \$47,119 |
| Kari Moley | Elementary Teacher | 9/1/20-6/30/21 | \$46,187 |
| Jacob Hammond | Elementary Teacher | 9/1/20-6/30/21 | \$46,187 |
| Ashley Bell | Elementary Teacher | 9/1/20-6/30/21 | \$48,054 |
| Stephanie Bickelman | Elementary Teacher | 9/1/20-6/30/21 | \$43,490 |
| Kamryn Romanow | Elementary Teacher | 9/1/20-6/30/21 | \$38,831 |
| Lauren Zaleski | Elementary Teacher | 9/1/20-6/30/21 | \$39,763 |
| Madeline Cappuccilli | Elementary Teacher | 9/1/20-6/30/21 | \$41,419 |
| Sarah Lipinski | Elementary Teacher | 9/1/20-6/30/21 | \$41,419 |
| Ashley Streebel | Elementary Teacher | 9/1/20-6/30/21 | \$41,419 |
| Kristen Piurek | Secondary Teacher | 9/1/20-6/30/21 | \$48,054 |
| Catherine Le Sage | Secondary Sp Ed Teacher | 9/1/20-6/30/21 | \$47,119 |
| Morgan Messineo | Guidance Counselor | 9/1/20-6/30/21 | \$47,218 |

| PURCHASED SERVICES | | | |
|--------------------|---------------------------------------|--------------------------|-----------------|
| Subtotal - Code 40 | | | \$15,266 |
| Encumbrance Date | Provider of Service | Check or Journal Entry # | Amount Expended |
| 5/27/21 | Buffalo Board of Education | 109208 | \$3,159 |
| 5/27/21 | Williamsville CSD | 109237 | \$9,475 |
| 6/30/21 | Amherst CSD | 109629 | \$632 |
| 8/13/21 | Really Good Stuff | 110251 | \$105 |
| 10/27/21 | Savvas Learning LLC <i>St John</i> | 110905 | \$1,895 |

| SUPPLIES AND MATERIALS | | | |
|------------------------|------------------------------|--------------------------|-----------------|
| Subtotal - Code 45 | | | \$17,274 |
| Purchase Order Date | Vendor | Check or Journal Entry # | Amount Expended |
| 5/28/21 | Buffalo Board of Education | 109208 | \$2,527 |
| 5/28/21 | Williamsville CSD | 109237 | \$1,263 |
| 6/11/21 | North Tonawanda City Schools | 109437 | \$1,263 |
| 6/22/21 | Williamsville CSD | 109445 | \$2,527 |
| 7/21/21 | CDW Governmental | 109870 | \$7,475 |
| 8/4/21 | Global Industrial | 109925 | \$539 |
| 9/2/21 | Quavered Inc | 110249 | \$1,680 |

Employee Benefits

| Subtotal - Code 80 | | | \$116,667 |
|------------------------|---------------------------------|------|-----------------|
| Benefit | Salaries (from codes 15 and 16) | Rate | Amount Expended |
| Teacher Retirement | \$576,279.00 | | \$54,919 |
| Employee Retirement | | | |
| Other Retirement | | | |
| Social Security | | | \$43,425 |
| Worker's Compensation | | | |
| Unemployment Insurance | | | |
| Health Insurance | | | \$18,323 |
| Other(Identify) | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

CF121
 ENTRY DATE 11/15/22
 PROJECT 5890210730
 SED CODE 140207060000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 CARES ACT - ESSERF
 SWEET HOME CSD

RUN DATE 11/15/22

BUDGET DETAIL INFORMATION

| | | | | |
|-----------------|----|------------|----------------|----------|
| PROF SALARY | 15 | 576,279.00 | BEGIN DATE | 03/13/20 |
| NON PROF SALARY | 16 | 0.00 | END DATE | 09/30/22 |
| PURCH SERVICES | 40 | 15,266.00 | AMENDMENT # | |
| SUPP & MATERIAL | 45 | 17,274.00 | CONTRACT # | |
| TRAVEL EXPENSE | 46 | 0.00 | STOP DATE | |
| EMP BENEFITS | 80 | 116,667.00 | REFUND CHECK # | |
| INDIRECT COST | 90 | 0.00 | IND COST RATE | 11.2 |
| 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 |
|--------------|-------------------|-------------------|-----------------|
| 589021 | 0.00 | 0.00 | 0.00 |
| 589020 | 725,486.00 | 725,486.00 | 0.00 |
| 589019 | 0.00 | 0.00 | 0.00 |
| | 0.00 | 0.00 | 0.00 |
| | 0.00 | 0.00 | 0.00 |
| TOTAL | 725,486.00 | 725,486.00 | 0.00 |

LOG AND CONTRACT DATES

| | RECEIVED | ENTERED | CONTRACT | APPROVED |
|---------|----------|----------|----------|----------|
| BUDGET | 03/24/21 | 03/25/21 | | |
| INTERIM | | | | |
| FINAL | 11/08/22 | 11/15/22 | | |

CASH DETAIL

| ENTRY | DOC # | TRANS | ENC | RPT | LINE | AMOUNT | FUNDYR | MIR | PD DT | STAT |
|--------|---------|-------|-----|-------|------|------------|--------|--------|-------|------|
| 032521 | 534800F | INIT | 000 | 03/21 | 01 | 147,053.00 | 589020 | 032421 | | PAID |
| 111522 | 586574F | FINAL | 000 | 11/22 | 02 | 578,433.00 | 589020 | 110822 | | 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.