

☐ = Required Field

**Local Agency Information**

Funding Source: ARP ESSER 3

Report Prepared By: MICHELLE TIKALSKY

Agency Name: ORISKANY CENTRAL SCHOOL DISTRICT

Mailing Address: 1313 UTICA ST

|          |       |          |
|----------|-------|----------|
| ORISKANY | NY    | 13424    |
| City     | State | Zip Code |

Telephone # of  
Report Preparer: 315-765-2052

County: ONEIDA

E-mail Address: MTIKALSKY@ORISKANYCSD.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              |   |                                 | \$417,767   |
| Name                            | Position Title                                | Beginning and End Dates of Work | Salary Paid |
| Brandi Bostic                   | Counselor                                     | 7/1/21-6/30/22                  | \$64,596    |
| Brandi Bostic                   | Counselor                                     | 7/1/22-6/30/23                  | \$68,604    |
| Amanda Gower                    | Speech Teacher                                | 7/1/21-6/30/22                  | \$11,880    |
| Claudette Luckey-Cronauer       | RTI Coordinator, Teacher                      | 7/1/21-6/30/22                  | \$84,237    |
| Claudette Luckey-Cronauer       | RTI Coordinator, Teacher                      | 7/1/22-6/30/23                  | \$88,603    |
| Caroline Booksaver              | Professional Learning 21-22 Teacher           | 9/17/21                         | \$392       |
| Stacy DeFabio                   | Professional Learning 21-22 Teacher           | 9/3/21                          | \$221       |
| Michelle Commisso               | Professional Learning 21-22 Teacher           | 9/17/21                         | \$336       |
| Dayna Franz (Amodio)            | Professional Learning 21-22 Teacher Assistant | 9/3/21                          | \$260       |
| Amanda Gower                    | Professional Learning 21-22 Teacher           | 9/3/21, 9/17/21                 | \$884       |
| Katherine Graziadei             | Professional Learning 21-22 Teacher           | 9/3/21                          | \$598       |
| Patricia Jenks                  | Professional Learning 21-22 Teacher           | 8/6/21                          | \$280       |
| Stacey Kraeger                  | Professional Learning 21-22 Teacher           | 8/6/21, 9/17/21                 | \$420       |
| Chris Lallier                   | Professional Learning 21-22 Teacher           | 9/17/21, 10/1/21                | \$840       |
| Claudette Luckey-Cronauer       | Professional Learning 21-22 Teacher           | 9/3/21, 1/21/22                 | \$1,288     |
| Pamela Musacchio                | Professional Learning 21-22 Teacher           | 9/3/21                          | \$560       |

|                      |  |                  |         |
|----------------------|--|------------------|---------|
| Hallie Myers         | Tutor for Afterschool Program 21-22, Teacher                             | 11/26/21-5/13/22 | \$700   |
| Kaitlyn Reiben       | Tutor for Afterschool Program 21-22, Teacher-Long Term Substitute        | 11/16/21-1/7/22  | \$280   |
| Rebecca Reiben       | Tutor for Afterschool Program 21-22, Tutor, Sub-Teacher                  | 12/2/21-12/17/22 | \$168   |
| Sue Sciorilli        | Tutor for Afterschool Program 21-22, Teacher                             | 11/16/21-4/30/22 | \$4,117 |
| Michelle McGrath     | Tutor for Afterschool Program 21-22, Teacher Assistant                   | 11/16/21-4/30/22 | \$1,428 |
| Shelby Byrd          | Tutor for Afterschool Program 22-23, Teacher                             | 11/29/22-6/1/23  | \$2,093 |
| Ed Donahue           | Tutor for Afterschool Program 22-23, Teacher                             | 12/1/22-6/1/23   | \$882   |
| Dave Buck            | Tutor for Afterschool Program 22-23, Tutor-Athletic Director             | 12/12/22-3/21/23 | \$588   |
| Stacy DeFabio        | Summer School Program 21-22 Elementary School, Teacher                   | 7/22/21-8/19/21  | \$2,041 |
| Dayna Franz (Amodio) | Summer School Program 21-22 Elementary School, Teacher Assistant         | 7/22/21-8/19/21  | \$1,148 |
| Donna Harper         | Summer School Program 21-22 Elementary School, Special Education Teacher | 7/22/21-8/19/21  | \$2,635 |
| Erica Island         | Summer School Program 21-22 Elementary School, Teacher                   | 7/22/21-8/19/21  | \$1,395 |



|                         |   |                  |         |
|-------------------------|---|------------------|---------|
| Amanda George           | Afterschool Program HS 21-22, Teacher   | 10/21/21-6/24/22 | \$2,548 |
| Patricia Jenks          | Afterschool Program HS 21-22, Teacher   | 11/12/21-6/10/22 | \$1,050 |
| Theresa Mann            | Afterschool Program HS 21-22, Teacher   | 11/5/21          | \$56    |
| Matt Vedete             | Afterschool Program HS 21-22, Teacher   | 10/20/21-6/10/22 | \$728   |
| Chris Lallier           | Afterschool Program HS 21-22, Teacher   | 5/27/22          | \$1,573 |
| Michelle McGrath        | Afterschool Program HS 21-22, Teacher Assistant                               | 6/10/22-6/24/22  | \$4,400 |
| Joy Armstrong           | Afterschool Program 22-23, Teacher  | 11/1/22-3/17/23  | \$1,512 |
| Jean Daskiewich         | Afterschool Program 22-23, Teacher  | 11/2/22-3/17/23  | \$1,512 |
| Stacy DeFabio           | Afterschool Program 22-23, Teacher  | 10/31/22-3/18/23 | \$952   |
| Celeste Gadbow          | Afterschool Program 22-23, Teacher  | 11/23/22-3/17/23 | \$840   |
| Erica Island            | Afterschool Program 22-23, Teacher  | 11/1/22-3/17/23  | \$2,352 |
| Kaitlyn Reiben          | Afterschool Program 22-23, Teacher  | 11/1/22-2/3/23   | \$784   |
| John Bauer              | Summer Program HS 2021, Teacher   | 8/6/21-9/3/21    | \$2,851 |
| Lauren Mulchy (Valente) | Summer Program HS 2021, Teacher   | 8/6/21-9/3/21    | \$3,468 |
| Lauren Mulchy (Valente) | Summer Program HS 2022, Teacher   | 6/28/22-8/29/22  | \$4,258 |
| Jean Daskiewich         | Summer Robotics Program ES 2023, Teacher                                      | 8/4/23           | \$728   |
| Alyssa Brown            | 21-22 Stipend to Enhance Curriculum - Elementary Internuuals Program, Teacher | 7/1/21-6/30/22   | \$2,170 |

| PURCHASED SERVICES |  |                          |                 |
|--------------------|--|--------------------------|-----------------|
| Subtotal - Code 40 |  |                          | \$191,052       |
| Encumbrance Date   | Provider of Service  | Check or Journal Entry # | Amount Expended |
| 10/8/21            | WESTERN NY EDUCATIONAL SERVICE COUNCIL - SPECIAL EDUCATION & CURRICULUM AUDIT PHASE I                                      | 2947                     | \$13,150        |
| 12/23/21           | ANNETTE CHAFEE, MATH CURRICULUM SUPPORT - DECEMBER 2021  | 2949                     | \$500           |
| 12/23/21           | ANNETTE CHAFEE, MATH CURRICULUM SUPPORT - FEBRUARY 2022  | 2951                     | \$300           |
| 12/23/21           | ANNETTE CHAFEE, MATH CURRICULUM SUPPORT JAN. 2022  | 2952                     | \$600           |
| 10/31/21           | THE READING LEAGUE, INC - ADMINISTRATOR INDUCTION DAY  | 2954                     | \$3,500         |
| 10/8/21            | WESTERN NY EDUCATIONAL SERVICE COUNCIL - SPECIAL EDUCATION & CURRICULUM AUDIT PHASE 2 CONSULTING AND TRAVEL EXPENSES       | 2958                     | \$11,900        |
| 10/8/21            | WESTERN NY EDUCATION SERVICE COUNCIL - SPECIAL EDUCATION & CURRICULUM AUDIT - PHASE III AND FINAL PRESENTATION PLUS TRAVEL | 2970                     | \$14,550        |
| 12/23/21           | ANNETTE CHAFEE, MATH CURRICULUM SUPPORT APRIL  | 2974                     | \$550           |
| 10/31/21           | THE READING LEAGUE, INC - TEACHER INTRODUCTION DAY   | 2966                     | \$3,500         |
| 10/31/21           | THE READING LEAGUE, INC. - PROF. DEVEL. PHONEME PROFICIENCY APRIL 22 & 29  | 2977                     | \$7,000         |
| 10/31/21           | THE READING LEAGUE, INC. - PROF. DEVEL. PHONIC KNOWLEDGE MAY 13 & 20, PROF DEV COACHING MARCH & APRIL                      | 2981                     | \$9,475         |

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| 10/31/21 | THE READING LEAGUE, INC.<br>PROF DEV COACHING MAY,<br>PROF. DEV -SIX STEP LESSON<br>PLAN               | 2984          | \$11,400 |
| 11/8/21  | KUYPERS CONSULTING INC. -<br>ZONES OF REGULATION PROF.<br>DEVELOPMENT - ALYSSA BROWN<br>& ERICA ISLAND | 2939          | \$380    |
| 10/29/21 | KUYPERS CONSULTING INC. -<br>ZONES OF REGULATION PROF<br>DEVELOPMENT                                   | JE-13 REF-239 | \$570    |
| 10/29/21 | KUYPERS CONSULTING INC.<br>ZONES OF REGULATION PROF<br>DEVELOPMENT                                     | JE-14 REF-246 | \$570    |
| 9/16/21  | KUYPERS CONSULTING INC. -<br>ZONES OF REGULATION PROF.<br>DEVELOPMENT - 9 TEACHERS @<br>\$190 EA.      | 2927          | \$1,710  |
| 12/16/21 | KUYPERS CONSULTING INC. -<br>ZONES OF REGULATION PROF<br>DEVELOPMENT                                   | JE-13 REF-285 | \$380    |
| 12/23/21 | ANNETTE CHAFEE, MATH<br>CURRICULUM SUPPORT MAY<br>2022   | 2978          | \$850    |
| 12/23/21 | ANNETTE CHAFEE, MATH<br>CURRICULUM SUPPORT MAY 16 -<br>JUNE 3, 2022                                    | 2983          | \$1,100  |
| 12/23/21 | ANNETTE CHAFEE, MATH<br>CURRICULUM SUPPORT, JUNE 6 -<br>JUNE 14, 2022                                  | 2985          | \$700    |
| 11/17/21 | DARLENE KEMP, MATH<br>INSTRUCTIONAL COACH NYS<br>NEXT GEN LEARNING OCT 15 -<br>NOV 15, 2021            | 2941          | \$1,100  |
| 11/17/21 | DARLENE KEMP, MATH<br>INSTRUCTIONAL COACH NOV 16 -<br>DEC 6, 2021                                      | 2945          | \$1,250  |
| 11/17/21 | DARLENE KEMP, MATH<br>INSTRUCTIONAL COACH JAN 8 -<br>FEB 28, 2022                                      | 2961          | \$1,400  |

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| 11/17/21 | DARLENE KEMP, MATH INSTRUCTIONAL COACH, MARCH 2022                    | 2968 | \$600   |
| 11/17/21 | DARLENE KEMP, MATH INSTRUCTIONAL COACH, APRIL 4-25, 2022              | 2972 | \$600   |
| 11/17/21 | DARLENE KEMP, MATH INSTRUCTIONAL COACH MAY 2-23, 2022                 | 2979 | \$950   |
| 11/17/21 | DARLENE KEMP, MATH INSTRUCTIONAL COACH JUNE 2022                      | 2987 | \$500   |
| 7/1/22   | DARLENE KEMP, MATH INSTRUCTIONAL COACH SEPTEMBER 2022                 | 3002 | \$1,000 |
| 7/1/22   | DARLENE KEMP, MATH INSTRUCTIONAL COACH OCTOBER 2022                   | 3012 | \$1,075 |
| 7/1/22   | DARLENE KEMP, MATH INSTRUCTIONAL COACH, NOVEMBER 2022                 | 3017 | \$1,200 |
| 7/1/22   | DARLENE KEMP, MATH INSTRUCTIONAL COACH, DECEMBER 2022                 | 3021 | \$500   |
| 7/1/22   | DARLENE KEMP, MATH INSTRUCTIONAL COACH, JAN 2023                      | 3025 | \$900   |
| 7/1/22   | DARLENE KEMP, MATH INSTRUCTIONAL COACH, FEB 2023                      | 3029 | \$700   |
| 7/1/22   | DARLENE KEMP, MATH INSTRUCTIONAL COACH, MARCH 2023                    | 3034 | \$1,000 |
| 7/1/22   | DARLENE KEMP, MATH INSTRUCTIONAL COACH, APRIL 2023                    | 3036 | \$650   |
| 7/1/22   | DARLENE KEMP, MATH INSTRUCTIONAL COACH, MAY 2023                      | 3044 | \$250   |
| 7/11/22  | THE READING LEAGUE, INC. JUNE PROF. DEV JUNE 2022                     | 2996 | \$3,300 |
| 7/11/22  | THE READING LEAGUE, INC AUGUST & SEPTEMBER PROF. DEVELOPMENT COACHING | 3006 | \$3,850 |
| 7/11/22  | THE READING LEAGUE, INC. JULY PROF DEVELOPMENT COACHING               | 3010 | \$550   |

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| 7/11/22  | THE READING LEAGUE, INC.<br>OCTOBER PROF. DEVELOPMENT<br>COACHING  | 3016 | \$3,850 |
| 7/11/22  | THE READING LEAGUE, INC.<br>NOVEMBER 2022 PROF.<br>DEVELOPMENT COACHING  | 3019 | \$2,475 |
| 7/11/22  | THE READING LEAGUE, INC.<br>PROF DEV COACHING  | 3020 | \$3,850 |
| 7/11/22  | THE READING LEAGUE INC.<br>PROFESSIONAL DEV COACHING<br>DECEMBER 2022  | 3024 | \$1,375 |
| 7/11/22  | THE READING LEAGUE INC.<br>JANUARY PROFESSIONAL DEV.<br>COACHING   | 3027 | \$3,025 |
| 7/11/22  | THE READING LEAGUE INC.<br>FEBRUARY PROFESSIONAL<br>DEVELOPMENT COACHING<br>FEBRUARY 2023                                      | 3030 | \$2,200 |
| 7/11/22  | THE READING LEAGUE INC<br>FLEXIBLE CONSULTING HOURS<br>MARCH 16, 2023 & MARCH PROF<br>DEV. COACHING                            | 3035 | \$5,800 |
| 7/11/22  | THE READING LEAGUE INC. MAY<br>2023 PROF DEV. COACHING   | 3043 | \$5,500 |
| 7/11/22  | THE READING LEAGUE INC. JUNE<br>2023 PROF DEV. COACHING  | 3047 | \$3,850 |
| 7/11/22  | THE READING LEAGUE INC.<br>SIMPLE VIEW OF WRITING BY<br>GRADE LEVEL BANDS, APRIL 26 -<br>27, 2023 & APRIL PROF DEV<br>COACHING | 3048 | \$9,925 |
| 12/8/22  | MOHAWK VALLEY COMMUNITY<br>COLLEGE, STEM PROGRAM ONE<br>DAY EVENT ELEMENTARY<br>SCHOOL SUMMER CAMP, 8/11/22                    | 3018 | \$6,000 |
| 1/27/23  | ALLEGHENY EDUCATION<br>SYSTEMS, INC. INSTALLATION OF<br>LASER TUBE FOR<br>TECHNOLOGY/ROBOTICS                                  | 3031 | \$4,392 |
| 10/16/23 | THE READING LEAGUE INC. -<br>HALF DAY CUMULATIVE REVIEW<br>SEPT 6, 2023  | 3052 | \$2,500 |



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| 10/16/23 | THE READING LEAGUE INC.<br>SEPTEMBER 2023 PROF DEV:<br>COACHING                                       | 3056 | \$1,650 |
| 10/16/23 | THE READING LEAGUE INC.<br>READING & SPELLING<br>MULTISYLLABIC WORDS BY<br>GRADE LEVEL BANDS NOV 2023 | 3058 | \$8,000 |
| 10/16/23 | THE READING LEAGUE, INC.<br>OCTOBER 2023 PROF. DEV:<br>COACHING                                       | 3058 | \$2,475 |
| 10/16/23 | THE READING LEAGUE INC.<br>NOVEMBER 2023 PROF<br>DEV:COACHING   | 3059 | \$550   |
| 10/16/23 | THE READING LEAGUE INC.<br>ENGAGING WITH VOCABULARY<br>JAN. 2024                                      | 3060 | \$2,500 |
| 10/16/23 | THE READING LEAGUE INC. JAN<br>2024 PROF DEV: COACHING  | 3062 | \$1,375 |
| 10/16/23 | THE READING LEAGUE INC.<br>GRADE LEVEL MEETINGS MARCH<br>2024 PROFESSIONAL<br>DEVELOPMENT             | 3067 | \$2,500 |
| 10/16/23 | THE READING LEAGUE INC. APRIL<br>COACHING:PROF DEV  | 3071 | \$1,375 |
| 10/16/23 | THE READING LEAGUE INC.<br>PROFESSIONAL DEV: COACHING<br>FEB 2024 & MARCH 2024                        | 3069 | \$4,950 |
| 10/16/23 | THE READING LEAGUE INC.<br>PROFESSIONAL DEV COACHING<br>MAY 2024                                      | 3072 | \$3,850 |
| 10/16/23 | THE READING LEAGUE INC.<br>PROFESSIONAL DEVELOPMENT:<br>COACHING JUNE 2024                            | 3074 | \$3,025 |

| SUPPLIES AND MATERIALS |   |                          |                 |
|------------------------|---|--------------------------|-----------------|
| Subtotal - Code 45     |   |                          | \$19,380        |
| Purchase Order Date    | Vendor  | Check or Journal Entry # | Amount Expended |
| 9/14/21                | SOCIAL THINKING - ZONE OF REGULATION BOOKS & POSTERS  | 2932                     | \$1,235         |
| 7/15/21                | AMAZON - SUMMER CAMP 2021   | 2924                     | \$685           |
| 3/25/22                | AMAZON - USB MUSIC PLAYER<br>61 KEYS KEYBOARDS, GLEAM TRIPOD BOOM MICROPHONE STAND, HANDHELD MICROPHONE, AUDIO TECHNICA PRO 45 CONDENSER, RECORD PLAYER, BEGINNER UKULELE, BEGINNER DRUMS | 2967                     | \$2,395         |
| 4/11/22                | WOODWIND & BRASS - ALTO SAXOPHONES  | 2973                     | \$2,138         |
| 4/11/22                | WOODWIND & BRASS - FLUTE  | 2999                     | \$898           |
| 4/11/22                | AMAZON - BELL KITS X 3  | 2971                     | \$390           |
| 11/29/21               | NICKERSON CORP - SCIENCE TABLES   | 2957                     | \$3,471         |
| 11/29/21               | NICKERSON CORP - CHAIRS FOR SCIENCE TABLES  | 2957                     | \$2,294         |
| 4/11/22                | JW PEPPER - MUSIC CHART COLLECTION  | 2980                     | \$1,151         |
| 4/11/22                | JW PEPPER - JAZZ ENSEMBLE   | 3004                     | \$144           |
| 4/11/22                | JW PEPPER- JAZZ ENSEMBLE  | 3022                     | \$66            |

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| 4/11/22 | JW PEPPER - JAZZ ENSEMBLE                                      | 3039 | \$24  |
| 6/22/22 | AMAZON - SUMMER CAMP 2022<br>ART SUPPLIES                      | 2986 | \$407 |
| 6/24/22 | AMAZON - SUMMER CAMP 2022<br>ENRICHMENT MATERIALS              | 2986 | \$105 |
| 7/18/22 | AMAZON - SUMMER CAMP 2022                                      | 2989 | \$197 |
| 8/3/22  | STACY DEFABIO - CUMINATING<br>ACTIVITY SUMMER CAMP 2022        | 2990 | \$67  |
| 2/18/22 | BEST BUY FOR BUSINESS -<br>CONTROLLER FOR ROBOTICS             | 2960 | \$56  |
| 2/14/22 | SERVOCITY - SERVO-<br>CLOCKWISE HS-645MG FOR<br>ROBOTICS       | 2964 | \$128 |
| 2/1/22  | ANDYMARK - FIRST TECH<br>PERIMETER KIT FOR<br>ROBOTICS         | 2964 | \$733 |
| 9/13/22 | ANDYMARK - FIRST TECH<br>CHALLENGE TILES FOR<br>ROBOTICS       | 3001 | \$310 |
| 9/13/22 | REV ROBOTICS - FTC SENSOR<br>BUNDLE                            | 3005 | \$165 |
| 9/13/22 | GOBUILDA - CHASSIS KIT &<br>PLANETARY GEAR MOTOR -<br>ROBOTICS | 3003 | \$552 |
| 9/19/22 | BLICK - ART MATERIALS  | 3007 | \$844 |
| 9/22/22 | MCGRAW-HILL EDUCATION -<br>READ TO ACHIEVE                     | 3009 | \$589 |
| 4/25/23 | AMAZON - POSITIVITY<br>PROJECT SUNGLASSES                      | 3040 | \$210 |
| 6/30/23 | AMAZON - TECHNOLOGY CAMP<br>SUPPLIES                           | 3046 | \$126 |

| Employee Benefits      |                                 |  |                 |
|------------------------|---------------------------------|--|-----------------|
| Subtotal - Code 80     |                                 |  | \$151,053       |
| Benefit                | Salaries (from codes 15 and 16) | Rate   | Amount Expended |
| Teacher Retirement     | \$317,221.00                    | 0.098  | \$28,622        |
| Employee Retirement    |                                 |  |                 |
| Other Retirement       |                                 |  |                 |
| Social Security        | \$317,221.00                    | 0.08   | \$21,870        |
| Worker's Compensation  | \$155,698.00                    | \$0.39 per \$100   | \$607           |
| Unemployment Insurance |                                 |  |                 |
| Health Insurance       | \$417,764.00                    | 21-22: Ind.- \$8,826.96,<br>Fam.- \$19,419.48<br>22-23: Ind.- \$9,268.20,<br>Fam.- \$20,390.40 | \$99,848        |
| Other(Identify)        |                                 |  |                 |
| Dental Insurance       | \$155,698.00                    | 4.47/mo X 2 employees X 12 mo.   | \$106           |
|                        |                                 |  |                 |
|                        |                                 |  |                 |
|                        |                                 |  |                 |



| PURCHASED SERVICES WITH BOCES |                                |                          |                 |
|-------------------------------|--------------------------------|--------------------------|-----------------|
| Subtotal - Code 49            |                                |                          | \$51,455        |
| Encumbrance Date              | Name of BOCES                  | Check or Journal Entry # | Amount Expended |
| 6/2/22                        | ONEIDA-HERKIMER-MADISION BOCES | JE# 244                  | \$51,455        |

| EQUIPMENT           |                  |                          |                 |
|---------------------|------------------|--------------------------|-----------------|
| Subtotal - Code 20  |                  |                          | \$96,400        |
| Purchase Order Date | Vendor           | Check or Journal Entry # | Amount Expended |
| 2/6/24              | JOSEPH FLIHAN CO | 3076                     | \$96,400        |
|                     |                  |                          |                 |
|                     |                  |                          |                 |







THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY  
12234

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.<sup>1</sup> 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](http://www.archives.nysed.gov/records/mr_retention.shtml))

Local agencies must retain records<sup>2</sup> 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/>).

<sup>1</sup> 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.

<sup>2</sup> 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.



## PROJECT STATUS REPORT

ALL DATA FOR THIS PROJECT RETRIEVED.

PROJECT #:

SEARCH

SED CODE: 412901040000  
 PROJECT #: 5880212075  
 PROJECT STATUS: F

SED NAME: ORISKANY CSD  
 FUND TITLE: ARP ESSER 3

COUNTY CODE: 41  
 NYC DOC #:

|                    |    |           |             |                     |
|--------------------|----|-----------|-------------|---------------------|
| PROF SALARY        | 15 | \$417,767 | BEGIN DATE: | IND/NRIND CST RATE: |
| NON PROF SALARY    | 16 | \$0       | 03/13/20    | 12.9                |
| PURCH SERVICES     | 40 | \$191,052 | END DATE:   | FIRST PAYMENT: 10%  |
| SUPP AND MATERIALS | 45 | \$19,380  | 09/30/24    |                     |
| TRAVEL EXPENSES    | 46 | \$0       | CONTRACT #: |                     |
| EMPLOYEE BENEFITS  | 80 | \$151,053 |             |                     |
| INDIRECT COSTS     | 90 | \$0       |             |                     |
| BOCES SERVICES     | 49 | \$51,455  |             |                     |
| REMODELING         | 30 | \$0       |             |                     |
| EQUIPMENT          | 20 | \$96,400  |             |                     |
| TOTALS             |    | \$927,107 |             |                     |

| <u>FUNDYEAR</u> | <u>ENCUMBERED</u> | <u>PAID TO DATE</u> | <u>OUTSTANDING ENC</u> |
|-----------------|-------------------|---------------------|------------------------|
| 588021          | \$ 927,107        | \$ 927,107          | \$ 0                   |
| 588020          | 0                 | 0                   | 0                      |
| 588019          | 0                 | 0                   | 0                      |
|                 | 0                 | 0                   | 0                      |
|                 | 0                 | 0                   | 0                      |
| TOTALS          | 927,107           | 927,107             | 0                      |

## CASH DETAIL RECORDS

(HELP)

LOG DATES

| <u>BUDGET REC</u> | <u>BUDGET ENT</u> | <u>INTRM RECD</u> | <u>INTRM ENT</u> | <u>FINAL RECD</u> | <u>FINAL ENT</u> |
|-------------------|-------------------|-------------------|------------------|-------------------|------------------|
| 03/08/22          | 03/10/22          | 07/26/23          | 07/31/23         | 10/31/24          | 11/12/24         |

## CASH DETAIL

| ENTRY    | DOC #   | TRANS | ENC | RPT PD | LINE # | AMOUNT  | FUNDYR | MIR      | PAID     | STAT |
|----------|---------|-------|-----|--------|--------|---------|--------|----------|----------|------|
| 03/16/22 | 566297F | PAY   | 000 | 03/22  | 001    | 92,890  | 588021 | 03/08/22 | 03/21/22 | PD   |
| 06/28/22 | 575951F | PAY   | 000 | 06/22  | 002    | 338,681 | 588021 | 06/24/22 | 06/30/22 | PD   |
| 04/06/23 | 601029F | PAY   | 000 | 03/23  | 003    | 159,909 | 588021 | 04/06/23 | 04/11/23 | PD   |
| 07/31/23 | 611670F | PAY   | 000 | 07/23  | 004    | 159,273 | 588021 | 07/26/23 | 08/03/23 | PD   |
| 11/12/24 | 653022F | PAY   | 000 | 11/24  | 005    | 176,354 | 588021 | 11/12/24 | 11/15/24 | PD   |

## PROJECT TRACKING HISTORY

(HELP)

| TRANSACTION | DATE REC | <u>PTS</u> | AMOUNT  | STATUS | <u>CAFE</u> | CAFE DATE REC | <u>CAFE</u> |
|-------------|----------|------------|---------|--------|-------------|---------------|-------------|
|             |          | DATE APP   |         |        | DATE APP    |               |             |
| BUDGET      | 10/04/21 | 03/01/22   | 928,903 | BUD    |             | 03/08/22      | 03/10/22    |
| AMEND 1     | 08/14/24 | 08/14/24   | 928,903 | BUD    |             | 08/30/24      | 09/03/24    |
| FINAL       |          |            | 927,107 | FIN    |             | 10/31/24      | 11/08/24    |
| FINAL       |          |            | 927,107 | FIN    |             | 10/31/24      | 11/12/24    |