

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 (09/24)**

= Required Field

Local Agency Information		RECEIVED
Funding Source:	ARPA ESSER 3	DEC - 2 2024
Report Prepared By:	Debby Kerimian	
Agency Name:	Westbury UFSD	BUSINESS OFFICE
Mailing Address:	2 Hitchcock Lane	
	Old Westbury NY <input type="checkbox"/> 11568	
	City State Zip Code	
Telephone # of Report Preparer:	516-874-1869	County: Nassau
E-mail Address:	dkerimian@westburyschools.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			\$745,024
Name	Position Title	Beginning and End Dates of Work	Salary Paid
Bloom, Roger	Covid-19 Facilitator	07/01/21-06/30/22	\$15,000
Bloom, Roger	Covid-19 Facilitator	07/01/22-0630/23	\$18,000
Trinidad, Janesse	Covid-19 Support	07/01/21-06/30/22	\$48,953
Preston, Samantha	Covid-19 Support	07/01/21-06/30/22	\$89,236
Corona, Melissa	Covid-19 Support	07/01/21-06/30/22	\$54,773
Trinidad, Janesse	Covid-19 Support	07/01/22-0630/23	\$77,264
Preston, Samantha	Covid-19 Support	07/01/22-0630/23	\$94,253
Corona, Melissa	Covid-19 Support	07/01/22-0630/23	\$80,300
Trinidad, Janesse	Covid-19 Support	07/01/23-06/30/24	\$82,096
Preston, Samantha	Covid-19 Support	07/01/23-06/30/24	\$85,199
Corona, Melissa	Covid-19 Support	07/01/23-06/30/24	\$99,950

RECEIVED
 DEC - 2 2024
 BUSINESS OFFICE

PURCHASED SERVICES			
Subtotal - Code 40			\$5,757,705
Encumbrance Date	Provider of Service	Check or Journal Entry #	Amount Expended
12/13/21	H2M Architects & Engineers	Ck 16611, 16700	\$55,000
01/11/22	Enviroscience Consultants, Inc.	Ck 16626	\$7,400
01/11/22	Bruce J Bingham & Associates	Ck 16624	\$600
11/18/21	LPC Inc.	Ck 16642, 16661, 16679	\$423,834
03/17/22	Cassone Leasing Inc.	Ck 16688,16711,16737, 16763,16764	\$11,140
07/28/21	Cassone Leasing Inc.	Ck 318583,319220, 319351,319769, 320370 320624	\$28,416
02/04/22	Oak Security Group, LLC	Ck 16680	\$1,223
04/01/22	Omni at Championsgate	Ck 16778,16779,16780, 16781,16782,16783, 16784,16785,16786	\$8,296
07/01/23	LPC Inc.	Ck 17437	\$4,272
07/01/23	H2M Architects & Engineers	Ck 17601,17662	\$5,953
10/08/21	Cassone Leasing Inc.	Ck 16549,16569,16610, 16625,16657,16688, 16711,16737,16788, 16801	\$10,100
06/30/22	Honeywell International Inc.	Ck 1636, 1662,1686,1687	\$3,779,034
07/01/22	H2M Architects & Engineers	Ck 16908,17321,17322, 17371	\$51,378

06/30/22	Honeywell International Inc.	Ck 1716,1717,1728	\$112,168
07/01/22	Cassone Leasing Inc.	Ck 16819,16837,16871, 16930,17001,17055, 17120,17140,17172, 17231,17256,17312	\$22,080
05/17/23	Siba Contracting Corp	Ck 17378, 17425	\$530,456
07/01/23	Siba Contracting Corp	Ck 17481,17591,17728	\$270,239
07/01/23	School Safety Advocacy Council	Ck 17435	\$4,600
06/21/23	Tropicana Las Vegas, Inc. Hilton Double Tree Hotel	Ck 17381	\$4,564
07/01/23	Johnny Garrett	Ck 17432	\$185
07/01/23	Luis Romero	Ck 17581	\$220
07/01/23	Paul Almonte	Ck 17429	\$1,908
10/01/21	H2M Architects & Engineers	JE 314	\$2,943
07/01/23	Gary Davis	Ck 17430	\$875
07/01/23	Scott VanKurin	Ck 14593	\$961
10/25/23	School Safety Advocacy Council	Ck 17520	\$1,775
10/26/23	Paul Alan Pelech	Ck 17577	\$752
07/12/24	Robert A. Newland	Ck 17760	\$629

10/27/23	Matthew L. Spruill	Ck 17687	\$488
11/2/23	Gary Davis	Ck 17570,17600	\$618
10/25/23	Hilton Phoenix Resort at the Peack	Ck 17517	\$3,584
06/30/22	Honeywell International Inc.	Ck 1716,1717,1728,1731	\$208,800
04/01/22	H2M Architects & Engineers	Ck 16701	\$11,772
05/04/22	The Evolution Initiative	Ck 16753	\$10,000
01/28/22	TTW Assoiates, Inc.	Ck 320534	\$5,715
08/17/21	Navigate 360 LLC	Ck 318370	\$7,200
10/19/21	Uwater Enterprizes LLC	Ck 320731	\$5,715
11/12/21	Uwater Enterprizes LLC	Ck 319714	\$6,685
04/07/22	MZ. Mom LLC	Ck 321712	\$10,100
10/03/22	Keith L. Brown DBA 2020 Enterprises	Ck 16937	\$6,500
10/18/22	B & B Consultants	Ck 16965,16980,17139, 17228,17286	\$50,014
10/21/22	Rolling Video Games LLC	Ck 16974	\$750
01/30/23	Aramark Services, Inc.	Ck 17138	\$180
09/21/23	B & B Consultants	Ck 17500, 17587, 17569, 17721, 330132	\$35,862

01/19/24	TTW Associates, Inc.	Ck 331179	\$5,221
03/06/23	Progression Partner, Inc.	Ck 17245, 17298,17357	\$47,500

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$227,241
Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended
06/28/22	TTW Associates Inc.	16808	\$1,320
05/03/22	Positive Promotions	16795	\$1,343
05/03/22	Youthlight, Inc.	16810	\$52
04/28/22	Yoga Direct	16777	\$694
05/12/22	BSN/Passon's Sports/US Games	16762	\$19,996
05/12/22	Aramark Services, Inc.	16757	\$9,410
05/12/22	Haytay Corp.	16751	\$505
01/11/22	71 Visuals, LLC	320441	\$16,450
02/18/22	TTW Associates Inc.	16663	\$5,715
03/18/22	TTW Associates Inc.	16685	\$5,715
04/14/22	Lynn Card Company	16706	\$410
05/13/22	TTW Associates Inc.	16736	\$5,715
05/26/22	TTW Associates Inc.	16749	\$5,715
06/24/22	TTW Associates Inc.	16775	\$5,715

06/24/22	Mz. Mom LLC	16769	\$6,100
06/29/22	Punta Cana Grill	16800	\$2,970
10/05/22	Staples	16975	\$154
10/05/22	Amazon.com	16964	\$984
10/11/22	Aramark Services, Inc.	17049	\$35
11/03/22	TTW Associates Inc.	16990	\$6,315
09/23/22	TTW Associates Inc.	16925	\$5,115
07/25/22	Lynn Card Company	16855	\$395
12/12/22	Aramark Services, Inc.	17049	\$260
12/22/22	A+ Technology	16865	\$9,225
01/04/23	Haytay Corp.	17106	\$900
01/09/23	Orellana Menendez, Alexander Davis	17095	\$500
01/19/23	TTW Associates Inc.	17134	\$2,713
02/03/23	TTW Associates Inc.	17133	\$5,330
03/06/23	TTW Associates Inc.	Ck 17185,17304, 17305,17364	\$29,755
08/4/2023	Haytay Corp.	Ck 17390	\$565

04/19/23	Uwater Enterprizes, LLC	Ck 17365	\$875
04/28/23	BSN/Passon's Sports/US Games	Ck 17338	\$45,144
05/22/23	Haytay Corp.	Ck 17323	\$295
05/24/23	Aramark Services, Inc.	Ck 17382, 17732	\$1,169
10/27/23	TTW Associates Inc.	Ck 17523, 17592, 17544, 17656, 17705, 17741, 17753, 17638	\$15,200
01/12/24	Haytay Corp.	Ck 17572	\$925
11/15/23	Orellana Menendez, Alexander Davis	Ck 17616	\$800
11/21/23	JMP Printing DBA Minuteman Press	Ck 17552	\$541
05/21/24	Haytay Corp.	Ck 17735	\$865
12/19/22	TTW Associates Inc.	Ck 17094	\$5,678
01/28/22	TTW Associates Inc.	Ck 320534	\$5,678

TRAVEL EXPENSES				
Subtotal - Code 46				\$11,813
Dates of Travel	Name of Traveler	Destination and Purpose	Check or Journal Entry #	Amount Expended
July 25-29, 2022	Mary O' Neill, Dr. Roger Bloom Michael Hardy Jennifer Doyle Robert Newland, Matthew Spruill, Paul Pelech, Kevin Lewis Sr., Edward Hollie (replaced by Peter Pinto)	Registration Fees for 9 people for 2022 National School Safety Conference to School Safety Advocacy Council in Orlando, Florida	Ck 16709	\$4,950
July 25-29, 2022	Kevin Lewis, Sr.	Reimbursement for 2022 National School Safety Conference expenses	Ck 16884	\$756
July 25-29, 2022	Dr. Roger Bloom	Reimbursement for 2022 National School Safety Conference expenses	Ck 16968	\$630
July 25-29, 2022	Paul Pelech	Reimbursement for 2022 National School Safety Conference expenses	Ck 16918	\$968
July 25-29, 2022	Robert Newland	Reimbursement for 2022 National School Safety Conference expenses	Ck 16886	\$1,132
July 25-29, 2022	Jennifer Doyle	Reimbursement for 2022 National School Safety Conference expenses	Ck 16873	\$929
July 25-29, 2022	Michael Hardy	Reimbursement for 2022 National School Safety Conference expenses	Ck 16934	\$842
July 25-29, 2022	Peter Pinto	Reimbursement for 2022 National School Safety Conference expenses	Ck 16843	\$818
July 25-29, 2022	Matthew Spruill	Reimbursement for 2022 National School Safety Conference expenses	Ck 16894	\$788

Employee Benefits				
			Subtotal - Code 80	\$167,606
Benefit		Salaries (from codes 15 and 16)	Rate	Amount Expended
Teacher Retirement				\$74,511
Employee Retirement				
Other Retirement				
Social Security				\$56,994
Worker's Compensation				
Unemployment Insurance				
Health Insurance				\$36,101
Other(Identify)				

PURCHASED SERVICES WITH BOCES			
Subtotal - Code 49			\$440,262
Encumbrance Date	Name of BOCES	Check or Journal Entry #	Amount Expended
07/01/21	Boces of Nassau County	Ck 16761	\$63,365
07/27/22	Boces of Nassau County	Ck 17050, 17116,17154 17192 17252,17287	\$123,682
07/18/2023	Boces of Nassau County	Ck 17530,17531 17550	\$16,215
07/27/22	Boces of Nassau County	Ck 324149	\$237,000

EQUIPMENT			
Subtotal - Code 20			\$296,724
Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended
02/0/23	Roland's Electric	17270	\$52,125
02/09/23	Sterling Sanitary Supply Corp.	17274	\$244,599

CF121
 ENTRY DATE 11/21/24
 PROJECT 5880211620
 SED CODE 280401030000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 ARP ESSER 3
 WESTBURY UFSO

RUN DATE 11/21/24

BUDGET DETAIL INFORMATION

PROF SALARY	15	745,024.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	0.00	END DATE	09/30/24
PURCH SERVICES	40	5,757,705.00	AMENDMENT #	006
SUPP & MATERIAL	45	227,241.00	CONTRACT #	
TRAVEL EXPENSE	46	11,813.00	STOP DATE	
EMP BENEFITS	80	167,606.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	9.0
BOCES SERVICES	49	440,262.00	INT ELIG	N
REMODELING	30	0.00		
EQUIPMENT	20	296,724.00		

BUDGET SUMMARY INFORMATION

FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
588021	7,646,375.00	7,646,375.00	0.00
588020	0.00	0.00	0.00
588019	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	7,646,375.00	7,646,375.00	0.00

LOG AND CONTRACT DATES

BUDGET	RECEIVED	ENTERED	CONTRACT	APPROVED
INTERIM	12/13/21	12/21/21		
FINAL	11/01/24	11/21/24		

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD	DT	STAT
122821	558616F	INIT	000	12/21	01	764,809.00	588021	121321			PAID
121622	591179F	PAY	000	10/22	02	402,462.00	588021	121622			PAID
011223	594315F	PAY	000	11/22	03	4,009,743.00	588021	011223			PAID
050924	638332F	PAY	000	10/23	04	1,237,701.00	588021	050924			PAID
112124	654441F	FINAL	000	11/24	05	1,231,660.00	588021	112124			ENT

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



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.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.