

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 - GEER
Report Prepared By:	Heidi Hohlfeld
Agency Name:	Elmsford Union Free School District
Mailing Address:	98 S. Goodwin Ave.
	Street
	Elmsford NY 10523-3769
	City State Zip Code
Telephone # of Report Preparer:	914-592-4004
County:	Westchester
E-mail Address:	hhohlfeld@eufsd.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/>.

PURCHASED SERVICES			
Subtotal - Code 40			\$9,340
Encumbrance Date	Provider of Service	Check or Journal Entry #	Amount Expended
12/01/2020	Westchester Jewish Community Services	54492/54683	\$9,340

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$4,284
Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended
10/01/2020	Cintas	53104	\$2,300
9/10/2021	HNE Equipment Co.	ACH 738	\$1,984

