

CF121
 ENTRY DATE 10/16/24
 PROJECT 5880210710
 SED CODE 132201040000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 ARP ESSER 3
 MILLBROOK CSD

RUN DATE 10/16/24

BUDGET DETAIL INFORMATION

PROF SALARY	15	333,126.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	30,000.00	END DATE	09/30/24
PURCH SERVICES	40	210,680.00	AMENDMENT #	005
SUPP & MATERIAL	45	92,626.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	0.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	12.5
BOCES SERVICES	49	182,028.00	INT ELIG	N
REMODELING	30	0.00		
EQUIPMENT	20	0.00		

BUDGET SUMMARY INFORMATION

FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
588021	848,460.00	848,460.00	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	848,460.00	848,460.00	0.00

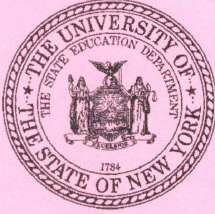
LOG AND CONTRACT DATES

	RECEIVED	ENTERED	APPROVED
BUDGET	03/21/22	03/22/22	CONTRACT
INTERIM			
FINAL	09/16/24	10/16/24	

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
032822	567689F	INIT	000	03/22	01	84,846.00	588021	032822		PAID
042423	603063F	PAY	000	03/23	02	237,310.00	588021	042423		PAID
073123	611666F	PAY	000	06/23	03	127,132.00	588021	072623		PAID
080124	644336F	PAY	000	06/24	04	297,268.00	588021	080124		PAID
101624	649782F	FINAL	000	10/24	05	101,904.00	588021	101624		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.

RECEIVED

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

OCT 21 2024
MSCD
Business Office

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

☐ = Required Field

Local Agency Information

Funding Source:	ARP ESSER 3	
Report Prepared By:	ASHLEY BURHANS	
Agency Name:	MILLBROOK CENTRAL SCHOOL DISTRICT	
Mailing Address:	PO BOX AA	
	Street	
	MILLBROOK	NY 12545
	City	State Zip Code
Telephone # of Report Preparer:	845 677 4200 X1103	County: DUTCHESS
E-mail Address:	ASHLEY.BURHANS@MILLBROOKCSD.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/>.

Subtotal - Code 15			\$332,126
Name	Position Title	Beginning and End Dates of Work	Salary Paid
Adlarondo, Giselle	Teacher	7/1/22-6/30/2023	\$2,000
Anson, Leslie	Teacher	7/1/22-6/30/2023	\$4,250
Bopp, Samantha	Teacher	7/1/22-6/30/2023	\$4,700
Herzegovitch, Laura	Teacher	7/1/22-6/30/2023	\$4,600
Peek, Adam	Teacher	7/1/22-6/30/2023	\$3,600
Thorbjornses, Mariah	Teacher	7/1/22-6/30/2023	\$1,000
Trautmann, kerianne	Teacher	7/1/22-6/30/2023	\$4,450
Williams, Devon	Teacher	7/1/22-6/30/2023	\$3,900
Eaton, Kelly	Teacher	7/1/22-6/30/2023	\$73,142
Eaton, Kelly	Teacher	9/1/2023-6/30/2024	\$75,566
Holsborg, Samantha	Supervisor Student Srvcs	7/1/22-6/30/2023	\$92,000
Brown, Gabriella	Teacher	9/1/2023-6/30/2024	\$805
Hicks, Erin	Teacher	9/1/2023-6/30/2024	\$1,380
Pruner	Teacher	9/1/2023-6/30/2024	\$614
Anson, Leslie	Teacher	7/1/2024-9/13/2024	\$2,600
Bopp, Samantha	Teacher	7/1/2024-9/13/2024	\$4,750
Godoy, Alejandra	Teacher	7/1/2024-9/13/2024	\$2,000
Hale, Samantha	Teacher	7/1/2024-9/13/2024	\$4,600
Herzegovitch, Laura	Teacher	7/1/2024-9/13/2024	\$4,400
Hobson, Joann	Teacher	7/1/2024-9/13/2024	\$3,800
Kelly, Loren	Teacher	7/1/2024-9/13/2024	\$1,463
LaPolla Lyndsey	Teacher	7/1/2024-9/13/2024	\$3,981
Makow, Raina	Teacher	7/1/2024-9/13/2024	\$4,600
Peek, Adam	Teacher	7/1/2024-9/13/2024	\$4,200
Quattrone, Michelle	Teacher	7/1/2024-9/13/2024	\$3,250
Rodriguez, Alexandra	Teacher	7/1/2024-9/13/2024	\$5,804
Rosenzweig, Cynthia	Teacher	7/1/2024-9/13/2024	\$4,600
Suriano, Alessandra	Teacher	7/1/2024-9/13/2024	\$3,718
Thorbjornses, Mariah	Teacher	7/1/2024-9/13/2024	\$1,800
Williams, Devon	Teacher	7/1/2024-9/13/2024	\$4,400
Hicks, Erin	Teacher	7/1/2024-9/13/2024	\$153

SALARIES FOR SUPPORT STAFF

Subtotal - Code 16			\$30,000
Name	Position Title	Beginning and End Dates of Work	Salary Paid
Monahan, Raina	Nurse	9/1/2021 - 6/30/2022	\$5,000
Seipp, Maureen	Nurse	9/1/2021 - 6/30/2022	\$5,000
Wertz, Sarah	Nurse	9/1/2021 - 6/30/2022	\$5,000
Wurster, Allison	Nurse	9/1/2021 - 6/30/2022	\$5,000
Zengen, Juliana	Nurse	9/1/2021 - 6/30/2022	\$5,000
Sullivan, Mellissa	Nurse	9/1/2023-6/30/2024	\$5,000

PURCHASED SERVICES

Subtotal - Code 40			\$211,680
Encumbrance Date	Provider of Service	Check or Journal Entry #	Amount Expended
2/1/2022	Great Minds PBC	7823	\$4,500
10/25/2022	Great Minds PBC	7958	\$3,900
3/20/2023	Education Elements	7942	\$52,500
1/6/2023	Mindful Yoga with Liz	7934	\$1,200
1/6/2023	Mindful Yoga with Liz	7947	\$1,200
1/6/2023	Mindful Yoga with Liz	8007	\$3,000
1/6/2023	Mindful Yoga with Liz	8020	\$1,200
12/5/2023	Mindful Yoga with Liz	8112	\$1,550
4/24/23	J. Chad Professional Training	8001	\$210
4/24/23	J. Chad Professional Training	8090	\$1,890
8/30/2022	Branching Minds	67126	\$13,690
8/28/23	Hazelden	8089	\$9,090
8/24/23	Meghan M Hargrave LLC	8111	\$10,582
8/24/23	Meghan M Hargrave LLC	8118	\$7,154
10/6/23	Great Minds PBC	69070	\$456
8/17/23	Great Minds PBC	68793	\$772
12/20/23	Gerrit Jones-Rooy	8119	\$2,291
11/30/2023	Mindful Yoga with Liz	8124	\$800
11/30/2023	Mindful Yoga with Liz	8132	\$1,550
11/30/2023	Mindful Yoga with Liz	8137	\$1,450

11/30/2023	Mindful Yoga with Liz	8161	\$1,450
11/30/2023	Mindful Yoga with Liz	8179	\$1,450
11/30/2023	Mindful Yoga with Liz	8213	\$1,450
11/30/2023	Mindful Yoga with Liz	8223	\$800
11/30/2023	Mindful Yoga with Liz	8239	\$1,200
11/30/2023	Gerrit Jones-Rooy	8134	\$2,603
11/30/2023	Gerrit Jones-Rooy	8140	\$2,593
11/30/2023	Meghan M Hargrave LLC	8144	\$6,726
11/30/2023	Gerrit Jones-Rooy	8150	\$2,650
11/30/2023	Meghan M Hargrave LLC	8154	\$6,785
11/30/2023	Meghan M Hargrave LLC	8168 8232	\$2,753
11/30/2023	Gerrit Jones-Rooy	8176	\$5,337
11/30/2023	Gerrit Jones-Rooy	8199 8214 8229	\$13,909
8/28/2023	Council on Addiction Prevention and Education	8060 8081 8107 8148 8173 8210 8221 8237	\$36,489
3/19/2024	Steered Straight	8218	\$6,500

SUPPLIES AND MATERIALS

Subtotal - Code 45			\$92,626
Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended
3/31/2023	Pearson	8008	\$4,848
4/25/2022	Cardiac Life Products Inc	7890	\$18,868
8/30/23	Merritt Bookstore	8091	\$2,058
7/31/2022	Great Minds	274	\$27,959
4/3/23	EAI Education	8011	\$24,931
10/16/23	Underwood Distributing	8113	\$13,962

PURCHASED SERVICES WITH BOCES

Subtotal - Code 49

\$182,028

Encumbrance Date	Name of BOCES	Check or Journal Entry #	Amount Expended
10/20/2022	Dutchess County (554.49 xc SW BOCES)	365	\$75,260
10/20/22	Dutchess County	566	\$28,250
12/01/2022	Dutchess County	566	\$6,000
12/1/2023	Dutchess County	374	\$44,418
5/2/2024	Dutchess County	435	\$22,500
5/2/24	Dutchess County	435	\$5,600