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

Funding Source:	ARP ESSER 3
Report Prepared By:	Barry Gamzon
Agency Name:	Croton-Harmon UFSD
Mailing Address:	10 Gerstein Street

City	State	Zip Code
Croton-on-Hudson	NY	10520

Telephone # of Report Preparer: 914-271-4713 **County:** Westchester

E-mail Address: barry.gamzon@chufsd.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/.

RECEIVED
DEC 16 2024
CHSD BUSINESS OFFICE

SALARIES FOR PROFESSIONAL STAFF			
		Subtotal - Code 15	$219,376
Name	Position Title	Beginning and End Dates of Work	Salary Paid
Salvi, Maria	Data Analyst	03/13/2020 - 9/30/2024	$144,492
Akhondzadeh, Emma	Teacher	03/13/2020 - 9/30/2024	$792
Allberry-Lynch, Patricia	Teacher	03/13/2020 - 9/30/2024	$1,650
Anderson, Lora	Teacher	03/13/2020 - 9/30/2024	$825
Ardolino, Susan	Teacher	03/13/2020 - 9/30/2024	$495
Aviles, Kristen M	Teacher	03/13/2020 - 9/30/2024	$165
Baker-Gasparri, Denise	Teacher	03/13/2020 - 9/30/2024	$330
Ballina-Llosa, Montserrat	Teacher	03/13/2020 - 9/30/2024	$1,155
Banas, Kelly M	Teacher	03/13/2020 - 9/30/2024	$751
Barnes, Sally P	Teacher	03/13/2020 - 9/30/2024	$495
Battista, Jennifer N	Teacher	03/13/2020 - 9/30/2024	$908
Besana, Joanna G	Teacher	03/13/2020 - 9/30/2024	$330
Birdsall, Amanda L	Teacher	03/13/2020 - 9/30/2024	$891
Brunelle, Kevin F	Teacher	03/13/2020 - 9/30/2024	$4,455
Butts, Jessica A	Teacher	03/13/2020 - 9/30/2024	$825
Camilo, Erica R	Teacher	03/13/2020 - 9/30/2024	$512
Cartaginese, Cassandra R	Teacher	03/13/2020 - 9/30/2024	$495
Chousa, Joann	Teacher	03/13/2020 - 9/30/2024	$660
Cueto, Janet	Teacher	03/13/2020 - 9/30/2024	$660
Davan, Laura R	Teacher	03/13/2020 - 9/30/2024	$688
Demper, Edwin J	Teacher	03/13/2020 - 9/30/2024	$528
Ellingsen, Katherine A	Teacher	03/13/2020 - 9/30/2024	$759
Ernau, Katherine M	Teacher	03/13/2020 - 9/30/2024	$759
Gallagher, Noah	Teacher	03/13/2020 - 9/30/2024	$2,695
Garrett, Kym E	Teacher	03/13/2020 - 9/30/2024	$2,994
Gonzales, Lauren	Teacher	03/13/2020 - 9/30/2024	$792
Horton, Marlena	Teacher	03/13/2020 - 9/30/2024	$1,100
Hubbard, Erica R	Teacher	03/13/2020 - 9/30/2024	$990
Jacobi, Jenna H	Teacher	03/13/2020 - 9/30/2024	$578
Jamison, Linda	Teacher	03/13/2020 - 9/30/2024	$5,261
Keehn, Robert B	Teacher	03/13/2020 - 9/30/2024	$1,122
Lafuente, Brienne J	Teacher	03/13/2020 - 9/30/2024	$5,775
Leslie, Suzanne R	Teacher	03/13/2020 - 9/30/2024	$429
Liss, Stefanie B	Teacher	03/13/2020 - 9/30/2024	$858
McConville, Ilana M	Teacher	03/13/2020 - 9/30/2024	$495
Moll, Travis B	Teacher	03/13/2020 - 9/30/2024	$979
Molloy, Marc W	Teacher	03/13/2020 - 9/30/2024	$6,325
More, JoAnn M	Teacher	03/13/2020 - 9/30/2024	$528
Mosenthal, Kirby	Teacher	03/13/2020 - 9/30/2024	$1,100
O'Brien, Sara M	Teacher	03/13/2020 - 9/30/2024	$7,074
Palencsar, Stephen	Teacher	03/13/2020 - 9/30/2024	$726
Pascarelli, Joseph P	Teacher	03/13/2020 - 9/30/2024	$561
Ranieri, Philip A	Teacher	03/13/2020 - 9/30/2024	$412
Rescigno, Jennifer L	Teacher	03/13/2020 - 9/30/2024	$742
Rooney, Jamie	Teacher	03/13/2020 - 9/30/2024	$1,221

Smart, Cynthia	Teacher	03/13/2020 - 9/30/2024	$256
Smith, Jaelynn	Teacher	03/13/2020 - 9/30/2024	$550
Strattner, Ana Maria	Teacher	03/13/2020 - 9/30/2024	$3,278
Thibideau, Tanya L	Teacher	03/13/2020 - 9/30/2024	$495
Walter, Kaitlin	Teacher	03/13/2020 - 9/30/2024	$858
Woolley, Robin M	Teacher	03/13/2020 - 9/30/2024	$5,500
Zappa, Isabella G	Teacher	03/13/2020 - 9/30/2024	$1,287
Bartley, Halona R	Teacher	03/13/2020 - 9/30/2024	$297
Bohuniek II, John C	Teacher	03/13/2020 - 9/30/2024	$478

PURCHASED SERVICES			
		Subtotal - Code 40	$238,739
Encumbrance Date	Provider of Service	Check or Journal Entry #	Amount Expended
5/8/24	Judith Wilson	94327	$15,000
9/30/24	Edutek	JE #63	$28,125
1/27/23	Student Assistance Services Corp	91931	$149,356
3/2/22	POWERFUL COMMUNICATIONS LLC	89017, 89458	$40,800
8/9/822	TACONIC OUTDOOR EDUCATION CENTER	87684, 90097	$1,668
7/7/22	NOAH GALLAGHER	89988	$600
5/24/23	THE CLIFFS AT VALHALLA	92032	$750
7/19/21	ATELIER CONSTANTIN POPESCU, LLC	87643	$1,190
5/24/23	EMPIRE NINJA	91983	$1,250

SUPPLIES AND MATERIALS			
		Subtotal - Code 45	$75,009
Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended
9/10/21	Amazon.com	878819	$349
7/28/22	ANA MARIA STRATTNER - MATERIALS FOR SUMMER PROGRAM	89943	$149
6/10/22	Blick Art Materials LLC	89665, 91960, 90567, 87911, 91960, 90576	$4,082
8/24/23	CDW-G - PROMETHEAN	92462	$48,179
9/21/23	EDU-TEK, LTD	92738, 92653	$9,080
2/29/24	EPS LITERACY AND INTERVENTION	93764	$90
9/10/21	J. W. PEPPER & SONS, INC	87859, 90059	$403
1/5/24	K-LOG INC	93419	$4,053
12/1/23	OFFICE DEPOT INC	87962, 93233, 93623	$6,330
8/12/21	JESSICA BUTTS	87719	$68
4/12/24	SCHOOL & SPECIALITY/BECKLEY CARDY	93438, 94048	$626
1/19/24	SCHOOL OUTFITTERS	93531	$1,182
9/24/21	STAPLES, INC. & SUBSIDIARIES	90184, 87977	$244
8/12/21	T.D. ELLIS, THE MUSIC SOURCE	87980, 87754	$174

TRAVEL EXPENSES				
			Subtotal - Code 46	$10,670
Dates of Travel	Name of Traveler	Destination and Purpose	Check or Journal Entry #	Amount Expended
11/11/21-11/12/21 & 7/15/21-7/16/21	Craig Campanaro, Kerri Bianchi, Megan Weiss, Stefanie Liss, Eileen Deacy, Joseph Pascarelli	Ron Clark Academy Conf for implementation for House Program at CET-Event Registration	87983	$5,970
11/11/21-11/12/21 & 7/15/21-7/16/21	Craig Campanaro, Kerri Bianchi, Megan Weiss, Stefanie Liss, Eileen Deacy, Joseph Pascarelli	Ron Clark Academy Conf for implementation for House Program at CET-Meal reimbursement	88058	$242
11/11/21-11/12/21 & 7/15/21-7/16/21	Craig Campanaro, Kerri Bianchi, Megan Weiss, Stefanie Liss, Eileen Deacy, Joseph Pascarelli	Ron Clark Academy Conf for implementation for House Program at CET - Travel reimbursement	87665	$2,900
11/11/21-11/12/21 & 7/15/21-7/16/21	Craig Campanaro, Kerri Bianchi, Megan Weiss, Stefanie Liss, Eileen Deacy, Joseph Pascarelli	Ron Clark Academy Conf for implementation for House Program at CET - Hotel reimbursement	87665	$1,558

Employee Benefits			
		Subtotal - Code 80	$20,608
Benefit	Salaries (from codes 15 and 16)	Rate	Amount Expended
Teacher Retirement			
Employee Retirement	$144,492.00	State Approved	$8,100
Other Retirement			
Social Security	$144,492.00	Federally Approved	$5,737
Worker's Compensation			
Unemployment Insurance			
Health Insurance	$144,492.00		$6,771
Other(Identify)			

CF121 GRANTS FINANCE

ENTRY DATE 12/09/24 PROJECT STATUS REPORT RUN DATE 12/09/24

PROJECT 5880213610 ARP ESSER 3

SED CODE 660202030000 CROTON-HARMON UFSD

NYC DOC #

BUDGET DETAIL INFORMATION

PROF SALARY	15	219,376.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	0.00	END DATE	09/30/24
PURCH SERVICES	40	238,739.00	AMENDMENT #	002
SUPP & MATERIAL	45	75,009.00	CONTRACT #	
TRAVEL EXPENSE	46	10,670.00	STOP DATE	
EMP BENEFITS	80	20,608.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	15.1
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
588021	564,402.00	564,402.00	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	564,402.00	564,402.00	0.00

LOG AND CONTRACT DATES

	RECEIVED	ENTERED		APPROVED
BUDGET	03/17/22	03/21/22	CONTRACT	
INTERIM				
FINAL	11/06/24	12/09/24		

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
032222	566973F	INIT	000	03/22	01	56,440.00	588021	031722		PAID
050222	570908F	PAY	000	04/22	02	121,062.00	588021	050222		PAID
122122	591969F	PAY	000	11/22	03	96,422.00	588021	122122		PAID
100223	616687F	PAY	000	09/23	04	151,065.00	588021	100223		PAID
120924	657027F	FINAL	000	12/24	05	139,413.00	588021	120924		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 records[2] 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/).

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[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.