

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 - ESSERF	
Report Prepared By:	BILLI JO STALLMAN	
Agency Name:	OPPENHEIM-EPHRATAH-ST.JOHNSTOWN CSD	
Mailing Address:	44 CENTER STREET	
	Street	
	ST. JOHNSTOWN	NY 13452
	City	State Zip Code

Telephone # of Report Preparer: County:

E-mail Address:

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			\$71,500 ✓
Name	Position Title	Beginning and End Dates of Work	Salary Paid
Janell Mosher <i>A2250.160</i>	Teaching Assistant	9/1/20 - 6/25/21	\$14,300
Samantha Carter <i>A2110.160</i>	Teaching Assistant	9/1/20 - 6/25/21	\$14,300
Melissa Baker <i>A2250.160</i>	Teaching Assistant	9/1/20 - 6/25/21	\$14,300
Tammy Comstock <i>A2110.161</i>	Teaching Assistant	9/1/20 - 6/25/21	\$14,300
Breanna Handy <i>A2110.161</i>	Teaching Assistant	9/1/20 - 6/25/21	\$14,300

SALARIES FOR SUPPORT STAFF

			Subtotal - Code 16	\$127,807 ✓
Name	Position Title	Beginning and End Dates of Work	Salary Paid	
Molly Miller A1621.160	Custodial Worker	7/1/20 - 6/25/21	\$24,544	
Emily Weaver A1620.160	Custodial Worker	7/1/20 - 6/25/21	\$24,594	
Andrew Benedict A1621.160	Custodial Worker	7/1/20 - 6/25/21	\$24,594	
Cheryl Brown A2815.160	School Nurse	7/1/20 - 6/25/21	\$54,075	

PURCHASED SERVICES			
Subtotal - Code 40			\$5,950
Encumbrance Date	Provider of Service	Check or Journal Entry #	Amount Expended
7/16/20	American Concert & Entertainment Services <i>A2855.450</i>	20457	\$5,950

SUPPLIES AND MATERIALS			
A 11420.450		Subtotal - Code 45	\$55,607 ✓
Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended
6/12/20	Hill & Markes	20386	\$9,231
6/25/20	Hill & Markes	20421	\$824
8/1/20	Hill & Markes	20511	\$644
8/13/20	Hill & Markes	20540	\$6,970
8/24/20	Hill & Markes	20567	\$2,219
9/10/20	Hill & Markes	20630	\$1,502
9/23/20	Hill & Markes	20679	\$1,727
10/8/20	Hill & Markes	20718	\$945
10/20/20	Hill & Markes	20767	\$567
11/4/20	Hill & Markes	20797	\$1,838
11/16/20	Hill & Markes	20828	\$945
2/18/21	Hill & Markes	21048	\$587
3/20/20	Hill & Markes	20254	\$1,371
4/21/20	Hill & Markes	20328	\$2,012

4/17/20	Hill & Markes	20313	\$1,105
3/9/21	Hill & Markes	21091	\$796
4/7/20	Hill & Markes	20276	\$1,095
7/30/20	Clear Image Marketing	20531	\$1,080
8/4/20	Century Linen	20529	\$1,710
5/5/20	Central Restaurant Products	20375	\$2,180
8/25/20	Hummels	20594	\$467
9/13/20	BSN Sports	20668	\$1,200
10/8/20	Century Linen	20750	\$980
11/17/20	JB Supply	20873	\$30
1/21/21	Century Linen	20974	\$745
1/26/21	Century Linen	21013	\$1,100
12/2/20	JB Supply	20915	\$103
7/31/20	MacGill	20546	\$1,069
10/27/20	JB Supply	20818	\$138
9/17/20	S&J Enterprises	20736	\$1,418

12/1/20	Hill & Markes	20862	\$188
12/11/20	JB Supply	20935	\$161
12/11/20	Hill & Markes	20892	\$282
1/5/21	Hill & Markes	20933	\$495
1/19/21	Hill & Markes	20982	\$837
1/20/21	Hill & Markes	21000	\$64
1/26/21	Hill & Markes	21023	\$716
2/5/21	Hill & Markes	21048	\$383
2/17/21	Hill & Markes	21108	\$279
2/26/21	Hill & Markes	21091	\$150
8/13/20	Amazon	20669	\$175
10/6/20	Amazon	20780	\$274
1/22/1	Amazon	21069	\$114
8/24/20	A Verdi	20561	\$1,176
8/28/20	A Verdi	20616	\$350
10/7/20	A Verdi	20757	\$200

10/29/20	A Verdi	20784	\$100
11/4/20	A Verdi	20821	\$300
11/27/20	A Verdi	20853	\$100
12/2/20	A Verdi	20882	\$300
12/30/20	A Verdi	20923	\$400
3/18/21	Northeast Parent & Society	21139	\$1,965

A2250.40b

Employee Benefits

Subtotal - Code 80			\$42,699 ✓
Benefit	Salaries (from codes 15 and 16)	Rate	Amount Expended
Teacher Retirement			
Employee Retirement	A9010.800 \$127,807.00	14.82%	\$18,941
Other Retirement			
Social Security	A9030.800 \$199,307.00	7.65%	\$15,247
Worker's Compensation			
Unemployment Insurance			
Health Insurance	A9060.800		\$8,511
Other(Identify)			

PURCHASED SERVICES WITH BOCES			
Subtotal - Code 49			\$51,198
Encumbrance Date	Name of BOCES	Check or Journal Entry #	Amount Expended
7/1/20	Northeastern Regional Information Center	173	\$2,572
7/1/20	Northeastern Regional Information Center	138	\$2,572
7/1/20	Northeastern Regional Information Center	126	\$2,572
7/1/20	Northeastern Regional Information Center	115	\$2,572
7/1/20	Northeastern Regional Information Center	99	\$2,572
7/1/20	Northeastern Regional Information Center	87	\$2,572
7/1/20	Northeastern Regional Information Center	70	\$2,572
7/1/20	Northeastern Regional Information Center	62	\$2,573
7/1/20	Northeastern Regional Information Center	45	\$2,573
7/1/20	Northeastern Regional Information Center	33	\$2,573
7/1/20	HFM BOCES	173	\$6,827
7/1/20	HFM BOCES	138	\$6,827
7/1/20	HFM BOCES	126	\$4,319
7/1/20	HFM BOCES	115	\$1,732

7/1/20	HFM BOCES	99	\$1,732
7/1/20	HFM BOCES	87	\$1,732
7/1/20	HFM BOCES	70	\$1,732
7/1/20	HFM BOCES	62	\$574

CF121
 ENTRY DATE 07/08/21
 PROJECT 5890211440
 SED CODE 271201040000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 CARES ACT - ESSERF
 OPPENHEIM-EPHRATAH-ST. JOHNSVILLE CS

RUN DATE 07/08/21

BUDGET DETAIL INFORMATION			
PROF SALARY	15	71,500.00	BEGIN DATE 03/13/20
NON PROF SALARY	16	127,807.00	END DATE 09/30/22
PURCH SERVICES	40	5,950.00	AMENDMENT #
SUPP & MATERIAL	45	55,607.00	CONTRACT #
TRAVEL EXPENSE	46	0.00	STOP DATE
EMP BENEFITS	80	42,699.00	REFUND CHECK #
INDIRECT COST	90	0.00	IND COST RATE 2.6
BOCES SERVICES	49	51,198.00	INT ELIG N
REMODELING	30	0.00	
EQUIPMENT	20	0.00	

BUDGET SUMMARY INFORMATION			
FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
589021	0.00	0.00	0.00
589020	354,761.00	354,761.00	0.00
589019	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	354,761.00	354,761.00	0.00

LOG AND CONTRACT DATES			
BUDGET	RECEIVED	ENTERED	APPROVED
INTERIM	03/01/21	03/02/21	CONTRACT
FINAL	06/30/21	07/08/21	

CASH DETAIL											
ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD	DT	STAT
030321	531204F	INIT	000	03/21	01	70,952.00	589020	030121			PAID
042921	538086F	PAY	000	03/21	02	166,547.00	589020	042921			PAID
070821	542912F	FINAL	000	07/21	03	117,262.00	589020	063021			ENT

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



Grants Finance
Room 510W, Education Building
Tel. (518) 474-4815
Fax (518) 486-4899

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/nr_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.