

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:	CRRSA- ESSER 2
Report Prepared By:	Billi Jo Stallman
Agency Name:	Oppenheim-Ephratah-St. Johnsville CSD
Mailing Address:	44 Center St.
	Street
	St. Johnsville NY 13452
	City State Zip Code
Telephone # of Report Preparer:	518-568-9990
County:	Montgomery
E-mail Address:	billijo.stallman@oesj.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			\$538,293
Name	Position Title	Beginning and End Dates of Work	Salary Paid
Cheryl Brown	Elementary School Nurse	9/8/21- 6/24/22	\$50,580
Cheryl Brown	Elementary School Nurse	9/6/22- 6/23/23	\$57,305
Lorri Sammons-Wilbur	Spanish Teacher	9/8/21- 6/24/22	\$82,068
Lorri Sammons-Wilbur	Spanish Teacher	9/6/22- 6/23/23	\$83,256
Nanette Weakly	Elementary Teacher	9/8/21- 6/24/22	\$86,736
Nanette Weakly	Elementary Teacher	9/6/22- 6/23/23	\$87,924
Cecilia Mowrey	Science Teacher	9/8/21- 6/24/22	\$44,118
Brianna Snyder	Science Teacher	9/6/22- 6/23/23	\$45,306
Jessica Derwin-Stock	Grants Writer	7/1/21- 6/30/22	\$1,000

SALARIES FOR SUPPORT STAFF			
Subtotal - Code 16			\$216,252
Name	Position Title	Beginning and End Dates of Work	Salary Paid
Joseph DePiazza	Custodian	7/1/21- 6/30/22	\$32,729
Michaelyn Illsley	Teacher Aide	9/8/21 - 6/24/22	\$12,499
Jayne Paul	Custodian	6/1/22- 6/30/22	\$2,538
Amanda Schwasnick	Teacher Aide	9/8/21- 6/24/22	\$17,839
James Sharp	Custodian	7/1/21- 3/10/22	\$19,609
Robert Snell	Custodian	7/1/21- 6/30/22	\$32,674
Sara Tompkins	Teacher Aide	9/8/21- 6/24/22	\$17,728
Joseph Slater	Custodian	6/2/22- 6/30/22	\$2,396
Lily Delaney	Teacher Aide	9/6/22- 6/23/23	\$19,167
Michaelyn Illsley	Teacher Aide	9/6/22- 6/23/23	\$19,380
Amanda Schwasnick	Teacher Aide	9/6/22- 6/23/23	\$20,002
Joseph Slater	Custodian	7/1/22- 10/27/22	\$311
Sara Tompkins	Teacher Aide	9/6/22- 6/23/23	\$19,380

PURCHASED SERVICES			
Subtotal - Code 40			\$265,641
Encumbrance Date	Provider of Service	Check or Journal Entry #	Amount Expended
10/18/21	Amplify	51	\$20,129
10/18/21	The Reading League	51	\$25,200
10/27/21	Chelsea Place Psychological Services	3674	\$350
11/17/21	Chelsea Place Psychological Services	3689	\$1,400
11/23/21	Curriculum Associates	67	\$4,000
11/29/21	Chelsea Place Psychological Services	3692	\$3,100
11/30/21	St. Mary's Healthcare	71	\$20,000
12/22/21	Chelsea Place Psychological Services	3698	\$800
1/7/22	Chelsea Place Psychological Services	3705	\$1,350
4/4/22	Amplify	135	\$12,354
4/21/22	St. Mary's Healthcare	3739	\$20,000
3/10/23	Danielle Schoff	3835	\$650
10/18/21	Youth Voices Center, Inc	3672	\$13,375
10/18/21	Youth Voices Center, Inc	3704	\$5,700

10/18/21	Youth Voices Center, Inc	3741	\$3,750
10/18/21	Youth Voices Center, Inc	3746	\$3,750
10/18/21	The Reading League	3677	\$10,850
10/18/21	The Reading League	3688	\$10,850
3/10/22	The Reading League	3722	\$10,850
4/28/22	The Reading League	3744	\$10,850
5/26/22	The Reading League	3756	\$2,700
11/10/21	The Reading League	3696	\$600
9/9/22	Youth Voices Center, Inc	3799	\$1,350
12/7/22	Youth Voices Center, Inc	3811	\$5,115
1/5/23	Youth Voices Center, Inc	3817	\$5,115
11/9/22	St. Mary's Healthcare	3804	\$20,000
1/11/23	St. Mary's Healthcare	3845	\$20,000
1/17/23	Amplify	3831	\$31,293
4/19/23	Ventris Learning	3851	\$160

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$114,048
Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended
8/10/21	Edpuzzle	51	\$2,600
8/10/21	Nearpod	51	\$2,250
8/11/21	Amazon	51	\$1,515
9/28/21	School Specialy	51	\$134
9/27/21	Amazon	56	\$394
8/11/21	Teacher Direct	68	\$125
10/4/21	High Noon/ Academic Therapy Pub	3669	\$13,870
9/29/21	Rockler Woodworking & Hardware	3670	\$3,009
9/29/21	Rockler Woodworking & Hardware	3676	\$1,582
9/29/21	Rockler Woodworking & Hardware	3682	\$1,998
9/29/21	Rockler Woodworking & Hardware	3700	\$4,176
9/29/21	Rockler Woodworking & Hardware	3719	\$2,950
9/29/21	Rockler Woodworking & Hardware	3751	\$3,500
10/4/21	Literacy Resources LLC	3675	\$648

10/27/21	Amazon	3673	\$2,127
9/22/21	Amazon	3691	\$2,485
11/10/21	Amazon	3697	\$396
10/4/21	EAI Education	3678	\$136
10/4/21	Lakeshore Learning Materials	3680	\$210
10/4/21	Lakeshore Learning Materials	3695	\$558
10/27/21	SDI Innovations	3683	\$87
10/27/21	SDI Innovations	3702	\$982
10/27/21	School Specialty	3685	\$14
10/27/21	ShopSabre CNC	3686	\$13,735
11/1/21	Super Duper Publications	3687	\$140
11/18/21	Hill & Markes Inc	3693	\$9,545
10/27/21	iDesigns	3694	\$4,897
10/27/21	iDesigns	3711	\$4,000
12/17/21	JF Valder & Son Inc	3699	\$432
10/4/21	Scholastic Inc	3701	\$441

10/4/21	Benchmark Education Co	3709	\$2,035
3/2/22	SHI	3738	\$18,552
11/2/21	Airgas USA LLC	3727	\$6,432
5/16/23	Lowes	3856	\$671
5/16/23	Lowes	3856	\$654
5/18/23	Equipment & Engine Training Council	3860	\$5,105
5/17/23	Gurney Seed and Nursey Co.	3859	\$719
5/16/23	Amazon	3853	\$246
5/23/23	Amazon	3859	\$698

CF121
 ENTRY DATE 08/11/23
 PROJECT 5891211440
 SED CODE 271201040000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 CRRSA-ESSER 2
 OPPENHEIM-EPHRATAH-ST. JOHNSVILLE CS

RUN DATE 08/11/23

BUDGET DETAIL INFORMATION			
PROF SALARY	15	538,293.00	BEGIN DATE 03/13/20
NON PROF SALARY	16	216,252.00	END DATE 09/30/23
PURCH SERVICES	40	265,641.00	AMENDMENT # 004
SUPP & MATERIAL	45	114,048.00	CONTRACT #
TRAVEL EXPENSE	46	0.00	STOP DATE
EMP BENEFITS	80	0.00	REFUND CHECK #
INDIRECT COST	90	0.00	IND COST RATE 13.1
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
589121	1,134,234.00	1,134,234.00	0.00
589120	0.00	0.00	0.00
589119	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	1,134,234.00	1,134,234.00	0.00

LOG AND CONTRACT DATES			
BUDGET	RECEIVED	ENTERED	APPROVED
INTERIM	09/08/21	09/15/21	CONTRACT
FINAL	08/09/23	08/11/23	

CASH DETAIL										
ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
092021	548347F	INIT	000	09/21	01	226,846.00	589121	090821		PAID
120721	556519F	PAY	000	11/21	02	122,407.00	589121	120621		PAID
020322	562162F	PAY	000	01/22	03	54,584.00	589121	013122		PAID
032522	567539F	PAY	000	03/22	04	99,043.00	589121	032522		PAID
050622	571572F	PAY	000	04/22	05	119,106.00	589121	042722		PAID
061022	574502F	PAY	000	05/22	06	60,759.00	589121	060622		PAID
070722	576773F	PAY	000	06/22	07	16,083.00	589121	062922		PAID
101322	583105F	PAY	000	09/22	08	54,609.00	589121	100322		PAID
011223	594320F	PAY	000	12/22	09	95,191.00	589121	011223		PAID
030623	598939F	PAY	000	02/23	10	59,991.00	589121	030623		PAID
041823	602338F	PAY	000	03/23	11	73,101.00	589121	041823		PAID
081123	612783F	FINAL	000	08/23	12	152,514.00	589121	080923		ENT

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



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.I 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.