

Local Agency Information

Funding Source: American Rescue Plan Act - ESSER 3

| | | | |
|---------------------|-------------------------------------|-------|----------|
| Report Prepared By: | Bryan Paul | | |
| Agency Name: | Edgemont Union Free School District | | |
| Mailing Address: | 300 White Oak Ln. | | |
| | Street | | |
| | Scarsdale | NY | 10583 |
| | City | State | Zip Code |

Telephone # of Report Preparer: 914-472-7767 County: Westchester

E-Mail Address: bpaul@edgemont.org

INSTRUCTIONS

- ❖ Agencies must maintain complete and accurate records and may be requested to provide additional detail to support reported expenditures.
- ❖ 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.
- ❖ All encumbrances must have taken place within the approved funding dates of the project.
- ❖ Use whole dollar amounts.
- ❖ Certification on page 8 must be signed by Chief Administrative Officer or designee.
- ❖ High-quality computer generated reproductions of this form may be used.
- ❖ For further information about completing the final expenditure report, please refer to the Fiscal Guidelines for Federal and State Aided Grants at www.oms.nysed.gov/cafe/ or contact Grants Finance at grantsweb@mail.nysed.gov or (518) 474-4815.

SALARIES FOR PROFESSIONAL STAFF: Code 15

Include all salaries for professional staff approved for reimbursement in budget.

| Name | Position Title | Beginning and Ending Dates of Employment | Salary Paid |
|--------------------|----------------|--|-------------|
| Amanda Barry | Teacher | 9/01/21 - 6/30/22 | \$67,569.40 |
| Danielle Levine | Teacher | 7/13/21 - 8/12/21 | \$3,069.92 |
| Jacqueline O'Shea | Teacher | 7/6/21 - 7/29/21 | \$1,388.01 |
| Jane Oatts | Teacher | 7/6/21 - 7/29/21 | \$751.08 |
| Sonnia Sheridan | Teacher | 7/6/21 - 7/29/21 | \$242.19 |
| Katie Dosin | Teacher Aide | 7/12/21 - 8/13/21 | \$548.40 |
| Subtotal - Code 15 | | | \$73,569.00 |

SALARIES FOR SUPPORT STAFF: Code 16

Include all salaries for support staff approved for reimbursement in budget.

| Name | Position Title | Beginning and Ending Dates of Employment | Salary Paid |
|--------------------|----------------|--|-------------|
| | | | |
| Subtotal - Code 16 | | | |

PURCHASED SERVICES: Code 40

| Encumbrance Date | Provider of Service | Check or Journal Entry # | Amount Expended |
|--------------------|---|--------------------------|---------------------------|
| 3/25/22 | Fuller & D'Angelo, P.C. | JE #187 | \$45,568.69 |
| 5/8/23 | Joseph Lombardo Plumbing, Heating & Cooling, Inc. | Check #6626 | \$20,792.00 |
| 1/22/24 | Automated Control Logic, Inc. | Check #6674 | \$15,544.31 |
| 3/25/22 | Edgenuity | JE #185 | \$3,160.00 |
| Subtotal - Code 40 | | | \$85,074.90 <i>85,065</i> |

SUPPLIES AND MATERIALS: Code 45

| Purchase Order Date | Vendor | Check or Journal Entry # | Amount Expended |
|---------------------|--------|--------------------------|-----------------|
| | | | |
| Subtotal - Code 45 | | | |

TRAVEL EXPENSES: Code 46

| Dates of Travel | Name of Traveler | Destination and Purpose | Check or Journal Entry | Amount Expended |
|--------------------|------------------|-------------------------|------------------------|-----------------|
| | | | | |
| Subtotal - Code 46 | | | | |

INDIRECT COST: Code 90

A. Modified Direct Cost Base – Sum of all preceding subtotals (codes 15, 16, 40, 45, 46, and 80 and excludes the portion of each subcontract exceeding \$25,000 and any flow through funds)

| | |
|----|-----|
| \$ | (A) |
| % | (B) |
| \$ | (C) |

B. Approved Restricted Indirect Cost Rate

C. (A) x (B) = Total Indirect Cost

Subtotal – Code 90

PURCHASED SERVICES WITH BOCES: Code 49

| Encumbrance Date | Name of BOCES | Check or Journal Entry # | Amount Expended |
|--------------------|----------------------------|--------------------------|-----------------|
| 05/24/2023 | Southern Westchester BOCES | JE #237 | \$20,000.00 |
| Subtotal – Code 49 | | | \$20,000.00 |

MINOR REMODELING: Code 30

Include expenditures for salaries, associated employee benefits, purchased services and supplies and materials related to alterations to existing sites.

| Purchase Order Date Or Dates of Service | Provider of Service | Check or Journal Entry # | Amount Expended |
|---|---------------------|--------------------------|-----------------|
| | | | |
| Subtotal – Code 30 | | | |

REMINDERS

- ❖ Be sure to submit one report with original signature and one copy directly to Grants Finance, New York State Education Department, Room 510W EB, Albany, NY 12234.
- ❖ Agencies should use the FS-10-F **Short Form** ONLY IF they were directed in the grant application/RFP or by Department staff.
- ❖ For State projects, final expenditure reports are due within 30 days after the project end date. Reports for federal projects are due within 90 days after the project end date. For certain programs, the Department program manager may impose an earlier due date. See the Grant Award Notice to verify the due date.
- ❖ After review by Grants Finance, a copy of the FS-10-F will be sent to the contact person at the address on Page 1. A window envelope will be used for the return mailing; please be sure that the contact information is accurate, legible and confined to the address field.
- ❖ All encumbrances must be made within the approved project funding dates, which are indicated on the approved FS-10 as well as on the Grant Award Notice. See the Fiscal Guidelines for Federal and State Aided Grants at <http://www.oms.nysed.gov/cafe/> for a detailed explanation of the review process.
- ❖ Be sure to check your math and carry all subtotals forward to the Summary on Page 8. Simple mathematical errors often require Grants Finance to contact the local agency, resulting in unnecessary delays in closeout and final payment. Use whole dollars only.
- ❖ The modified direct cost used in the calculation of indirect cost cannot include equipment, minor remodeling, the portion of each subcontract exceeding \$25,000 and any flow-through funds.
- ❖ Be sure to complete the agency code and project # on Page 8. For Special Legislative Projects and grant contracts, also enter the contract #.
- ❖ Please make sure that Page 8 faces out.

CF121
 ENTRY DATE 05/30/24
 PROJECT 5880213660
 SED CODE 660406030000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 ARP ESSER 3
 EDMONT UFSD

RUN DATE 05/30/24

| BUDGET DETAIL INFORMATION | | | |
|---------------------------|----|------------|---------------------|
| PROF SALARY | 15 | 73,569.00 | BEGIN DATE 03/13/20 |
| NON PROF SALARY | 16 | 0.00 | END DATE 09/30/24 |
| PURCH SERVICES | 40 | 85,075.00 | AMENDMENT # |
| SUPP & MATERIAL | 45 | 0.00 | 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 | 20,000.00 | INT ELIG N |
| REMODELING | 30 | 0.00 | |
| EQUIPMENT | 20 | 205,000.00 | |

| BUDGET SUMMARY INFORMATION | | | |
|----------------------------|---------------|--------------|-----------------|
| FUNDYEAR | BUDGET SPLITS | PAID TO DATE | OUTSTANDING ENC |
| 588021 | 383,644.00 | 383,644.00 | 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 | 383,644.00 | 383,644.00 | 0.00 |

| LOG AND CONTRACT DATES | | | |
|------------------------|----------|----------|----------|
| BUDGET | RECEIVED | ENTERED | APPROVED |
| INTERIM | 02/18/22 | 02/24/22 | CONTRACT |
| FINAL | 05/29/24 | 05/30/24 | |

| CASH DETAIL | | | | | | | | | | | |
|-------------|---------|-------|-----|-------|------|------------|--------|--------|----|----|------|
| ENTRY | DOC # | TRANS | ENC | RPT | LINE | AMOUNT | FUNDYR | MIR | PD | DT | STAT |
| 030222 | 564542F | INIT | 000 | 03/22 | 01 | 38,364.00 | 588021 | 030222 | | | PAID |
| 080922 | 578943F | PAY | 000 | 07/22 | 02 | 83,014.00 | 588021 | 080122 | | | PAID |
| 053024 | 639835F | FINAL | 000 | 05/24 | 03 | 262,266.00 | 588021 | 053024 | | | 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.