

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 11	
Report Prepared By:	Christy Rivenburg	
Agency Name:	Voorheesville CSD	
Mailing Address:	432 New Salem Rd	
	Street	
	Voorheesville CSD	12186
	City	Zip Code
Telephone # of Report Preparer:	(518) 765-3313	County: Albany
E-mail Address:	crivenburg@voorheesville.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.
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- 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.
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- 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			\$258,786
Name	Position Title	Beginning and End Dates of Work	Salary Paid
Emily George	Teacher	9/1/22-6/30/23	\$67,988
Kendell Margolies-Hardy	Teacher	9/1/22-6/30/23	\$62,034
Shauna Worthley	Teacher	9/1/22-6/30/23	\$77,016
Keri Ann Mahoney	Teacher	9/1/22-6/30/23	\$51,748

Employee Benefits			
Subtotal - Code 80			\$23,727
Benefit	Salaries (from codes 15 and 16)	Rate	Amount Expended
Teacher Retirement			\$11,300
Employee Retirement			
Other Retirement			
Social Security			\$8,650
Worker's Compensation			
Unemployment Insurance			
Health Insurance			\$3,777
<b>Other(Identify)</b>			

CF121  
 ENTRY DATE 07/10/23  
 PROJECT 5880210060  
 SED CODE 011003060000  
 NYC DOC #

GRANTS FINANCE  
 PROJECT STATUS REPORT  
 ARP ESSER 3  
 VOORHEESVILLE CSD

RUN DATE 07/10/23

BUDGET DETAIL INFORMATION

PROF SALARY	15	258,786.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	0.00	END DATE	09/30/24
PURCH SERVICES	40	0.00	AMENDMENT #	
SUPP & MATERIAL	45	0.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	23,727.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	10.3
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	282,513.00	282,513.00	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
<b>TOTAL</b>	<b>282,513.00</b>	<b>282,513.00</b>	<b>0.00</b>

LOG AND CONTRACT DATES

BUDGET	RECEIVED	ENTERED	CONTRACT	APPROVED
INTERIM	01/13/22	01/18/22		
FINAL	07/05/23	07/10/23		

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD	DT	STAT
011922	560643F	INIT	000	01/22	01	28,251.00	588021	011322			PAID
120622	589466F	PAY	000	10/22	02	48,686.00	588021	120622			PAID
122922	592912F	PAY	000	11/22	03	10,387.00	588021	122922			PAID
012023	595343F	PAY	000	12/22	04	31,162.00	588021	012023			PAID
022723	598510F	PAY	000	01/23	05	20,774.00	588021	022723			PAID
032423	600624F	PAY	000	02/23	06	20,775.00	588021	040423			PAID
042023	602728F	PAY	000	03/23	07	20,775.00	588021	042023			PAID
050223	604203F	PAY	000	04/23	08	20,774.00	588021	050223			PAID
060523	607290F	PAY	000	05/23	09	44,502.00	588021	052523			PAID
071023	609910F	FINAL	000	07/23	10	36,427.00	588021	070523			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

## **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.<sup>1</sup> 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](http://www.archives.nysed.gov/records/mr_retention.shtml))

Local agencies must retain records<sup>2</sup> 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/>).

<sup>1</sup> 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.

<sup>2</sup> 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.

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<b>Other(Identify)</b>			

### FINAL EXPENDITURE SUMMARY

SUBTOTAL	CODE	PROJECT COSTS
Professional Salaries	15	\$258,786
Support Staff Salaries	16	
Purchased Services	40	
Supplies and Materials	45	
Travel Expenses	46	
Employee Benefits	80	\$23,727
Indirect Cost	90	
BOCES Services	49	
Minor Remodeling	30	
Equipment	20	
<b>Grand Total</b>		<b>\$282,513</b>

<u>LOCAL AGENCY INFORMATION</u>			
Agency Code:	011003060000		
Project #:	5880-21-0060		
Contract #:			
Agency Name:	Voorheesville CSD		
Funding Dates:	7/1/2022	TO	6/30/2023
Approved Budget Total:	\$ 282,513		

<u>FOR DEPARTMENT USE ONLY</u>			
<u>Fiscal Year</u>	<u>Amt Expended</u>	<u>Final Payment</u>	<u>Line #</u>
Voucher #	Final Payment		

**CHIEF ADMINISTRATOR'S CERTIFICATION**

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal (or State) award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

6/22/2023

Date Signature

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**Name and Title of Chief Administrative Officer**

Finance: Logged \_\_\_\_\_ Approved \_\_\_\_\_ MIR \_\_\_\_\_