

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
 Grants Finance, Rm. 510W EB
 Albany, New York 12234

RECEIVED

MAY 31 2024

**FINAL EXPENDITURE REPORT FOR A
 FEDERAL OR STATE PROJECT
 FS-10-F Long Form (03/15)**

☐ = Required Field

**PORT BYRON C.S.D.
 TREASURER**

Local Agency Information

Funding Source:	ARP SLR Comprehensive After School 5883-21-0300	
Report Prepared By:	Julie Podolak	
Agency Name:	Port Byron Central School District	
Mailing Address:	30 Maple Avenue	
	Street	
	Port Byron	NY 13140
	City	State Zip Code

Telephone # of Report Preparer:	315-776-5728	County:	Cayuga
E-mail Address:	jpodolak@pbcschools.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			\$99,489
Name	Position Title	Beginning and End Dates of Work	Salary Paid
Mosley, Laurie	ASP Coordinator	7/1/21-6/30/22	\$850
Dudley, Laurie	ASP Worker	7/1/21-6/30/22	\$2,520
Feocco, Hillary	ASP Worker	7/1/21-6/30/22	\$2,700
Hitchcock, Angelee	ASP Worker	7/1/21-6/30/22	\$3,420
Lang, Scott	Substitute ASP Worker	7/1/21-6/30/22	\$180
Lindstrom, Karen	ASP Worker	7/1/21-6/30/22	\$2,940
McKeen, Taylor	ASP Worker	7/1/21-6/30/22	\$60
Morgenthaler, Margaret	ASP Worker	7/1/21-6/30/22	\$2,340
Oot, April	ASP Worker	7/1/21-6/30/22	\$3,540
Sawyer, Lindalee	ASP Worker	7/1/21-6/30/22	\$3,780
Stoddard, Jennifer	ASP Worker	7/1/21-6/30/22	\$60
Wilkinson, Deanna	ASP Worker	7/1/21-6/30/22	\$4,110
Wilson, Lisa	ASP Worker	7/1/21-6/30/22	\$3,720
Barber, Kevin	After School Programming	7/1/21-6/30/22	\$784
Bearup, James	After School Programming	7/1/21-6/30/22	\$1,720
Chaloux, Jeffrey	After School Programming	7/1/21-6/30/22	\$2,684
Gendron, Michelle	After School Programming	7/1/21-6/30/22	\$556
Hsu, Wenwei	After School Programming	7/1/21-6/30/22	\$1,020
Kanuck, Kimberly	After School Programming	7/1/21-6/30/22	\$1,936
Pirozzolo, Tracey	After School Programming	7/1/21-6/30/22	\$580
Mosley, Laurie	ASP Coordinator	7/1/22-6/30/23	\$500
Davies, Paula	ASP Worker	7/1/22-6/30/23	\$2,220
Dudley, Laurie	ASP Worker	7/1/22-6/30/23	\$1,740
Feocco, Hillary	ASP Worker	7/1/22-6/30/23	\$1,680
Goff, Brianna	ASP Worker	7/1/22-6/30/23	\$780
Hitchcock, Angelee	ASP Worker	7/1/22-6/30/23	\$2,280
McKeen, Taylor	ASP Worker	7/1/22-6/30/23	\$680
Mosley, Laurie	ASP Worker	7/1/22-6/30/23	\$5,400
Oot, April	ASP Worker	7/1/22-6/30/23	\$1,200
Morgenthaler, Margaret	ASP Worker	7/1/22-6/30/23	\$1,380

Wilkinson, Deanna	ASP Worker	7/1/22-6/30/23	\$3,030
Dominic, Elizabeth	After School Programming	7/1/22-6/30/23	\$1,873
Kanuck, Kimberly	After School Programming	7/1/22-6/30/23	\$2,322
Hsu, Wenwei	After School Programming	7/1/22-6/30/23	\$3,590
Gendron, Michelle	After School Programming	7/1/22-6/30/23	\$1,215
Chaloux, Jeffrey	After School Programming	7/1/22-6/30/23	\$2,322
Barber, Kevin	After School Programming	7/1/22-6/30/23	\$1,161
Pirozzolo, Tracey	After School Programming	7/1/22-6/30/23	\$1,161
Howell, Timothy	After School Programming	7/1/22-6/30/23	\$300
Bastian, Jason	After School Programming	7/1/22-6/30/23	\$1,368
Elliot, Eric	After School Programming	7/1/22-6/30/23	\$1,550
Sayre, Margaret	After School Programming	7/1/22-6/30/23	\$1,748
Dominic, Elizabeth	ASP Worker	7/1/23-6/30/24	\$720
Dudley, Laurie	ASP Worker	7/1/23-6/30/24	\$2,880
Feocco, Hillary	ASP Worker	7/1/23-6/30/24	\$2,520
Goff, Brianna	ASP Worker	7/1/23-6/30/24	\$180
Hitchcock, Angelee	ASP Worker	7/1/23-6/30/24	\$5,310
Morgenthaler, Margaret	ASP Worker	7/1/23-6/30/24	\$2,880
Oot, April	ASP Worker	7/1/23-6/30/24	\$1,440
Reeves, Melana	ASP Worker	7/1/23-6/30/24	\$480
Sawyer, Lindalee	ASP Worker	7/1/23-6/30/24	\$3,600
Smith, Crystal	ASP Worker	7/1/23-6/30/24	\$479

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$2,500
Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended
4/14/23	Walmart - Supplies & Materials for ASP	JE#1343	\$1,102
5/7/24	Various Supplies & Materials for ASP (Amazon,Walmart, Ninos)	JE#1512	\$1,398

Employee Benefits			
Subtotal - Code 80			\$3,000
Benefit	Salaries (from codes 15 and 16)	Rate	Amount Expended
Teacher Retirement			
Employee Retirement			
Other Retirement			
Social Security			\$3,000
Worker's Compensation			
Unemployment Insurance			
Health Insurance			
Other(Identify)			

CF121
 ENTRY DATE 05/21/24
 PROJECT 5883210300
 SED CODE 051101040000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 ARP SLR COMPREHENSIVE AFTER SCHOOL
 PORT BYRON CSD
 RUN DATE 05/21/24

BUDGET DETAIL INFORMATION		
PROF SALARY	15	99,489.00
NON PROF SALARY	16	0.00
PURCH SERVICES	40	0.00
SUPP & MATERIAL	45	2,500.00
TRAVEL EXPENSE	46	0.00
EMP BENEFITS	80	3,000.00
INDIRECT COST	90	0.00
BOCES SERVICES	49	0.00
REMODELING	30	0.00
EQUIPMENT	20	0.00

BUDGET SUMMARY INFORMATION			
FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
588321	104,989.00	104,989.00	0.00
588320	0.00	0.00	0.00
588319	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	104,989.00	104,989.00	0.00

LOG AND CONTRACT DATES			
	RECEIVED	ENTERED	APPROVED
BUDGET	02/11/22	02/22/22	CONTRACT
INTERIM			
FINAL	05/15/24	05/21/24	

CASH DETAIL											
ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD	DT	STAT
022422	564159F	INIT	000	02/22	01	20,997.00	588321	022422			PAID
051322	572010F	PAY	000	04/22	02	18,503.00	588321	050522			PAID
071323	610213F	PAY	000	06/23	03	42,250.00	588321	071123			PAID
052124	639060F	FINAL	000	05/24	04	23,239.00	588321	052124			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.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.