

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 - GEER 2		
Report Prepared By:	KELLY NEVIN		
Agency Name:	LONGWOOD CENTRAL SCHOOL DISTRICT		
Mailing Address:	35 YAPHANK-MIDDLE ISLAND RD		
	Street		
	MIDDLE ISLAND	NY	11953
	City	State	Zip Code
Telephone # of Report Preparer:	631-345-6397		County: SUFFOLK
E-mail Address:	KELLY.NEVIN@LONGWOODCSD.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			\$9,328
Name	Position Title	Beginning and End Dates of Work	Salary Paid
VALERIE PEREZ	TEACHER	8/1/21 - 9/3/21	\$9,328

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$799,855
Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended
11/24/21	CDW-GOV'T INC	268212	\$54,320
12/22/21	CDW-GOV'T INC	268435	\$265,857
1/6/22	CDW-GOV'T INC	268631	\$465,541
4/1/22	ORIENTAL TRADING CO.	269677	\$1,306
4/1/22	REALLY GOOD STUFF	269689	\$242
5/13/22	SCHOOL SPECIALTY, LLC	270206	\$832
4/29/22	SCHOOL SPECIALTY, LLC	270048	\$72
8/4/22	GOVCONNECTION, INC	271044	\$11,685

Employee Benefits			
Subtotal - Code 80			\$714
Benefit	Salaries (from codes 15 and 16)	Rate	Amount Expended
Teacher Retirement			
Employee Retirement			
Other Retirement			
Social Security	\$9,328.00	0.08	\$714
Worker's Compensation			
Unemployment Insurance			
Health Insurance			
Other(Identify)			

INDIRECT COST		
A.	Modified Direct Cost Base -- Sum of all preceding subtotals (codes 15, 16, 40, 45, 46, and 80, excluding the portion of each subcontract exceeding \$25,000 and any flow through funds)	\$35,294
B.	Approved Restricted Indirect Cost Rate(%) (enter X.X)	1.7%
C.	Subtotal - Code 90	\$600

For your information, maximum direct cost base = \$809,897.00

To calculate Modified Direct Cost Base, reduce maximum direct cost base by the portion of each subcontract exceeding \$25,000 and any flow through funds.

CF121
ENTRY DATE 10/04/22
PROJECT 5896213005
SED CODE 580212060000
NYC DOC #

GRANTS FINANCE
PROJECT STATUS REPORT
CRRSA-GEER 2
LONGWOOD CSD

RUN DATE 10/04/22

BUDGET DETAIL INFORMATION

PROF SALARY	15	9,328.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	0.00	END DATE	09/30/23
PURCH SERVICES	40	0.00	AMENDMENT #	002
SUPP & MATERIAL	45	799,855.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	714.00	REFUND CHECK #	
INDIRECT COST	90	600.00	IND COST RATE	9.3
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
589621	810,497.00	810,497.00	0.00
589620	0.00	0.00	0.00
589619	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	810,497.00	810,497.00	0.00

LOG AND CONTRACT DATES

	RECEIVED	ENTERED	APPROVED
BUDGET	09/10/21	09/14/21	CONTRACT
INTERIM			
FINAL	08/24/22	10/04/22	

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD	DT	STAT
092021	548291F	INIT	000	09/21	01	162,196.00	589621	091021			PAID
010422	559616F	PAY	000	12/21	02	168,023.00	589621	122821			PAID
012522	561183F	PAY	000	01/22	03	399,666.00	589621	012122			PAID
100422	582363F	FINAL	000	10/22	04	80,612.00	589621	100422			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.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.