

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:	Fernando Osorio	
Agency Name:	Montauk UFSD	
Mailing Address:	50 S Dorset Dr.	
	Street	
	Montauk	NY 11954
	City	State Zip Code
Telephone # of Report Preparer:	631-668-2474	County: Suffolk
E-mail Address:	fosorio@montaukschool.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/>.

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$85,314
Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended
07/28/2020	Cleanco Distributors INC	17847	\$3,765
08/31/2020	Cleanco Distributors INC	17991	\$1,960
09/14/2020	Cleanco Distributors INC	18034	\$2,630
07/28/2020	CDW Government INC	18237	\$23,940
11/23/2020	Amazon	18324	\$1,359
05/11/2021	Cleanco Distributors INC	18801	\$13,300
08/23/2021	Ocean Janitorial	19020	\$1,170
08/25/2021	Cleanco Distributors INC	19050	\$990
09/21/2021	Quill	19131	\$1,241
10/06/2021	Quill	19171	\$396
10/29/2021	Cleanco Distributors INC	19304	\$1,256
01/26/2022	Quill	19566	\$769
01/24/2022	Quill	19802	\$1,122
06/09/2022	Quill	19968	\$921

06/27/2022	CDW Government INC	20085	\$6,209
07/15/2022	CDW Government INC	20115	\$10,014
07/19/2022	Ocean Janitorial Supply	20163	\$1,535
08/03/2022	Cleanco Distributors INC	20193	\$524
09/21/2022	Cleanco Distributors INC	20412	\$1,417
10/31/2022	Cleanco Distributors INC	20541	\$1,405
12/08/2022	Cleanco Distributors INC	20706	\$1,461
01/26/2023	Cleanco Distributors INC	20833	\$2,494
01/26/2023	Cleanco Distributors INC	20835	\$1,059
01/10/2023	Amazon	20869	\$974
07/14/2023	Ocean Janitorial Supply	21274	\$2,042
08/11/2023	Ocean Janitorial Supply	21931	\$1,361

MINOR REMODELING			
Subtotal - Code 30			\$177,000
Purchase Order Date Or Dates of Service	Provider of Service	Check or Journal Entry #	Amount Expended
08/02/2021	Air conditioning units for classrom	19044	\$13,162
11/19/2021	Replace Boiler feed tank in boiler room	19558	\$21,000
11/17/2022	MPR roof repairs	20535	\$15,635
07/11/2022	Multipurpose roof repairs	20260	\$87,734
08/09/2022	Outdoor fitness equipment installation and materials	20286	\$16,180
08/22/2022	Outdoor fitness equipment installation and materials	20486	\$16,181
08/09/2022	Air conditioning units for classrom installations	20208	\$7,108

CF121
 ENTRY DATE 08/31/23
 PROJECT 5891213065
 SED CODE 580306020000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 CRRSA-ESSER 2
 MONTAUK UFSD

RUN DATE 08/31/23

BUDGET DETAIL INFORMATION

PROF SALARY	15	0.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	0.00	END DATE	09/30/23
PURCH SERVICES	40	0.00	AMENDMENT #	
SUPP & MATERIAL	45	85,314.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	0.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	10.3
BOCES SERVICES	49	0.00	INT ELIG	N
REMODELING	30	177,000.00		
EQUIPMENT	20	0.00		

BUDGET SUMMARY INFORMATION

FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
589121	262,314.00	262,314.00	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	262,314.00	262,314.00	0.00

LOG AND CONTRACT DATES

BUDGET	RECEIVED	ENTERED	CONTRACT	APPROVED
INTERIM	10/07/21	10/13/21		
FINAL	08/29/23	08/31/23		

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
101421	551034F	INIT	000	10/21	01	52,463.00	589121	100721		PAID
083123	614172F	FINAL	000	08/23	02	209,851.00	589121	082923		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.