

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:	Courtney Spraker	
Agency Name:	Jordan-Elbridge Central School District	
Mailing Address:	PO Box 902; 9 North Chappell Street	
	Street	
	Jordan	NY 13080
	City	State Zip Code

Telephone # of Report Preparer:  County:

E-mail Address:

**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			\$613,863
Name	Position Title	Beginning and End Dates of Work	Salary Paid
Joanne Almanzi	AIS Teacher	3/13/20 - 9/30/23	\$64,227
Alicia Sherman	AIS Teacher	3/13/20 - 9/30/23	\$59,753
Alexandra Reichard	AIS Teacher	3/13/20 - 9/30/23	\$50,750
Lucia Smith	AIS Teacher	3/13/20 - 9/30/23	\$63,198
Danielle Texeira	AIS Teacher	3/13/20 - 9/30/23	\$62,583
Erin Wilson	MTSS Coordinator	3/13/20 - 9/30/23	\$73,010
Jared Alpha	Substitute Teacher	3/13/20 - 9/30/23	\$1,408
Emily Barb	Substitute Teacher	3/13/20 - 9/30/23	\$520
Megan Bard	Substitute Teacher	3/13/20 - 9/30/23	\$220
Mason Barrigar	Substitute Teacher	3/13/20 - 9/30/23	\$11,637
Marissa Baugh	Substitute Teacher	3/13/20 - 9/30/23	\$3,910
Samantha Black	Substitute Teacher	3/13/20 - 9/30/23	\$934
Alyssa Burmeister	Substitute Teacher	3/13/20 - 9/30/23	\$8,985
Kathleen Burnham	Substitute Teacher	3/13/20 - 9/30/23	\$1,125
Matthew Calabrese	Substitute Teacher	3/13/20 - 9/30/23	\$1,016
Jack Cavallaro	Substitute Teacher	3/13/20 - 9/30/23	\$10,983
Kevin Chiaramonte	Substitute Teacher	3/13/20 - 9/30/23	\$871
Ryan Chiaramonte	Substitute Teacher	3/13/20 - 9/30/23	\$8,126
Mary Darminio	Substitute Teacher	3/13/20 - 9/30/23	\$3,889
Lisa Dauenhauer	Substitute Teacher	3/13/20 - 9/30/23	\$64
Alexis DelFavero	Substitute Teacher	3/13/20 - 9/30/23	\$880
Brianna Edwards	Substitute Teacher	3/13/20 - 9/30/23	\$9,946
Ethan Fraser	Substitute Teacher	3/13/20 - 9/30/23	\$1,917
Siobhan Garland	Substitute Teacher	3/13/20 - 9/30/23	\$195
Hannah Godfrey	Substitute Teacher	3/13/20 - 9/30/23	\$345
Eric Goodwin	Substitute Teacher	3/13/20 - 9/30/23	\$18,193
Tessa Green	Substitute Teacher	3/13/20 - 9/30/23	\$2,196
Sinders Ingoldby	Substitute Teacher	3/13/20 - 9/30/23	\$1,012
Delaney Keenen	Substitute Teacher	3/13/20 - 9/30/23	\$8,942
Thomas Kemp	Substitute Teacher	3/13/20 - 9/30/23	\$368



April Kunda	Substitute Teacher	3/13/20 - 9/30/23	\$348
Jessica Lindsay	Substitute Teacher	3/13/20 - 9/30/23	\$10,624
Gracie Losani	Substitute Teacher	3/13/20 - 9/30/23	\$225
Antonia Malvaso	Substitute Teacher	3/13/20 - 9/30/23	\$1,974
Marissa Malvaso	Substitute Teacher	3/13/20 - 9/30/23	\$473
Miranda Malvaso	Substitute Teacher	3/13/20 - 9/30/23	\$754
Bailey Martin	Substitute Teacher	3/13/20 - 9/30/23	\$3,968
Madison McIlroy	Substitute Teacher	3/13/20 - 9/30/23	\$621
Erika Mills	Substitute Teacher	3/13/20 - 9/30/23	\$1,228
Jennifer Moore	Substitute Teacher	3/13/20 - 9/30/23	\$821
Robert Moore	Substitute Teacher	3/13/20 - 9/30/23	\$9,448
Martha Parcels	Substitute Teacher	3/13/20 - 9/30/23	\$9,244
Shenell Rescorl	Substitute Teacher	3/13/20 - 9/30/23	\$452
Renee Schneider	Substitute Teacher	3/13/20 - 9/30/23	\$218
Heather Scrano	Substitute Teacher	3/13/20 - 9/30/23	\$49
Andreana Smith	Substitute Teacher	3/13/20 - 9/30/23	\$4,136
Marisa Teeter	Substitute Teacher	3/13/20 - 9/30/23	\$2,800
Rosina Wilczek	Substitute Teacher	3/13/20 - 9/30/23	\$15,631
Brooke Bigness	Substitute Teacher	3/13/20 - 9/30/23	\$1,204
Aidan Carpenter	Substitute Teacher	3/13/20 - 9/30/23	\$964
Joseph Francisco	Substitute Teacher	3/13/20 - 9/30/23	\$1,343
Nancy Harris	Substitute Teacher	3/13/20 - 9/30/23	\$1,060
Alec Henderson	Substitute Teacher	3/13/20 - 9/30/23	\$289
Robert Norton	Substitute Teacher	3/13/20 - 9/30/23	\$20,652
Jonah Patrick	Substitute Teacher	3/13/20 - 9/30/23	\$7,195
Barbara Saunders	Substitute Teacher	3/13/20 - 9/30/23	\$1,620
Melissa Smith	Substitute Teacher	3/13/20 - 9/30/23	\$1,147
Allison Brady	Substitute Teacher	3/13/20 - 9/30/23	\$2,622
Carolyn Carlic	Substitute Teacher	3/13/20 - 9/30/23	\$416
Tracy Dominick	Substitute Teacher	3/13/20 - 9/30/23	\$5,304
Mark Martin	Substitute Teacher	3/13/20 - 9/30/23	\$2,773
Brian Masters	Substitute Teacher	3/13/20 - 9/30/23	\$20,221
Jerry McLaughlin	Substitute Teacher	3/13/20 - 9/30/23	\$5,532

Ariel Mead	Substitute Teacher	3/13/20 - 9/30/23	\$289
Katherine Siddall	Substitute Teacher	3/13/20 - 9/30/23	\$2,608
Ben Allio	Substitute Teacher	3/13/20 - 9/30/23	\$60
Alexis Fietta	Substitute Teacher	3/13/20 - 9/30/23	\$3,128
Martha Passamonte	Substitute Teacher	3/13/20 - 9/30/23	\$1,147
Bailey Van Gorden	Substitute Teacher	3/13/20 - 9/30/23	\$72

**SALARIES FOR SUPPORT STAFF**

Subtotal - Code 16			<b>\$24,953</b>
Name	Position Title	Beginning and End Dates of Work	Salary Paid
Balbina Woods	ELL Home/School Liaison	3/13/20 - 9/30/23	\$24,953

PURCHASED SERVICES			
Subtotal - Code 40			\$77,967
Encumbrance Date	Provider of Service	Check or Journal Entry #	Amount Expended
9/22/21	TB Finn Online	438	\$2,500
12/8/21	TB Finn Online	452	\$15,000
1/5/22	International Baccalaureate Organization	457	\$3,794
1/19/22	International Baccalaureate Organization	462	\$3,332
2/9/22	R Daniel Howard Training Solutions	469	\$4,547
3/9/22	Teachers First LLC	473	\$249
4/14/22 & 4/29/22	Expedia Group Inc	363, 21666, 21667, 21668 & 21669	\$2,330
5/11/22	Solution Tree	485	\$5,512
5/16/22	Expedia Group Inc	402	\$1,089
5/25/22	Ryan Sparkes	489	\$117
5/25/22	Alexis Farnsworth	487	\$458
6/8/22	Alexis Farnsworth	493	\$394
6/8/22	Christine Klamm	496	\$210
6/30/23	Coordinated Care Services Inc	250	\$19,218

6/30/23	Coordinated Care Services Inc	461	\$19,217
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SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$108,352
Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended
11/2/21	Music & Arts	446	\$43,895
2/23/22	Music & Arts	471	\$4,998
4/6/22	Wenger Corporation	478	\$22,302
4/27/22	Music & Arts	480	\$11,539
6/8/22	Music & Arts	497	\$10,328
6/30/22	Music & Arts	476	\$689
10/5/22	Music & Arts	525	\$3,192
4/11/23	Vex Robotics	548	\$10,390
6/27/23	E A I Education	559	\$1,019

## Employee Benefits

Subtotal - Code 80			\$203,998
Benefit	Salaries (from codes 15 and 16)	Rate	Amount Expended
Teacher Retirement	\$576,097.38		\$57,452
Employee Retirement			
Other Retirement			
Social Security	\$475,137.25		\$36,348
Worker's Compensation			\$4,632
Unemployment Insurance			\$23,596
Health Insurance			\$81,970
<b>Other(Identify)</b>			

CF121  
ENTRY DATE 12/14/23  
PROJECT 5891212105  
SED CODE 420501060000  
YC DOC #

GRANTS FINANCE  
PROJECT STATUS REPORT  
CRRSA-ESSER 2  
JORDAN-ELBRIDGE CSD

RUN DATE 12/14/23

BUDGET DETAIL INFORMATION			
PROF SALARY	15	613,863.00	BEGIN DATE 03/13/20
NON PROF SALARY	16	24,953.00	END DATE 09/30/23
PURCH SERVICES	40	77,967.00	AMENDMENT # 001
SUPP & MATERIAL	45	108,352.00	CONTRACT #
TRAVEL EXPENSE	46	0.00	STOP DATE
EMP BENEFITS	80	203,998.00	REFUND CHECK #
INDIRECT COST	90	0.00	IND COST RATE 12.5
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
589121	1,029,133.00	1,029,133.00	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	1,029,133.00	1,029,133.00	0.00

LOG AND CONTRACT DATES			
	RECEIVED	ENTERED	APPROVED
BUDGET	08/24/21	08/26/21	CONTRACT
INTERIM			
FINAL	12/13/23	12/14/23	

CASH DETAIL										
ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
090221	546933F	INIT	000	09/21	01	208,343.00	589121	082421		PAID
102022	584216F	PAY	000	10/22	02	470,345.00	589121	101222		PAID
121423	625424F	FINAL	000	12/23	03	350,445.00	589121	121323		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.