

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

*217.00 paid  
 fully for  
 2/25/21*

**Local Agency Information**

Funding Source:	CARES ACT-ESSERF		
Report Prepared By:	Elizabeth J. Sterns		
Agency Name:	West Buffalo Charter School		
Mailing Address:	113 Lafayette Avenue	Street	
	Buffalo	NY	14213
	City	State	Zip Code
Telephone # of Report Preparer:	716-923-1534	County:	Erie
E-mail Address:	esterns@westbuffalocharter.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/>.







## PURCHASED SERVICES

Subtotal - Code 40			\$90,000
Encumbrance Date	Provider of Service	Check or Journal Entry #	Amount Expended
03/15/2020	Station 28	200611	\$3,500
04/01/2020	Station 28	200611	\$7,000
05/01/2020	Station 28	200713	\$7,000
06/01/2020	Station 28	200713	\$7,000
07/01/2020	Station 28	200911	\$7,000
08/01/2020	Station 28	200911	\$7,000
09/01/2020	Station 28	2101012	\$7,000
10/01/2020	Station 28	201111	\$7,000
11/01/2020	Station 28	201111	\$7,000
12/01/2020	Station 28	210214	\$7,000
01/01/2021	Station 28	210211	\$7,000
02/01/2021	Station 28	21035	\$7,000
03/01/2021	Station 28	21035	\$7,000
04/01/2021	Station 28	210412	\$2,500

## SUPPLIES AND MATERIALS

Subtotal - Code 45				114,947
Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended	\$115,188
05/06/2020	CDW-G (Google Chrome Management Licenses, 100 @ \$25)	4136	\$2,500	
05/06/2020	CDW-G (HP Chromebooks (100 @ \$235)	4136	\$23,500	
07/30/2020	CDW-G (Google Chrome Mngt. Licenses, 200 @ \$25)	4215	\$5,000	
02/24/2021	CDW-G (Lenovo Chromebooks, 200 @ \$304.77)	4456	\$60,954	
10/07/2021	Amazon (Chromebook Sleeves)	EFT-100720175882224	\$4,739	
07/30/2020	Corr Distributors (PPE)	4218	\$1,536	
09/25/2020	Corr Distributors (PPE)	4263	\$5,656	
10/06/2020	Corr Distributors (PPE)	4279	\$2,611	
11/03/2020	Corr Distributors (PPE)	4329	\$425	
11/17/2020	Corr Distributors (PPE)	4344	\$1,945	
01/20/2021	Corr Distributors (PPE)	4425	\$856	
02/02/2021	Corr Distributors (PPE)	4441	\$243	
03/08/2021	Corr Distributors (PPE)	4447	\$1,582	
05/06/2021	Corr Distributors (PPE)	4550	\$408	

Hold to  
available

funds

27  
do

06/15/2021	Corr Distributors (PPE)	4601	\$1,105
06/16/2021	Corr Distributors (PPE)	4614	\$801
07/09/2021	Corr Distributors (PPE)	4646	\$1,327

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EQUIPMENT				
		Subtotal - Code 20		\$12,525
Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended	
09/08/2020	CDW-G (Prometheum ActivPanels with stands and software(3 @ \$4,175)	4256		\$12,525



## FINAL EXPENDITURE SUMMARY

SUBTOTAL	CODE	PROJECT COSTS
Professional Salaries	15	
Support Staff Salaries	16	
Purchased Services	40	\$90,000
Supplies and Materials	45	\$115,188
Travel Expenses	46	
Employee Benefits	80	
Indirect Cost	90	
BOCES Services	49	
Minor Remodeling	30	
Equipment	20	\$12,525
Grand Total		\$217,713

## LOCAL AGENCY INFORMATION

Agency Code: 140600860986

Project #: 5890-21-4660

Contract #:

Agency Name: West Buffalo Charter School

Funding Dates: 3/13/2020 TO 9/30/2022

Approved Budget Total: \$217,713  
217,713

## CHIEF ADMINISTRATOR'S CERTIFICATION

I, 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).

Date Signature

06/30/2021 Elizabeth J Stevens  
Finance & Operations Officer  
Name and Title of Chief Administrative Officer

## FOR DEPARTMENT USE ONLY

Fiscal Year	Amt Expended	Final Payment	Line #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Voucher # _____		Final Payment	

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

