

INSTRUCTIONS

- This long form final expenditure report tool contains 12 worksheets – 1 for agency information, 1 for each of the 10 expense categories, and 1 for the final expenditure summary. To go to the other worksheets, click on the tabs below.
- Complete all of the green-shaded fields on the Local Agency Information and Final Expenditure Summary pages. It is very important that the agency name and address, agency code and project number be accurate. For special legislative projects and grant contracts, also enter the contract number.
- To enter expenditure information for a particular category, select that tab and enter the required data. Dollar amounts in the Salary Paid/Amount Expended columns of the worksheets will be automatically subtotaled on the worksheets, and the subtotals will be carried over to the Final Expenditure Summary worksheet. Dollar amounts will be rounded automatically to the closest whole number. The subtotals and the Final Expenditure Summary will automatically be recalculated if the dollar amounts are changed or new information is added.
- Large amounts of text in the description boxes may not be completely visible. To accommodate extra text, expand the row height by dragging the line below the row number until the row is at the appropriate height.
- On the indirect cost category worksheet, the Maximum Direct Cost Base listed below the chart is the total of codes 15, 16, 40, 45, 46 and 80. To compute the amount in row A. - Modified Direct Cost Base, subtract the portion of each subcontract exceeding \$25,000 and any flow through funds from the Maximum Direct Cost Base. Enter the agency's indirect cost rate as a whole number plus one decimal (2.1%, for example).
- To save the completed report, select File / Save As, rename the file, select the appropriate location on your computer, and click OK.
- To preview a completed report, select File / Print and then click the Preview button.
- To print a completed report, select File / Print and then click OK. Only completed pages will print.
- When assembling the report, please make sure that the Final Expenditure Summary worksheet faces out.
- For additional information about preparing final expenditure reports, please refer to Fiscal Guidelines for Federal and State Grants at <http://www.oms.nysed.gov/cafe/guidance/>.

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:	Amy Jones	
Agency Name:	West Buffalo Charter School	
Mailing Address:	113 Lafayette Ave.	
	Street	
	Buffalo	NY 14213
	City	State Zip Code
Telephone # of Report Preparer:	716-923-1534	County: Erie
E-mail Address:	ajones@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/>.

SALARIES FOR PROFESSIONAL STAFF			
Subtotal - Code 15			\$237,000
Name	Position Title	Beginning and End Dates of Work	Salary Paid
Mack, Meghan	Social Worker	8/20/21-8/5/22	
Macadlo-Crissy, Alexis	Social Worker	8/20/21-8/5/22	
Parker-Kennedy, Vera	Literacy Specialist	8/20/21-8/5/22	
Robinson, Jordan	Special Ed-Primary	11/12/21-2/4/22	
Tomassi, Christina	Special Ed-Primary	11/24/21-8/5/22	
Alster-Huntz, Monica	Primary Music Teacher	8/20/21-8/5/22	

SALARIES FOR SUPPORT STAFF			
Subtotal - Code 16			\$219,723
Name	Position Title	Beginning and End Dates of Work	Salary Paid
TawTaw	Maintenance	7/1/22 - 6/30/23	
Velazquez, Erica	Child Care Coordinator	8/20/21-8/5/22	
Idris, Mustafa	Staff Child Care Aide	9/17/21-8/19/22	
House, Sam	After School Coordinator	9/3/21-7/22/22	
Walser, Alexis	After School Asst Coordinator	10/1/21-8/5/22	
Buchtman, Mariel	After School	10/1/21-6/24/22	
Gabryel, Kathleen	After School	10/1/21-6/24/22	
Gemberling, Carol	After School	10/1/21-6/24/22	
Konieczka, Casey	After School	10/1/21-6/24/22	
Slowe, Kaitlin	After School	10/1/21-6/24/22	
Ferdaush, Jannatul	RT	9/3/21-8/5/22	
Kremblis, Tamara	Nurse Assistant	12/11/20-9/17/21	
Anzalone, Jessica	Nurse Assistant	10/1/21-11/12/21	
Catalano, Sara	Nurse Assistant	8/20/21-6/10/22	
Gagliardo, Bryan	After School Athletic Coordinator	7/1/22-6/30/23	
Walser, Alexis	After School	9/1/22-6/30/23	
Slowe, Kaitlin	After School	9/1/22-6/30/23	
Konieczka, Casey	After School	9/1/22-6/30/23	
Rudnick, Kara	After School	9/1/22-6/30/23	
Dansa, Katheryne	After School	9/1/22-6/30/23	

PURCHASED SERVICES			
Subtotal - Code 40			\$11,442
Encumbrance Date	Provider of Service	Check or Journal Entry #	Amount Expended
11/12/21	Best Self	4797	\$11,266
7/9/21	Best Self	4639	\$176

Employee Benefits			
Subtotal - Code 80			\$65,026
Benefit	Salaries (from codes 15 and 16)	Rate	Amount Expended
Teacher Retirement	\$237,000.00	0.098	\$23,225
Employee Retirement			
Other Retirement			
Social Security			
Worker's Compensation	\$456,723.00	0.0051	\$2,216
Unemployment Insurance			
Health Insurance			\$26,585
Other(Identify)			
Longevity Bonuses			\$13,000

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$85,919
Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended
3/17/21	Lud's Landscaping	4493	\$2,539
2/8/22	Valu Home Centers	220314	80.73
2/8/22	Valu Home Centers	220314	62.79
11/21/22	Corr Distributors	5396	\$650
1/1/23	Buffalo Snow Plow	5422	\$750
1/27/23	Corr Distributors	5538	\$630
3/8/23	Corr Distributors	5593	\$319
3/21/23	Corr Distributors	5584	\$319
12/6/23	Corr Distributors	5396	\$650
10/15/21	Amazon - MAP fluency	111-6315439-7740247	\$4,974
9/17/21	BJ's Wholesale	210913	\$168
10/08/2021	Walmart	211012	\$366
12/01/2021	Walmart	211213	\$157
02/08/2022	Walmart	220211	\$152

04/11/2022	Walmart	220411	\$124
05/19/2022	Walmart	220512	\$529
8/10/21	NWEA: Online MAP Growth Basics	4710	\$9,554
8/30/21	Fastbridge: Illuminate Education	4740	\$4,520
9/9/21	Sachi Tech, Inc. dba Pikmykid	4271	\$3,750
9/13/21	Staples	4732	\$231
9/22/21	Megan Mack (reimbursement)	4767	\$312
1/5/22	Teachers pay Teachers	220111	\$79
1/11/22	Staples	4935	\$99
3/11/22	Megan Mack (reimbursement)	5010	\$349
3/23/22	Staples	5036	\$898
4/19/22	Staples	5069	\$848
6/15/22	Staples	5199	\$96
6/15/22	Staples	5199	\$218
6/20/22	Megan Mack (reimbursement)	5183	\$366
10/08/2021	Music & Arts	211012	\$1,375

10/12/2021	Staples Contract & Commercial	4835	\$177
10/21/2021	West Music	211012	\$774
11/10/2021	Staples Contract & Commercial	4859	\$139
12/01/2021	Music & Arts	211213	\$1,523
01/26/2022	Monica Huntz	4953	\$154
02/08/2022	Music & Arts	230227	\$3,399
02/08/2022	GIA Publications	230227	\$433
05/02/2022	West Music	5100	\$1,907
8/18/21	CDW-G	4721	\$15,000
07/20/2021	Corr Distributors, Inc.	4660	\$1,218
08/30/2021	Corr Distributors, Inc.	4746	\$1,955
09/13/2021	Corr Distributors, Inc.	4723	\$458
09/13/2021	Corr Distributors, Inc.	4723	\$2,331
09/22/2021	Corr Distributors, Inc.	4759	\$1,028
09/22/2021	Corr Distributors, Inc.	4759	\$1,120
10/12/2021	Corr Distributors, Inc.	4801	\$1,485

11/10/2021	Corr Distributors, Inc.	4847	\$1,719
11/10/2021	Corr Distributors, Inc.	4847	\$478
11/12/2021	Patty's People Pic	211111	\$1,625
12/14/2021	Corr Distributors, Inc.	4901	\$1,101
12/23/2021	Corr Distributors, Inc.	4925	\$965
01/11/2022	Corr Distributors, Inc.	4932	\$746
03/11/2022	Corr Distributors, Inc.	5005	\$700
03/23/2022	Corr Distributors, Inc.	5028	\$1,805
04/19/2022	Corr Distributors, Inc.	5056	\$671
04/19/2022	Corr Distributors, Inc.	5056	\$827
04/19/2022	Corr Distributors, Inc.	5056	\$439
05/10/2022	Corr Distributors, Inc.	5085	\$1,089
05/10/2022	Corr Distributors, Inc.	5085	\$818
05/31/2022	Corr Distributors, Inc.	5114	\$2,648
07/20/2021	Crystal Rock	4662	\$488
2/8/22	Valu Home Centers	220211	\$81

2/8/22	Valu Home Centers	220211	\$63
11/21/22	Corr Distributors	5396	\$125
1/27/23	Corr Distributors	5538	\$630
3/8/23	Corr Distributors	5593	\$319
3/21/23	Corr Distributors	5584	\$319

TRAVEL EXPENSES				
			Subtotal - Code 46	
Dates of Travel	Name of Traveler	Destination and Purpose	Check or Journal Entry #	Amount Expended

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)	
B.	Approved Restricted Indirect Cost Rate(%) (enter X.X)	
C.	Subtotal - Code 90	

For your information, maximum direct cost base = \$619,110.26

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.

PURCHASED SERVICES WITH BOCES			
Subtotal - Code 49			
Encumbrance Date	Name of BOCES	Check or Journal Entry #	Amount Expended

MINOR REMODELING			
Subtotal - Code 30			\$72,702
Purchase Order Date Or Dates of Service	Provider of Service	Check or Journal Entry #	Amount Expended
9/15/21	Huron Plumbing	4785	\$9,852
08/16/2021	Wittburn Enterprises, Inc.	4692	\$8,350
08/16/2021	Wittburn Enterprises, Inc.	4692	\$22,000
8/12/21	Corr Distributors	4678	\$19,500
9/21/21	Corr Distributors	4755	\$13,000

EQUIPMENT			
Subtotal - Code 20			\$71,694
Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended
4/19/23	Superior Auto Sales	2152041970	\$54,095
4/3/23	Superior Auto Sales	230425	\$240
9/8/20	Allied Mechanical	4260	\$15,859
10/23/22	James Johnson	5334	\$1,500

FINAL EXPENDITURE SUMMARY

SUBTOTAL	CODE	PROJECT COSTS
Professional Salaries	15	\$237,000
Support Staff Salaries	16	\$219,723
Purchased Services	40	\$11,442
Supplies and Materials	45	\$85,919
Travel Expenses	46	
Employee Benefits	80	\$65,026
Indirect Cost	90	
BOCES Services	49	
Minor Remodeling	30	\$72,702
Equipment	20	\$71,694
Grand Total		\$763,506

LOCAL AGENCY INFORMATION

Agency Code:

140600860986

Project #:

5891-21-4660

Contract #:

Agency Name:

West Buffalo Charter School

Funding Dates:

3/13/2020

TO

9/30/2023

Approved Budget Total: \$

763,506

CHIEF ADMINISTRATOR'S CERTIFICATION

By 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).

10/13/23 *Amy Jones*

Date

Signature

Amy Jones, Chief Financial Officer
Name and Title of Chief Administrative Officer

FOR DEPARTMENT USE ONLYFiscal YearAmt ExpendedFinal PaymentLine #

Voucher #

Final Payment

Finance: Logged _____

Approved _____

MIR _____