

= Required Field

### Local Agency Information

Funding Source: CARES - ESSR F

Report Prepared By: Julie Vogler

Agency Name: Liberty Central School District

Mailing Address: Liberty NY 12754  
City State Zip Code

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### 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			\$396,181
Purchase Order Date	Vendor	CHECK OF Journal Entry #	Amount Expended
8/1/2022	ALLMED INC	062896	\$406
6/22/2020	ANTHONY LESZYNSKI	059883	\$75
4/12/2021	ARAMSCO INC.	060893	\$549
5/10/2021	ARAMSCO INC.	060978	\$840
6/9/2021	ARAMSCO INC.	061064	\$987
6/15/2021	ARAMSCO INC.	061129	\$1,233
6/7/2021	ARAMSCO INC.	061190	\$756
6/7/2021	ARAMSCO INC.	061207	\$9,558
6/7/2021	ARAMSCO INC.	061238	\$1,768
8/27/2021	ARAMSCO INC.	061326	\$983
8/3/2021	ARAMSCO INC.	061363	\$4,032
8/18/2021	ARAMSCO INC.	061406	\$84
9/3/2021	ARAMSCO INC.	061445	\$430
8/18/2021	ARAMSCO INC.	061473	\$735
9/21/2021	ARAMSCO INC.	061515	\$360
9/1/2021	ARAMSCO INC.	061516	\$544
9/15/2021	ARAMSCO INC.	061575	\$1,033
8/18/2021	ARAMSCO INC.	061622	\$126
9/15/2021	ARAMSCO INC.	061664	\$512
10/6/2021	ARAMSCO INC.	061697	\$85
6/7/2021	ARAMSCO INC.	061830	\$6,716
9/1/2021	ARAMSCO INC.	061936	\$121
6/16/2020	BETHEL WOODS CENTER FOR THE A	059920	\$500
8/17/2020	CAMFIL USA INC	060408	\$4,985
3/10/2021	CAMFIL USA INC	060754	\$2,035
5/20/2021	CDW - G	060980	\$88,960
9/14/2020	CENTRAL POLY BAG CORP	060234	\$143
1/25/2021	CENTRAL POLY BAG CORP	060590	\$352
8/3/2021	CENTRAL POLY BAG CORP	061367	\$352
9/14/2020	CRYSTAL RUN HEALTHCARE PHYSIC	060209	\$540
3/16/2020	E.A. MORSE	059724	\$4,321
3/16/2020	E.A. MORSE	059763	\$89
3/16/2020	E.A. MORSE	059786	\$927
3/16/2020	E.A. MORSE	059798	\$1,266
3/16/2020	E.A. MORSE	059858	\$1,519
5/28/2020	E.A. MORSE	059879	\$2,253

6/8/2020	E.A. MORSE	059943	\$611
7/31/2020	E.A. MORSE	060024	\$1,937
8/7/2020	E.A. MORSE	060122	\$3,750
9/29/2020	E.A. MORSE	060213	\$781
10/14/2020	E.A. MORSE	060275	\$585
8/7/2020	E.A. MORSE	060325	\$1,074
11/24/2020	E.A. MORSE	060433	\$840
1/20/2021	E.A. MORSE	060606	\$743
1/28/2021	E.A. MORSE	060619	\$1,317
1/25/2021	E.A. MORSE	060641	\$254
6/29/2021	ENGLAND\ROBERT W.	061074	\$180
9/16/2021	F. W. WEBB COMPANY	061973	\$5,768
8/17/2020	FLATBUSH COPY CENTER, INC.	060025	\$1,800
8/7/2020	GRAINGER	060088	\$25
8/7/2020	GRAINGER	060187	\$516
9/2/2020	GRAINGER	060327	\$2,006
3/30/2021	GRAINGER	060784	\$2,095
5/21/2021	GRAINGER	060958	\$2,095
6/21/2021	GRAINGER	061111	\$188
6/30/2020	GRAPHIC EDGE	059929	\$565
6/30/2020	GRAPHIC EDGE	060026	\$10,200
6/15/2021	HERTZ FURNITURE	061907	\$19,028
3/4/2021	HERTZ FURNITURE	061907	\$25,446
3/25/2021	HERTZ FURNITURE	061907	\$12,723
3/20/2020	HILL & MARKES, INC	059671	\$113
3/20/2020	HILL & MARKES, INC	059802	\$262
3/20/2020	HILL & MARKES, INC	059880	\$536
5/28/2020	HILL & MARKES, INC	059949	\$80
8/18/2020	HILL & MARKES, INC	060091	\$539
9/11/2020	HILL & MARKES, INC	060128	\$475
9/11/2020	HILL & MARKES, INC	060166	\$349
9/21/2020	HILL & MARKES, INC	060190	\$475
10/14/2020	HILL & MARKES, INC	060243	\$509
10/14/2020	HILL & MARKES, INC	060304	\$475
11/13/2020	HILL & MARKES, INC	060418	\$305
10/14/2020	HILL & MARKES, INC	060506	\$100
12/23/2020	HILL & MARKES, INC	060547	\$262
1/20/2021	HILL & MARKES, INC	060608	\$349
1/28/2021	HILL & MARKES, INC	060620	\$126

10/14/2020	HILL & MARKES, INC	060675	\$288
3/4/2021	HILL & MARKES, INC	060709	\$190
3/17/2021	HILL & MARKES, INC	060762	\$190
3/30/2021	HILL & MARKES, INC	060785	\$225
4/12/2021	HILL & MARKES, INC	060899	\$741
11/24/2020	HILL & MARKES, INC	060930	\$190
4/28/2021	HILL & MARKES, INC	060992	\$339
6/9/2021	HILL & MARKES, INC	061047	\$190
11/24/2020	HILL & MARKES, INC	061079	\$665
8/3/2021	HILL & MARKES, INC	061281	\$304
8/18/2021	HILL & MARKES, INC	061375	\$1,420
8/18/2021	HILL & MARKES, INC	061422	\$1,098
8/18/2021	HILL & MARKES, INC	061454	\$309
9/13/2021	HILL & MARKES, INC	061485	\$1,319
9/21/2021	HILL & MARKES, INC	061595	\$45
10/7/2021	HILL & MARKES, INC	061636	\$2,199
5/6/2020	I ZAKARIN & SONS INC	059822	\$249
6/8/2020	I ZAKARIN & SONS INC	059930	\$201
6/30/2020	I ZAKARIN & SONS INC	059951	\$316
6/30/2020	I ZAKARIN & SONS INC	059951	\$396
6/8/2020	I ZAKARIN & SONS INC	059978	\$172
7/31/2020	I ZAKARIN & SONS INC	060007	\$240
7/28/2020	I ZAKARIN & SONS INC	060029	\$2,238
8/12/2020	I ZAKARIN & SONS INC	060092	\$1,050
9/11/2020	I ZAKARIN & SONS INC	060129	\$855
7/24/2020	I ZAKARIN & SONS INC	060244	\$8,520
9/29/2020	I ZAKARIN & SONS INC	060305	\$240
11/13/2020	I ZAKARIN & SONS INC	060339	\$283
12/2/2020	I ZAKARIN & SONS INC	060438	\$559.50
12/9/2020	I ZAKARIN & SONS INC	060477	\$516.00
1/13/2021	I ZAKARIN & SONS INC	060548	\$1,871.00
3/30/2021	I ZAKARIN & SONS INC	060787	\$2,448.00
4/12/2021	I ZAKARIN & SONS INC	060806	\$516.00
4/20/2021	I ZAKARIN & SONS INC	060832	\$84.49
5/7/2021	I ZAKARIN & SONS INC	060900	\$2,832.00
6/1/2021	I ZAKARIN & SONS INC	060994	\$308.00
9/2/2021	I ZAKARIN & SONS INC	061376	\$359.00
8/31/2021	I ZAKARIN & SONS INC	061487	\$320.00
9/29/2021	I ZAKARIN & SONS INC	061544	\$359.00

8/18/2021	I ZAKARIN & SONS INC	061596	\$2,012.50
8/18/2021	I ZAKARIN & SONS INC	061637	\$111.80
8/24/2021	J.W. PEPPER & SON	061378	\$1,159.59
8/24/2021	J.W. PEPPER & SON	061488	\$2,509.17
8/24/2021	J.W. PEPPER & SON	061673	\$1,919.36
6/30/2021	KELLER SIGNS	061195	\$3,178.00
4/24/2020	KEYBANK, N.A.	059952	\$14.99
7/17/2020	KEYBANK, N.A.	060031	\$82.72
7/17/2020	KEYBANK, N.A.	060133	\$119.98
7/17/2020	KEYBANK, N.A.	060221	\$29.98
7/17/2020	KEYBANK, N.A.	060340	\$29.98
7/17/2020	KEYBANK, N.A.	060439	\$126.65
7/17/2020	KEYBANK, N.A.	060551	\$43.52
7/17/2020	KEYBANK, N.A.	060648	\$64.99
7/17/2020	KEYBANK, N.A.	060710	\$64.99
7/17/2020	KEYBANK, N.A.	060834	\$64.99
6/30/2020	LIBERTY MARKET	059824	\$247.00
6/23/2021	MATNIK SUPPLY	061287	\$3,847.01
5/20/2021	NATIONAL BUSINESS TECHNOLOGIE	061146	\$36,881.31
6/23/2021	PR REFRIGERATION & HVAC LLC	061177	\$9,472.00
10/14/2020	PYRAMID SCHOOL PRODUCTS	060314	\$117.60
4/28/2021	QUILL CORPORATION	060905	\$60.24
9/20/2022	QUILL CORPORATION	063273	\$1,235.60
8/24/2021	ROBERT M SIDES FAMILY MUSIC	061681	\$1,899.65
8/20/2020	SANICO, INC	060142	\$549.00
9/11/2020	SANICO, INC	060171	\$175.20
11/24/2020	SANICO, INC	060448	\$758.00
12/2/2020	SANICO, INC	060488	\$190.75
12/23/2020	SANICO, INC	060515	\$758.00
1/20/2021	SANICO, INC	060610	\$175.20
3/4/2021	SANICO, INC	060717	\$758.00
4/12/2021	SANICO, INC	060811	\$758.00
4/12/2021	SANICO, INC	060844	\$369.60
4/22/2021	SANICO, INC	060871	\$379.00
5/22/2021	SANICO, INC	060970	\$758.00
5/27/2021	SANICO, INC	061004	\$184.80
6/15/2021	SANICO, INC	061093	\$554.20
8/18/2021	SANICO, INC	061349	\$1,633.00
9/21/2021	SANICO, INC	061497	\$369.60

10/5/2021	SANICO, INC	061605	\$1,137.00
7/1/2022	SCHOOL HEALTH CORP.	062933	\$32.22
7/1/2022	SCHOOL HEALTH CORP.	062989	\$7.94
6/9/2021	SCHOOL SPECIALTY, LLC	062022	\$5,799.54
6/9/2021	SCHOOL SPECIALTY, LLC	062144	\$3,317.91
9/21/2020	SYNCB/AMAZON	060292	\$658.04
10/23/2020	SYNCB/AMAZON	060404	\$475.84
2/17/2021	SYNCB/AMAZON	060773	\$187.95
3/25/2021	SYNCB/AMAZON	060872	\$1,230.86
5/11/2021	SYNCB/AMAZON	061028	\$1,219.65
6/29/2021	SYNCB/AMAZON	061230	\$2,299.00
8/18/2021	SYNCB/AMAZON	061396	\$7,499.25
10/6/2021	SYNCB/AMAZON	061566	\$2,397.00
11/13/2020	SYSCO ALBANY LLC	014801	\$1,090.46
8/12/2020	ULINE	060082	\$418.93
8/12/2020	ULINE	060155	\$124.24
7/28/2022	UNIPAK CORP	062943	\$62.50
8/1/2022	UNIPAK CORP	063001	\$312.50
8/26/2022	UNIPAK CORP	063155	\$156.25
6/30/2021	VANZO WHOLESALE FOOD EQUIPME	061314	\$5,231.23
7/17/2020	W.B. MASON	060156	\$900.00
9/2/2020	W.B. MASON	060260	\$38.00
9/2/2020	W.B. MASON	060295	\$38.00
10/7/2020	W.B. MASON	060332	\$360.00
6/26/2020	W.B. MASON	060616	\$478.40
2/17/2021	W.B. MASON	060664	\$239.20
6/15/2021	W.B. MASON	061509	\$265.00
10/5/2021	W.B. MASON	061745	\$198.90
9/21/2021	W.B. MASON	061853	\$149.90
9/30/2020	WILSON LANGUAGE TRAINING	060320	\$1,100.52
7/12/2021	WORTHINGTON DIRECT	061661	\$10,789.95

CF121  
 ENTRY DATE 11/29/22  
 PROJECT 5890213300  
 SED CODE 590901060000  
 NYC DOC #

GRANTS FINANCE  
 PROJECT STATUS REPORT  
 CARES ACT - ESSERF  
 LIBERTY CSD

RUN DATE 11/29/22

BUDGET DETAIL INFORMATION

PROF SALARY	15	0.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	0.00	END DATE	09/30/22
PURCH SERVICES	40	0.00	AMENDMENT #	
SUPP & MATERIAL	45	396,181.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	0.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	9.5
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
589021	0.00	0.00	0.00
589020	396,181.00	396,181.00	0.00
589019	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
<b>TOTAL</b>	<b>396,181.00</b>	<b>396,181.00</b>	<b>0.00</b>

LOG AND CONTRACT DATES

BUDGET	RECEIVED	ENTERED	CONTRACT	APPROVED
INTERIM	04/13/21	04/14/21		
FINAL	11/28/22	11/29/22		

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
041421	535928F	INIT	000	04/21	01	87,529.00	589020	041421		PAID
020222	561917F	PAY	000	01/22	02	306,354.00	589020	013122		PAID
112922	588623F	FINAL	000	11/22	03	2,298.00	589020	112822		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.