

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 (09/24)**

= Required Field

Local Agency Information		
Funding Source:	ARP Homeless II	
Report Prepared By:	Tara Fisher	
Agency Name:	Berlin Central School District	
Mailing Address:	PO Box 259	
	Berlin	NY
	City	State
		12022
		Zip Code
Telephone # of Report Preparer:	518-658-1500, Option 8, Ext 1022	County: Rensselaer
E-mail Address:	tfisher@berlincentral.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			\$4,946
Name	Position Title	Beginning and End Dates of Work	Salary Paid
Pastizzo, Angela	Homeless Liasion	7/1/2022 - 6/30/2023	\$3,946
Olsen, Thomas	Homeless Liasion	6/1/2023 - 7/1/2024	\$1,000

SALARIES FOR SUPPORT STAFF			
Subtotal - Code 16			\$2,000
Name	Position Title	Beginning and End Dates of Work	Salary Paid
Demick, Christine	Registrar	7/1/2023 - 6/30/2024	\$2,000

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$659
Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended
02/15/2023	Staples Contract & Commercial, LLC.	Ck 2831	\$167
02/15/2023	Staples Contract & Commercial, LLC.	Ck 2831	\$118
05/29/2024	Amazon Capital Services	Ck 2919	\$374

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)	\$1,900
B.	Approved Restricted Indirect Cost Rate(%) (enter X.X)	3.0%
C.	Subtotal - Code 90	\$57

For your information, maximum direct cost base = \$7,605.12

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.

