



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:	ARP ESSER III	
Report Prepared By:	Terri Martin	
Agency Name:	Albany Leadership Charter School for Girls	
Mailing Address:	150 New Scotland Ave, Floor 3	
	Street	
	Albany	NY 12208
	City	State Zip Code
Telephone # of Report Preparer:	518-694-5300	County: Albany
E-mail Address:	Tmartin@albanyleadership.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			\$512,583
Name	Position Title	Beginning and End Dates of Work	Salary Paid
Jessica Barlow	Behavior Specialist	8/13/22-9/22/23	\$33,031
Ramon Rivera	Behavior Specialist	8/13/22-2/9/24	\$51,777
Tandrea Skinner	Special Education Teacher	7/1/23-2/9/24	\$36,802
Carly Betts	Special Education Teacher	8/1/22-2/9/24	\$70,143
Kiah Best	Special Education Teacher	8/22/22-3/3/23	\$23,624
Barbara Riordan	Special Education Teacher	12/3/22-2/24/23	\$10,927
Jamie Stickle	Special Education Teacher	8/13/22-7/5/23	\$42,847
Taylor Ventrice	Special Education Teacher	7/1/22-2/14/24	\$53,486
Jessica Shaw	Math Intervention Teacher	8/12/23-2/14/24	\$17,212
Sarah White	Interventionist	8/26/23-12/15/23	\$13,515
Jaime Stickle	MTSS ELA Teacher	8/13/22-6/30/23	\$57,229
Nyla Green	MTSS Math Teacher	8/13/22-3/10/23	\$23,453
Carly Dunne	Interventionist	8/1/22-2/9/24	\$78,537






SALARIES FOR SUPPORT STAFF			
Subtotal - Code 16			\$117,947
Name	Position Title	Beginning and End Dates of Work	Salary Paid
Elijah Tillery	English Language Learner Teacher	8/13/22-10/11/23	\$54,159
DeAnna Wallace	LABs Educator	8/12/23-1/12/24	\$17,884
Candice Arnold	Summer Enrichment Staff	8/1/22-8/11/22	\$1,633
Malcolm James	AVID Summer Bridge Teacher	7/16/22-8/12/22	\$1,800
Shania Jackson	Summer Enrichment Staff	7/1/23-8/11/23	\$2,640
Malcolm James	AVID Summer Bridge Teacher	7/1/23-8/11/23	\$2,640
Gina Finocchi	Summer School Humanities Teacher	7/5/22-8/4/22	\$2,280
Trey Smith	Summer School U.S. History Teacher	7/5/23-8/17/23	\$3,120
Veleisha Gilet	Summer School ELA 1 & 2 Teacher	7/5/23-8/17/23	\$3,120
Khamara Badji	Summer School Earth Science Teacher	7/5/23-8/17/23	\$3,120
Rhianna Franchini	Summer School Global 1 & 2 Teacher	7/5/23-8/17/23	\$3,120
John Patterson III	Summer School Assistant Principal	7/5/23-8/17/23	\$5,000
Kagiso Tshwene	Summer School ELA 3 & 4 Teacher	7/5/23-8/17/23	\$3,120
Dennis Shields	Summer School Physical Education Teacher	7/5/23-8/17/23	\$3,120
Olivia Owens	Summer School Algebra 1 & 2 Teacher	7/5/23-8/17/23	\$3,120
Adaviah Ward	LABs Educator	8/12/23-11/8/23	\$8,071




PURCHASED SERVICES			
Subtotal - Code 40			\$73,773
Encumbrance Date	Provider of Service	Check or Journal Entry #	Amount Expended
4/2020 - 5/2022	CASDA	Check # ; 9700, 9712, 9928, 10038, 10070, 10136, 10144, 10163, 10194, 10246, 10340, 10362, 10366, 10396, 10461, 10737, 10803, 11082	\$50,577
1/2022 - 6/2024	eDoctrina	Check # ; 10821, 10822, 11330, 12306	\$23,196



SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$54,996
Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended
9/20/2021	CDW	10607	\$40,000
7/28/2022	Tequipment	160635	\$14,996



TRAVEL EXPENSES				
			Subtotal - Code 46	\$181,830
Dates of Travel	Name of Traveler	Destination and Purpose	Check or Journal Entry #	Amount Expended
9/1/2022 - 12/20/2022	Students	Schenectady, Watervliet, Cohoes & Rensselaer Routes - To and from school	Check # 11476, 11512, 11719, 11648	\$46,044
1/3/2023 - 6/17/2023	Students	Schenectady, Watervliet, Cohoes & Rensselaer Routes - To and from school	Check # 11920, 11953, 12070	\$50,419
9/1/2023 - 9/30/2023	Middle & High School Students	Schenectady, Watervliet, Cohoes & Rensselaer Routes - To and from school	Check # 12346	\$17,073
10/1/2023-10/31/2023	Middle & High School Students	Schenectady, Watervliet, Cohoes & Rensselaer Routes - To and from school	Check # 12346	\$18,970
11/1/2023-11/30/2023	Middle & High School Students	Schenectady, Watervliet, Cohoes & Rensselaer Routes - To and from school	Check # 12440	\$16,125
12/1/2023-12/31/2023	Middle & High School Students	Schenectady, Watervliet, Cohoes & Rensselaer Routes - To and from school	Check # 12494	\$15,177
1/1/2024-1/30/2024	Middle & High School Students	Schenectady, Watervliet, Cohoes & Rensselaer Routes - To and from school	Check # 12556	\$18,022



CF121

ENTRY DATE 02/29/24

PROJECT 5880214645

SED CODE 010100860960

NYC DOC #

## GRANTS FINANCE

## PROJECT STATUS REPORT

ARP ESSER 3

ALBANY LEADERSHIP CS-GIRLS

RUN DATE 02/29/24

## BUDGET DETAIL INFORMATION

PROF SALARY	15	512,583.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	117,947.00	END DATE	09/30/24
PURCH SERVICES	40	67,021.00	AMENDMENT #	
SUPP & MATERIAL	45	54,996.00	CONTRACT #	
TRAVEL EXPENSE	46	181,830.00	STOP DATE	
EMP BENEFITS	80	0.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	10.0
BOCES SERVICES	49	0.00	INT ELIG	Y
REMODELING	30	0.00		
EQUIPMENT	20	0.00		

## BUDGET SUMMARY INFORMATION

FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
588021	934,377.00	934,377.00	0.00
588020	0.00	0.00	0.00
588019	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	934,377.00	934,377.00	0.00

## LOG AND CONTRACT DATES

	RECEIVED	ENTERED	APPROVED
BUDGET	03/25/22	03/28/22	CONTRACT
INTERIM			
FINAL	02/28/24	02/29/24	

## CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
032922	567746F	INIT	000	03/22	01	93,437.00	588021	032922		PAID
082323	613450F	PAY	000	07/23	02	747,502.00	588021	082123		PAID
022924	632884F	FINAL	000	02/24	03	93,438.00	588021	022924		ENT

THIS FINAL EXPENDITURE REPORT HAS BEEN PROCESSED BY THE NEW YORK STATE EDUCATION DEPARTMENT. THIS SUMMARY REPLACES THE SIGNED COPY.











THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

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.