

Provider Information

Funding Source: Private School Teacher Certification Funds

BUDGET EXPENDITURE REPORT

School Year:

2023-2024 [7/1/2023 - 6/30/2024]

Agency Name:

Federal ID Number:

School Code:

Mailing Address:

Report Preparer:

County:

Phone # of Preparer (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Email address:

Instructions

1. Submit one signed original report and one copy directly to: Shaakima Smith, STAC & Medicaid Unit, NYS Education Department, Room 25 EB, Albany, NY 12234.
2. Category subtotals and grand total must be reported in whole dollar amounts.
3. To be in compliance with applicable audit requirements, complete and accurate records must be maintained at the local level.
4. Certification on last page must be signed by Chief Administrative Officer or designee.
5. High-quality computer-generated reproductions of this form may be used.
6. For specific Consolidated Fiscal Reporting (CFR) questions, please contact your assigned RSU accountant.

**TUITION FOR TEACHING STAFF:**

Include all tuition for teaching staff approved for reimbursement in budget.  
List miscellaneous expenses (i.e. books, fees) separately.

Teacher's Name	Name	Course Code	Institution	Certification Discipline	Fee Per Credit Hr.	# Of Credit Hrs	Total Expenses
Subtotal							

**TEST PREPARATION EXPENSES:**

Include all course expenses for teachers approved for test preparation in budget.

Teacher's Name	Course Name/Institution	Certification Discipline	Course Work Fee Per Hour	# Of Credit Hrs	Total Expenses
Subtotal					

**TEST FEES PAID:**

[illegible]

## Certification

*I hereby certify that these funds will be expended by our agency during the 2023-2024 school year per the categories above and for the purposes as described in the November 2006 James P. DeLorenzo Teacher Certification Funds memo.*

Chief Administrative Officer or designee

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_