

The University of the State of New York  
THE STATE EDUCATION DEPARTMENT

PROPOSED BUDGET FOR A  
FEDERAL OR STATE PROJECT  
FS-10 (03/15)

= Required Field

Local Agency Information		
Funding Source:	ARP-ESSER 1% State-Level Reserve-Summer Le	
Report Prepared By:	Mitchell Toleson	
Agency Name:	Port Byron CSD	
Mailing Address:	30 Maple Avenue	
	Street	
	Port Byron	NY 13140
	City	State Zip Code
Telephone # of Report Preparer:	315-776-5728	County: Cayuga
E-mail Address:	<a href="mailto:mtoleson@pbcschools.org">mtoleson@pbcschools.org</a>	
Project Funding Dates:	3/13/20 Start	9/30/24 End

Received  
 NOV 05 2021  
 Office of Accountability

**INSTRUCTIONS**

- Submit the original FS-10 Budget and the required number of copies along with the completed application directly to the appropriate State Education Department office as indicated in the application instructions for the grant program for which you are applying. DO NOT submit this form to Grants Finance.
- The Chief Administrator's Certification on the Budget Summary worksheet must be signed by the agency's Chief Administrative Officer or properly authorized designee.
- An approved copy of the FS-10 Budget will be returned to the contact person noted above. A window envelope will be used; please make sure that the contact information is accurate and confined to the address field without altering the formatting.
- For information on budgeting refer to the Fiscal Guidelines for Federal and State Aided Grants at <http://www.oms.nysed.gov/cafe/guidance/>.

**RECEIVED**  
 MAR 07 2022  
 PORT BYRON C.S.D.  
 TREASURER

## PURCHASED SERVICES WITH BOCES

PURCHASED SERVICES WITH BOCES			Subtotal - Code 49
			\$104,989
Description of Services	Name of BOCES	Calculation of Cost	Proposed Expenditure
Summer Programming Yr 1	Cayuga Onondaga BOCES	K-8 Teacher Stipends: 10.92 FTE stipends at \$2,688 = \$29,398 and 4 FTE HS Stipends at \$4,200 = \$16,800 Total for both stipends = \$46,148	\$46,148
Summer Programming Yr 2	Cayuga Onondaga BOCES	K-8 Teacher Stipends: 11.98 FTE stipends at \$2,688 = \$32,206 and 4 FTE HS Stipends at \$4,200 = \$16,800 Total for both stipends = \$49,006	\$49,006
Summer Programming Yr 3	Cayuga Onondaga BOCES	K-8 Teacher Stipends: 3.66 FTE stipends at \$2,688 = \$9,835	\$9,835

CF121  
 ENTRY DATE 03/02/22  
 PROJECT 5882210300  
 SED CODE 051101040000  
 NYC DOC #

GRANTS FINANCE  
 PROJECT STATUS REPORT  
 ARP SLR SUMMER ENRICHMENT  
 PORT BYRON CSD

RUN DATE 03/02/22

BUDGET DETAIL INFORMATION

PROF SALARY	15	0.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	0.00	END DATE	09/30/24
PURCH SERVICES	40	0.00	AMENDMENT #	
SUPP & MATERIAL	45	0.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	0.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	12.1
BOCES SERVICES	49	104,989.00	INT ELIG	N
REMODELING	30	0.00		
EQUIPMENT	20	0.00		

BUDGET SUMMARY INFORMATION

FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
588221	104,989.00	20,997.00	83,992.00
588220	0.00	0.00	0.00
588219	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
<b>TOTAL</b>	<b>104,989.00</b>	<b>20,997.00</b>	<b>83,992.00</b>

LOG AND CONTRACT DATES

	RECEIVED	ENTERED	APPROVED
BUDGET	02/14/22	02/24/22	
INTERIM			
FINAL			

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
030222	564650F	INIT	000	03/22	01	20,997.00	588221	021422		ENT

THIS BUDGET 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

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Grants Finance  
Room 510W, Education Building  
Tel. (518) 474-4815  
Fax (518) 486-4899

## Transition from DUNS to UEI

### Important Information

As of April 4, 2022, the DUNS (Data Universal Numbering System) number will no longer be used as the unique and official identifier for entities doing business with the federal government or for federal grant tracking and reporting purposes. It will be replaced by a new 12 character alphanumeric value, called the Unique Entity Identifier (UEI).

Entities with a DUNS number that are **currently registered (active)** in the federal System for Award Management (SAM.gov) will automatically be assigned a UEI. No additional steps will be needed; however, entities must still maintain a current registration in SAM.gov by reviewing their information (registration) annually.

#### Critical Next Steps:

If your agency is not registered or active in SAM, do so as soon as possible to ensure that your agency is assigned a UEI. Failure to do so may delay the awarding of funds and/or payments through NYSED.

To register your agency or obtain a unique entity identifier or update your registration, please visit <https://sam.gov>.

Information on the transition from DUNS to UEI and other related resources may be found on the Federal Service Desk website (<https://www.fsd.gov>).





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## **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/>).

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<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.

**PORT BYRON CENTRAL SCHOOL DISTRICT**

**Budget Journal Entry**

Journal Entry Number 55

Fiscal Year: 2021-2022

Journal Type: Beginning Balance

GL Entry Date: 03/07/2022

Budget Type: GL Budget w/Trans 2021-2022

Memo: To record approved 21-22 budget for ARP ESSER SLR Summer Learning grant (Year 1)

User ID: jpodolak

Reference: BEGINNING BALANCES

Originator: jpodolak

Voucher: 0

Line #	Account	Description	Debit	Credit
1	FW.2330.05.01.00490.588222	ARP ESSER SLR Summer Learning Summer School BOCES	\$46,148.00	\$0.00
Total Items Printed:			\$46,148.00	\$0.00

**Master Account Entries**

Fund	Debits	Credits
FW	46,148.00	0.00
<b>Totals:</b>	<b>46,148.00</b>	<b>0.00</b>

End of Report