

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:	Governors Education Emergency Relief Funds	
Report Prepared By:	Mitchell Toleson	
Agency Name:	Port Byron Central School District	
Mailing Address:	30 Maple Avenue	
	Street	
	Port Byron	NY 13140
	City	State Zip Code
Telephone # of Report Preparer:	315-776-5728 ext. 1327	County: Cayuga
E-mail Address:	mtoleson@pbcschools.org	
Project Funding Dates:	7/1/21	6/30/22
	Start	End

RECEIVED
JUL 06 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/>.

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SEP 08 2021
PORT BYRON C.S.D.
TREASURER

SALARIES FOR PROFESSIONAL STAFF			
Subtotal - Code 15			\$5,991
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
199.7 hours of paid PD @\$30/hr	0.00	\$5,991	\$5,991

CF121
 ENTRY DATE 08/30/21
 PROJECT 5896210300
 SED CODE 051101040000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 CRRSA-GEER 2
 PORT BYRON CSD

RUN DATE 08/30/21

BUDGET DETAIL INFORMATION

PROF SALARY	15	5,991.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	0.00	END DATE	09/30/23
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	3.2
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
589621	5,991.00	1,198.00	4,793.00
589620	0.00	0.00	0.00
589619	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	5,991.00	1,198.00	4,793.00

LOG AND CONTRACT DATES

BUDGET	RECEIVED	ENTERED	CONTRACT	APPROVED
INTERIM	08/16/21	08/23/21		
FINAL				

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD	DT	STAT
083021	546525F	INIT	000	08/21	01	1,198.00	589621	081621			ENT

THIS BUDGET 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
Fax (518) 486-4899

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.¹ 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)

Local agencies must retain records² 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/>).

¹ 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.

² 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.

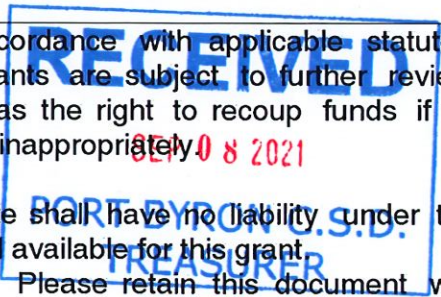


Grants Finance, Room 510W, Education Building, Albany, NY 12234
 Tel. (518) 474-4815 Fax (518) 486-4899
 Email: GRANTSWEB@NYSED.GOV

Grant Award Recipient SUPERINTENDENT PORT BYRON CSD 30 MAPLE AVE PORT BYRON, NY 13140-9647	Date 08/23/21
	Project Number 5896210300
	Agency Code 051101040000
Funding Source CRRSA-GEER 2	DUNS Number 100056712
CFDA Index Number 84425C	Law PL 116-260 CRRSA
Federal Award Identification Number (FAIN) S425C210020 THE PROJECT MAY BE PAID FROM OTHER AWARDS WITH DIFFERENT FAINS DEPENDING ON PERIOD OF AVAILABILITY OF FEDERAL FUNDS AND THE APPROVED PROJECT PERIOD.	Regulations EDGAR & 2CFR AS APPLIC
	Commissioner's Regulations NA
Federal Award Date 01/12/21 THIS FEDERAL AWARD IS NOT FOR RESEARCH AND DEVELOPMENT.	Maximum Indirect Cost Rate SUB-RECIPIENT HAS AN ANNUAL NEGOTIATED INDIRECT COST RATE W/NYSED (THE PASS THROUGH ENTITY)
Federal Awarding Agency US DEPT OF ED.	Funding Dates/Period of Performance 03/13/20-09/30/23
Approved Budget Total* \$5,991 *IF THE SUB-AWARD IS \$25,000 OR MORE, IT IS SUBJECT TO REPORTING REQUIREMENTS UNDER FEDERAL FUNDING AND TRANSPARENCY ACT (FFATA) OF 2006.	First Payment \$1,198
	Final Report (FS-10-F Long Form) Due 12/29/23
SED Fiscal Contact SARAH MARTIN (518)474-4815	SED Program Contact ERICA MEAKER (518)473-0295

It is the sub-recipient's responsibility to conduct activities in accordance with applicable statutes, regulations, policies, terms, conditions and assurances. All grants are subject to further review, monitoring and audit to ensure compliance. The Department has the right to recoup funds if the approved activities are not performed and/or the funds are expended inappropriately.

In accordance with Section 41 of the State Finance Law, the State shall have no liability under this grant to the grantee or to anyone else beyond funds appropriated and available for this grant. The approved budget (FS-10) will be sent under separate cover. Please retain this document with your files.



PORT BYRON CENTRAL SCHOOL DISTRICT

Budget Journal Entry

Journal Entry Number 32

Fiscal Year: 2021-2022

Journal Type: Beginning Balance

GL Entry Date: 07/01/2021

Memo: To input original budget for GEER (Governors Education Emergency Relief Funds) for 21-22

Budget Type: GL Budget w/Trans 2021-2022

User ID: jpodolak

Reference: BEGINNING BALANCES

Originator: jpodolak

Voucher: 0

Line #	Account	Description	Debit	Credit
1	FW.2110.01.02.00120.589622	CRRSA GEER Teacher Salaries K-3	\$1,997.00	\$0.00
2	FW.2110.01.02.00121.589622	CRRSA GEER Teacher Salaries 4-6	\$1,997.00	\$0.00
3	FW.2110.03.02.00130.589622	CRRSA GEER Teacher Salaries Grades 7-12	\$1,997.00	\$0.00
Total Items Printed:			\$5,991.00	\$0.00

Master Account Entries

Fund	Debits	Credits
FW	5,991.00	0.00
Totals:	5,991.00	0.00

End of Report