

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 5% State-Level Reserve	
Report Prepared By:	Mitchell Toleson	<div style="border: 1px solid black; padding: 5px; transform: rotate(-15deg);"> <p>Received NOV 05 2021 Office of Accountability</p> </div>
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:	mtoleson@pbcschools.org	
Project Funding Dates:	3/13/20 Start	9/30/24 <i>est</i> End

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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SALARIES FOR PROFESSIONAL STAFF			
Subtotal - Code 15			\$245,486
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
AIS Math Teacher Yr 2	.08 FTE	\$74,738	\$5,979
AIS Math Teacher Yr 3	1.0 FTE	\$76,426	\$76,426
AIS Math Teaching Assistant Yr 2	.09 FTE	\$22,367	\$2,013
AIS Math Teaching Assistant Yr 3	1.0 FTE	\$23,035	\$23,035
Mental Health Therapist Yr 2	.16 FTE <i>2H</i>	\$59,788	\$9,565
Mental Health Therapist Yr 3	2.0 FTE	\$64,234 <i>2H</i>	\$128,468

Employee Benefits		
Subtotal - Code 80		\$151,938
Benefit		Proposed Expenditure
Social Security		\$49,016
Retirement	New York State Teachers	\$9,827
	New York State Employees	\$12,693
	Other - Pension	
Health Insurance		\$62,965
Worker's Compensation		
Unemployment Insurance		
Other(Identify)		
FICA		\$17,437

PURCHASED SERVICES WITH BOCES			
Subtotal - Code 49			\$127,508
Description of Services	Name of BOCES	Calculation of Cost	Proposed Expenditure
Summer Programming Yr 1	Cayuga-Onondaga BOCES	K-8 Teacher Stipends: 15.64 FTE stipends at \$2,688 = \$42,041 and 4 FTE HS Stipends at \$4,200 = \$16,800 Total for both stipends = \$58,841	\$58,841
Summer Programming Yr 2	Cayuga-Onondaga BOCES	K-8 Teacher Stipends: 15.64 FTE stipends at \$2,688 = \$42,041 and 4 FTE HS Stipends at \$4,200 = \$16,800 Total for both stipends = \$58,841	\$58,841
Summer Programming Yr 3	Cayuga-Onondaga BOCES	K-8 Teacher Stipends: 3.66 FTE stipends at \$2,688 = \$9,826	\$9,826

CF121
 ENTRY DATE 02/28/22
 PROJECT 5884210300
 SED CODE 051101040000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 ARP SLR LEARNING LOSS
 PORT BYRON CSD

RUN DATE 02/28/22

BUDGET DETAIL INFORMATION

PROF SALARY	15	245,486.00	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	151,938.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	12.1
BOCES SERVICES	49	127,508.00	INT ELIG	N
REMODELING	30	0.00		
EQUIPMENT	20	0.00		

BUDGET SUMMARY INFORMATION

FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
588421	524,932.00	104,986.00	419,946.00
588420	0.00	0.00	0.00
588419	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	524,932.00	104,986.00	419,946.00

LOG AND CONTRACT DATES

BUDGET	RECEIVED	ENTERED	CONTRACT	APPROVED
INTERIM	02/14/22	02/23/22		
FINAL				

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
022822	564342F	INIT	000	02/22	01	104,986.00	588421	022822		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

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>).



Grants Finance
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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.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.

Received

MAR 14 2022

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

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

= Required Field

Agency Name:	Port Byron Central School District	Cayuga
Mailing Address:	30 Maple Avenue	County
	Port Byron, NY 13140	

Agency Code:	<input type="text" value="051101040000"/>	Amendment #:	<input type="text" value="001"/>
Project Number:	<input type="text" value="5884-21-0300"/>		
Contract #:	<input type="text"/>		
Contact Person:	<input type="text" value="Julie Podolak"/>	Tel:	<input type="text" value="315-776-5728"/>
E-mail Address:	<input type="text" value="jpodolak@pbcschools.org"/>		

INSTRUCTIONS

- Submit the original and two copies directly to the same State Education Department office where budget was mailed. DO NOT submit this form to Grants Finance.
- This form need only be submitted for budget changes that require prior approval as follows:
 - Personnel positions, number and type
 - Equipment items having a unit value of \$5,000 or more, number and type
 - Minor remodeling
 - Any increase in a budget subtotal (professional salaries, purchased services, travel, etc.) by more than 10 percent or \$1,000, whichever is greater
 - Any increase in the total budget amount.
- Amendment # at top of this page must be completed.
- If extra room is needed for explanations, expand the rows using the row breaks on the left.
- Do not use the FS-10-A for requesting a project extension.

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CHIEF ADMINISTRATOR'S CERTIFICATION

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, & accurate, & the expenditures, disbursements, & cash receipts are for the purposes & objectives set forth in the terms & conditions of the Federal (or State) award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Date: 3/11/22 Signature: [Signature]

FOR DEPARTMENT USE ONLY

Program Approval: [Signature] Date: 3/15/22

Finance:

Logged Approved

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SUBTOTAL	EXPLANATION (Provide same detail as required in FS-10 Budget)	SUBTOTAL INCREASE	SUBTOTAL DECREASE		
15 - Professional Salaries	Add salaries for (1) coordinator, (2) principals and (2) guidance counselors to oversee summer program: Coordinator: Stipend \$800; Principal 1: .40 FTE of \$14194 = \$5678; Principal 2: .40 FTE of \$10168 = \$4067; Counselor 1: per diem 6 days @ \$383 = \$2298; Counselor 2: per diem 6 days @ \$356 = \$2136	\$14,979			
16 - Support Staff Salaries	Add salaries for (3) secretaries to oversee summer program and salary for cleaner/custodian : Secretary 1: .40 FTE of \$4173 = \$1669; Secretary 2: .40 FTE of \$6261 = \$2504; Secretary 3: .40 FTE of \$3643 = \$1457; Cleaner: 189.24 hours @ 17.00 = \$3217	\$8,847			
40 - Purchased Services					
45 - Supplies & Materials					
46 - Travel Expenses					
80 - Employee Benefits					
90 - Indirect Cost					
49 - Boces Services	To remove part of Summer Programming Year 1: 1 FTE HS Stipend @ \$4200; 7.3 FTE Stipend @ \$2688 = \$19626		\$23,826		
30 - Minor Remodeling					
20 - Equipment					
ENTER BUDGET >	Total Increase or Decrease:	(+)	\$ 23,826	(-)	\$ 23,826
	Net Increase or Decrease:	\$ 0			
	Previous Budget Total:	\$ 524,932			
	Proposed Amended Total:	\$ 524,932			

PORT BYRON CENTRAL SCHOOL DISTRICT

Budget Journal Entry

Journal Entry Number 53

Fiscal Year: 2021-2022

Journal Type: Beginning Balance

GL Entry Date: 03/03/2022

Budget Type: GL Budget w/Trans 2021-2022

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

User ID: jpodolak

Reference: BEGINNING BALANCES

Voucher: 0

Originator: jpodolak

Line #	Account	Description	Debit	Credit
1	FW 2330.05.01.00490.588422	ARP ESSER SLR Learning Loss Summer School BOCES	\$58,841.00	\$0.00
Total Items Printed:			\$58,841.00	\$0.00

Master Account Entries

Fund	Debits	Credits
FW	58,841.00	0.00
Totals:	58,841.00	0.00

End of Report

PORT BYRON CENTRAL SCHOOL DISTRICT

Budget Journal Entry

Journal Entry Number 58

Journal Type: Beginning Balance
 Budget Type: GL Budget w/Trans 2021-2022

To record approved 21-22 budget for ARP ESSER SLR Learning Loss, based on Amendment 001

Fiscal Year: 2021-2022
 GL Entry Date: 03/29/2022
 Memo:

User ID: jpodolak
 Originator: jpodolak

Reference: BUDGET ADJUSTMENTS
 Voucher: 0

Line #	Account	Description	Debit	Credit
1	FW.1620.06.03.00162.588422	ARP ESSER SLR Learning Loss Custodian/Cleaners Sal	\$3,217.00	\$0.00
2	FW.2020.01.01.00150.588422	ARP ESSER SLR Learning Loss Principals Salaries	\$4,067.00	\$0.00
3	FW.2020.01.01.00160.588422	ARP ESSER SLR Learning Loss Princ Secretary Salary	\$1,457.00	\$0.00
4	FW.2020.03.01.00150.588422	ARP ESSER SLR Learning Loss Principals Salaries	\$5,678.00	\$0.00
5	FW.2020.03.01.00160.588422	ARP ESSER SLR Learning Loss Princ Secretary Salary	\$2,504.00	\$0.00
6	FW.2330.01.01.00150.588422	ARP ESSER SLR Learning Loss InstrSalaries - Summer	\$800.00	\$0.00
7	FW.2330.05.01.00490.588422	ARP ESSER SLR Learning Loss Summer School BOCES	\$0.00	(\$23,826.00)
8	FW.2810.03.02.00150.588422	ARP ESSER SLR Learning Loss Guid Counselors Salary	\$4,434.00	\$0.00
9	FW.2810.03.02.00160.588422	ARP ESSER SLR Learning Loss Guid Secy/Aide Salary	\$1,669.00	\$0.00
10	FW.9030.00.00.00800.588422	ARP ESSER SLR Learning Loss Employee Benefits	\$1,823.00	\$0.00
Total Items Printed:			\$25,649.00	(\$23,826.00)

Master Account Entries

Fund	Debits	Credits
FW	25,649.00	(23,826.00)
Totals:	25,649.00	(23,826.00)

End of Report