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Version

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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 Funds

Report Prepared By: Karie Mancino

Agency Name: Averill Park Central School District

Mailing Address: 146 Gettle Road - Station #1

Street

Averill Park

New York

12018

City

State

Zip Code

Office of Accountability
DEC 09 2021
Received

Telephone # of

Report Preparer:

518-674-7068

County:

Rensselaer

E-mail Address:

mancinok@apcsd.org

Project Funding Dates:

3/13/2020

9/30/2024

Start

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/>.

SALARIES FOR PROFESSIONAL STAFF			
Subtotal - Code 15			\$535,679
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Summer School Professional Development Hours - summer 2022 #15	per teachers contract	80 hrs. @ \$40 per hour	\$3,200
SEL Coordinator for 2021-2022 #14	1.00	\$60,316	\$60,316
SEL Coordinator for 2022-2023 #14	1.00	\$62,993	\$62,993
SEL Coordinator for 2021-2022 #14	1.00	\$55,929	\$55,929
SEL Coordinator for 2022-2023 #14	1.00	\$58,522	\$58,522
Middle School Sped teacher 2022-2023 #16	0.35	\$48,902	\$17,095
Elementary AIS teacher 2022-2023 #16	1.00	\$59,981	\$59,981
District Teacher Leaders 21/22 school year #16	per teachers contract	5 @ \$4,825	\$24,125
District Teacher Leader 22/23 school year #16	per teachers contract	5 @ \$4,825	\$24,125
Home to School Coordinator #16	per contract	40 hrs @ \$40.00	\$1,600
2022 Summer School Teachers #15	per teachers contract	2820 hrs @ \$40.00	\$112,800
Quarantine Student Support #19	per teachers contract	198 hrs @ \$40.00	\$7,950
High School Special Education teacher for 2021/2022 school year #20	1.00	\$47,043	\$47,043

SALARIES FOR SUPPORT STAFF			
Subtotal - Code 16			\$19,935
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Summer 2022 Teacher Aide #15	hourly rate	80 hrs @ 22.57	\$1,806
Teacher Aide 21/22 school yr. #16	1.00	\$18,129.00	\$18,129

PURCHASED SERVICES			
Subtotal - Code 40			\$367,208
Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
PLC at Work Live Institute #20	Solution Tree	\$24,000.00	\$24,000
Online Mentor Training #20	Check & Connect	\$1,125.00	\$1,125
Outside Tent Rentals #19	Tremont Rentals	\$13,750.00	\$13,750
Universal Screening Tool #16	iReady	\$35,000 @ 4 years	\$140,000
AIS Materials - Kindergarten Digital Licenses for Phonemic Awareness #16	Heggerty Phonological & Phonemic Awareness	10 @ \$39.99	\$400
AIS Materials - 1st grade Digital License for Phonemic Awareness #16	Heggerty Phonological & Phonemic Awareness	10 @ \$39.99	\$400
SEL Screener - 3 years #14	Panoramo	3 @ \$13,550	\$40,650
APHS Math Supplemental Materials Digital Algebra 1 TEKS Curriculum #16	Maneuvering the Middle LLC	3 @ \$449.00	\$1,347
Virtual Training 2022-2023 school yr #20	Solution Tree	\$25,000.00	\$25,000
On-Site Trainer 2021-2022 school yr. #20	Solution Tree	2 days @ \$7500	\$15,000
Teacher Leader Workshop #20	Solution Tree	2 days @ \$6250	\$12,500
On-Site Science Presentation #20	3D Science Café	3 days @ \$1,500	\$4,500
Leadership Coaching for the 22/23 school yr. #20	Jimmy Casa & Associates	12 @ \$679	\$8,148
Speaker for 2 days 22/23 school year for Superintendent Conference Day #20	Leadership Solution Advisors	2 @ \$7,500	\$15,000

Attendance Tracking Module for buses #20	Transfinder	\$40,764.00	\$40,764
Registration for Conference - STANYS - virtual for 21/22 school yr. #20	6 each	\$150.00	\$900
Registration for Conference - STANYS -inperson for 22/23 school yr. #20	4 each	\$285.00	\$1,140
Registration for Conference - Solution Tree for the 22/23 school yr. #20	6 each	\$749.00	\$4,494
Registration for Conference - Reading League for the 22/23 school yr. #20	15 each	\$250.00	\$3,750
Registration for Conference - NYSCATE for the 22/23 school yr. #20	5 each	\$375.00	\$1,875
Registration for Conference - AMTNYS for the 22/23 school yr. #20	5 each	\$285.00	\$1,425
Registration for Conference - ISTE for 21/22 school yr. # 20	8 each	\$500.00	\$4,000
Registration for Conference - Learning Forward - Virtual for the 21/22 school yr. #20	8 each	\$440.00	\$3,520
Registration for Conference - Learning Forward - Virtual for the 22/23 school yr. #20	8 each	\$440.00	\$3,520

			<i>Code 45</i>
			\$157,742
Description of Item	Quantity	Unit Cost	Proposed Expenditure
John Keal Music Supplies - masks and bell covers for musical instruments #19	175 each	each item between \$7.50 and \$14.50 each	\$1,858
Purchase of food items for summer school meals during 2021-2022 year #15	80.00	\$7.50	\$600
Purchase of food items for summer school meals during 2022-2023 year #15	200.00	\$7.50	\$1,500
ALS Materials - 95% Group Inc. - Multisyllable Chip Kits, Phonics Workbooks Teacher & Student Packets #16	55 items	each item between \$99.00 and \$185.00	\$9,051
Advo Medical Waste #11	12 box items per pick up	\$65.00	\$780
Bioesque Disinfecting Solution #11	18 items	55 gallon drum \$850	\$15,300
Cintas Nitrile Gloves #11	205 boxes	\$20.50	\$4,203
Sanico Paper Towels #11	837 boxes	\$21.50	\$17,996
Sanico Hand Soap #11	300 cases	\$50.00	\$15,000
Zakanin & Sons Adult Disposable 3 Poly Masks #11	500 each	\$10.00	\$5,000
Zakarins & Sons Depot Pro KN95 Masks #11	71 boxes	\$70.00	\$4,970
Zakanin & Sons Face Shields #11	9 boxes	\$100.00	\$900
Zakann & Sons Disposable Gowns #11	2 case	\$75.00	\$150
HD Pro N95 Masks #11	1332 each	\$1.50	\$1,998

EA Morse Buckeye E23 Cleaning Solution #11	42 case	\$72.00	\$3,029
Zakann & Sons Childrens 3 Poly Disposable Masks #11	340 items	\$8.00 each	\$2,720
NYSID Blue Disinfectant #11	41 each	\$49.00	\$2,009
EA Morse Misters #11	4 each	\$622.55	\$2,490
EA Morse Rags #11	650 each	\$1.52	\$988
Niagara Filtration Filters #11	150 each	each item between \$3.00 and \$10.00	\$1,200
Social Emotional Learning (SEL) supplies - poster board, paper, markers, dry erase board, pens, file folders, tri-fold posters - 21/22 and 22/23 school yr. #14	75 each	each item between \$7.00 and \$57.00	\$1,500
Chromebooks #13	250 each	\$258.00	\$64,500

TRAVEL EXPENSES			
Subtotal - Code 46			\$34,663
Position of Traveler	Destination and Purpose	Calculation of Cost	Proposed Expenditures
4 Teachers #20	Attend STANYS Conference 22/23 school year	1 night - hotel, mileage, meals	\$1,781
6 Teachers #20	Attend Solution Tree Conference 22/23 school year	2 nights -hotel, mileage, meals	\$7,200
5 Teachers #20	Attend NYSCATE Conference 22/23 school year	1 night -hotel, mileage, meals	\$3,796
5 Teachers #20	Attend AMTNYS Conference 22/23 school year	2 nights -hotel, mileage, meals	\$2,711
8 Teachers #20	Attending the ISTE Conference 21/22 school yr.	3 nights- hotel, mileage, meals	\$11,800
8 Teachers #20	Attending the Learning Forward Conference 22/23 school yr.	3 nights- hotel, mileage, meals	\$7,375

Employee Benefits		
Subtotal - Code 80		
\$182,509		
Benefit	Proposed Expenditure	
Social Security #14, #15, #16, #19, #20	\$43,102	
Retirement	New York State Teachers #14, #16, #20	\$34,487
	New York State Employees #16	\$2,629
	Other - Pension	
Health Insurance #14, #16, #20	\$100,619	
Worker's Compensation #14, #16, #20	\$1,672	
Unemployment Insurance		
Other(Identify)		

EQUIPMENT			
Subtotal - Code 20			\$12,440
Description of Item	Quantity	Unit Cost	Proposed Expenditure
Mobile Mini Storage Pods #9	2.00	\$6,220.00	\$12,440

Finance: Logged _____

Approved _____

MIR _____

CF121
 ENTRY DATE 01/19/22
 PROJECT 5880212575
 SED CODE 491302060000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 ARP ESSER 3
 AVERILL PARK CSD

RUN DATE 01/19/22

BUDGET DETAIL INFORMATION

PROF SALARY	15	535,679.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	19,935.00	END DATE	09/30/24
PURCH SERVICES	40	367,208.00	AMENDMENT #	
SUPP & MATERIAL	45	157,742.00	CONTRACT #	
TRAVEL EXPENSE	46	34,663.00	STOP DATE	
EMP BENEFITS	80	182,509.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	9.8
BOCES SERVICES	49	0.00	INT ELIG	N
REMODELING	30	0.00		
EQUIPMENT	20	12,440.00		

BUDGET SUMMARY INFORMATION

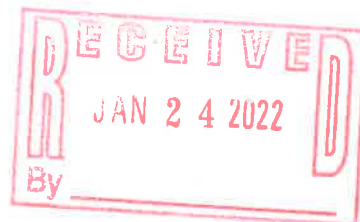
FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
588021	1,310,176.00	131,017.00	1,179,159.00
588020	0.00	0.00	0.00
588019	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	1,310,176.00	131,017.00	1,179,159.00

LOG AND CONTRACT DATES

	RECEIVED	ENTERED	APPROVED
BUDGET	01/13/22	01/18/22	CONTRACT
INTERIM			
FINAL			

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
011922	560650F	INIT	000	01/22	01	131,017.00	588021	011322		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

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.